



Procurement and Contracting Services

Request for Proposals to provide Custodial Services for the Phoenix BioScience Core Campus

**Please mark all proposal submission
Files with the following information**

**Sealed RFP #L232305
Due on February 17, 2023, no later than 2:00 PM, MST**

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For
REQUEST FOR PROPOSALS NO. L232305

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PROCUREMENT AND CONTRACTING SERVICES REQUEST FOR PROPOSALS, RFP #L232305

1.0 STATEMENT OF WORK

- 1.1 **Summary.** The Arizona Board of Regents (ABOR), on behalf of the University of Arizona, is soliciting proposals from interested vendors to furnish the University with custodial services for the Phoenix BioScience Core Campus.
- 1.2 **Coverage and Participation.** The intended coverage of this RFP and any Agreement resulting from this solicitation shall be for the use of all Departments at the University of Arizona. The other State Universities, Arizona State University (ASU) and Northern Arizona University (NAU), along with Pima Community College (PCC) and any other educational institution or Governmental entity may access an Agreement resulting from this solicitation issued and administered by the University of Arizona.

2.0 DEFINITIONS

- 2.1 **Agreement / Contract.** All types of agreements entered into by the Arizona Board of Regents, regardless of what they may be called, for the procurement of materials, services or construction, or the disposal of materials. Meaning is interchangeable.
- 2.2 **Customer.** Unless otherwise implied by the context of the specific provision within this RFP, "Customer" means a customer of the vendor, other than the University.
- 2.3 **Contractor.** Same as Successful Vendor.
- 2.4 **May, Should.** Indicates something that is not mandatory but permissible, recommended or desirable.
- 2.5 **MST.** Mountain Standard Time. We **do not** observe Daylight Savings Time.
- 2.6 **Must, Shall, Will.** Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of your proposal as non-responsive.
- 2.7 **Proposal.** The entirety of the vendor's responses to each point of this RFP, including any and all supplemental offers or information not explicitly requested within this RFP.
- 2.8 **Proprietary Information.** Information held by the owner that if released to the public or anyone outside the owner's organization, would be detrimental to its interests. It is an issue of fact rather than opinion. Pricing and/or revenues cannot be considered proprietary or confidential.
- 2.9 **Provider.** Same as Vendor.

- 2.10 Request for Proposals (RFP).** A competitive process under which discussions and negotiations are allowed, it is not to be confused with a Request for Bid (RFB), in which goods or services are precisely specified and price is substantially the only competitive factor. This RFP provides the University the flexibility to negotiate to arrive at a mutually agreeable relationship. Price will be considered, but will not be the only factor of evaluation.
- 2.11 Respondent.** Same as Vendor.
- 2.12 Response.** Same as Proposal.
- 2.13 Responsible Vendor.** A person who has the capability, including necessary experience, to perform the contract requirements; who has the integrity and reliability which will ensure good faith performance and appropriate quality of the materials, services, construction or construction services, to be provided; and who is in compliance with any and all licensing requirements of the State of Arizona.
- 2.14 Responsive Vendor.** A person who submits a proposal which conforms in all material respects to the Request for Proposals.
- 2.15 Successful Vendor.** Any vendor selected by the University to receive a notice of award as a result of this RFP and to enter into a contract to provide the University with the products or services sought by this RFP
- 2.16 Supplemental Agreement.** Any supplemental terms and conditions agreed to by the parties in writing, which take precedence over all other documents governing the transaction.
- 2.17 Supplier.** Same as Vendor.
- 2.18 University.** Arizona Board of Regents (ABOR), a body corporate, for and on behalf of the University of Arizona.
- 2.19 Vendor.** For purposes of this RFP, "Vendor" means any entity responding to this RFP with the intention of winning the resulting award of contract, performing the work, and/or delivering the goods specified herein.
- 2.20 Vendor's Proposal.** Same as Proposal.
- 2.21 Vendor's Response.** Same as Proposal.

3.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

- 3.1 Original RFP Document.** The Office of Procurement and Contracting Services shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.
- 3.2 About the University.** For information about the University of Arizona, please visit the University's Internet web page at: www.arizona.edu/. For specific demographic information, visit <http://factbook.arizona.edu>.

University Purpose and Core Values. The University of Arizona's purpose is working together to expand human potential, explore new horizons and enrich life for all. To fulfill this purpose, the University has adopted Core Values that apply to all faculty, staff, and students, as well as to those doing business with the University. The Core Values are central to the culture of the University, and Vendors are encouraged to review and uphold the following:

- Integrity – Be honest respectful and just
- Compassion – Choose to Care
- Exploration – Be insatiably curious
- Adaptation – Stay open-minded and eager for what's next
- Inclusion – Harness the power of diversity
- Determination – Bear Down

For additional information regarding the University's Purpose and Core Values, please visit <https://www.arizona.edu/purpose-values>.

3.3 Schedule of Events. The following is the tentative schedule that will apply to this RFP, but may change in accordance with the University's needs.

01/23/2023 Issuance of RFP
02/02/2023 Pre-Proposal Conference
02/02/2023 Vendors Visit University Site(s)
02/06/2023 Technical Questions/Inquiries due no later than 12:00 PM, MST
02/17/2023 RFP is Due February 17, 2023, no later than 2:00 PM, MST

3.4 Pre-Proposal Conference. A mandatory pre-proposal conference will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP.

Notification of attendance should be made to Bailey Nazifi, at telephone #520-621-3871, or email: baileygibson@arizona.edu.

Date: February 2, 2023
Time: 9:00 AM, MST
Place: Phoenix Biomedical Campus
Health Sciences Education Building (HSEB)
435 N. 5th Street, Rm B106
Phoenix, AZ 85004

The University will not accept a proposal from any vendor who did not have a representative attend the mandatory pre-proposal conference.

The Buyer may choose to call for additional pre-proposal conference(s) if, in the sole judgment of the Buyer, there is a need for such conference(s) in order to promote competition.

3.5 Pre-Proposal Site Visit. A mandatory pre-proposal site visit will be held for vendors who intend to respond to this RFP. The purpose of the site visit is to acquaint the vendors with the conditions under which the work must be performed. The University will not be responsible for additional compensation because the vendor did not acquaint themselves with all the available conditions and information nor shall it relieve the vendor from any responsibility for properly performing the project work.

Notification of attendance should be made to Bailey Nazifi at telephone #520-621-3871, or email: baileygibson@arizona.edu.

Date: February 2, 2023
Time: 9:00 AM, MST
Place: Phoenix Biomedical Campus
Health Sciences Education Building (HSEB)
435 N. 5th Street, Rm B106
Phoenix, AZ 85004

The University will not accept a proposal from any vendor who did not have a representative attend the mandatory pre-proposal site visit.

The Buyer may choose to call for additional pre-proposal site visit(s) if, in the sole judgment of the Buyer, there is a need for such visit(s) in order to promote competition.

3.6 Accommodations for People with Disabilities. If the vendor or any of the vendor's employees participating in this RFP need, or have questions about the University's accommodations for people with disabilities, please make arrangements with Bailey Nazifi at telephone # 520-621-3871, email address baileygibson@arizona.edu. Such requests should be made as early as possible to allow time to arrange the accommodation(s).

3.7 PROPOSAL PREPARATION INSTRUCTIONS

3.7.1 Vendor's Understanding of the RFP. In responding to this RFP, the vendor accepts the responsibility fully to understand the RFP in its entirety, and in detail, including making any inquiries to the University as necessary to gain such understanding. The University reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the University reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. Related to this, the University's right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the University.

3.7.2 University Provides Information in Good Faith without Liability. All information provided by the University in this RFP is offered in good faith. Individual items are subject to change at any time. The University makes no certification that any item is without error. The University is not responsible or liable for any use of the information, or for any claims attempted to be asserted therefrom.

3.7.3 Verbal versus Written Communication. Verbal communication shall not be effective unless formally confirmed in writing by the specified University procurement official in charge of managing this RFP's process. In no case shall verbal communication override written communication.

3.7.4 Questions, Communications and Inquiries between the University and Vendors. **All Vendor inquiries, questions and requests for clarification related to this RFP are to be directed, in writing via email, ONLY to the Buyer listed below.** Once this RFP has been sent out, Vendors **are not to contact any University Department**, other than Procurement and Contracting Services, concerning this RFP, **or risk disqualification (see Section 3.7.1 above):**

Attn: Bailey Nazifi

Telephone No. 520-621-3871

Email Address: baileygibson@arizona.edu

Applicable terms and conditions herein shall govern communications and inquiries between the University and vendors, as they relate to this RFP.

Informal communications shall include but are not limited to requests from/to vendors or vendors' representatives of any kind or capacity, to/from any University employee or representative of any kind or capacity, **with the exception of the Purchasing Department**, for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the Buyer named above, at any time.

Formal communications shall include but are not limited to the following.

- Questions concerning this RFP must be submitted in writing, and be received **no later than February 6, 2023, at 12:00 PM, MST**.
- Errors and omissions in this RFP and enhancements. Vendors shall bring to the University's attention any discrepancies, errors, or omissions that may exist within this RFP. Vendors shall recommend to the University any enhancements in respect to this RFP, which might be in the University's best interests. These must be submitted in writing, and be received **no later than February 6, 2023, at 12:00 PM, MST**.
- Inquiries about technical interpretations must be submitted in writing, and be received **no later than February 6, 2023, at 12:00 PM, MST**.
- Inquiries for clarifications / information that will **not** require addenda may be submitted verbally to the Buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

Informal communications shall cease on the date of distribution of this RFP and formal communications shall commence. On the date that the University notifies responding vendors of this RFP's results and executes the resulting contract with the successful Vendor, informal communications may resume and formal communications may cease.

3.7.5 Addenda and the University's Response to Communications from Vendor. The University will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within five (5) University business days.

All addenda will be posted to our web site only:

http://pacs.arizona.edu/RFP-BID_Opportunities

- **Vendors who want the addenda supplied to them in another form must notify Bailey Nazifi. Otherwise, it will be the vendor's responsibility to check the web site for any additional information and addenda concerning this RFP.**

The University will not respond to any questions / requests for clarification that require addenda, if received by the University after February 6, 2023, at 12:00 PM, MST.

3.7.6 Pricing and/or Revenue Proposal. Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP. The University may presume and hold as the vendor's final offer all pricing and/or revenue offerings, whether stated as amounts or percentages, and/or whether or not offered on an all-or-none basis, if not specified by the vendor. The University may accept or reject in part or entirely the vendor's pricing and/or revenue offerings when such offerings are not on an all-or-none basis. Vendor's pricing and/or revenue proposals may not be modified after the RFP Due date and time unless University at its sole discretion decides that future negotiations will only enhance the Vendor's offer to University. Should University decide that such negotiations would not be in University's best interests, pricing and revenue offer by Vendor at Due date and time may be considered by University as the Vendor's best and final offer. Unless otherwise specifically proposed by the vendor, the University reserves the right to hold such pricing and/or revenue proposal as effective for the entire intended contract term. The University may prescribe the manner and method by which pricing and/or revenue offerings shall be communicated in the vendor's proposal. The University may reject any proposal in which the pricing and/or revenue offering does not conform to such prescribed manner and method. Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP. Vendors shall ensure that any departure from this condition results in an offer that is clearly cross-referenced to the applicable sections within this RFP. For any material departure from this condition, vendors shall provide clear and unambiguous explanations how the departure relates in detail to the applicable sections within this RFP. If the vendor responds with an "All-or-None" proposal, it shall be clearly and unambiguously marked as such.

3.7.7 Revisions to the RFP. The University may revise any part of this RFP for any reason by issuing addenda. **The University will communicate additional information and addenda to this RFP by posting them on our web site.**

http://pacs.arizona.edu/RFP-BID_Opportunities

➤ **Vendors that want the revisions supplied to them in another way must notify the Buyer listed in this document of that request. Otherwise, it will be the vendor's responsibility to check the web site for any additional information and addenda concerning this RFP.**

Vendors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. The University is under no obligation to communicate such addenda to vendors who notify the University that they will not be responding to this RFP. The University may determine whether an addendum will be considered as part of this RFP and/or as part of any resultant contract. **The University shall reject vendors' responses to addenda if such responses are received after the RFP Due date and time.**

3.7.8 Attention to Terms and Conditions. Vendors are cautioned to thoroughly understand and comply with all matters covered under the Terms and Conditions section of this RFP. The successful Vendor is expected to enter into a form of agreement approved by the Arizona Board of Regents. The University agreement terms and conditions included in this RFP are intended to be incorporated into this

agreement. **Proposals that are contingent upon any changes to these terms and conditions may be deemed to be non-responsive and may be rejected.**

3.7.9 Required Signatures. The University may reject any vendor's response if it is not signed as indicated and/or required by the areas, spaces, or forms provided within this RFP.

3.7.10 Proposal Organization. Vendors shall present proposals in a format that can be readily incorporated into a contract. Vendors may present narrative proposals provided that such proposals follow the same outline and numbering scheme of this RFP, including full descriptive cross-references to all requirements listed in [Section 5.0](#). **Vendors should ensure that their proposals include page numbers and are organized in a manner that will facilitate the University's evaluation of them. The University reserves the right to reject without prior notice and without liability of any kind or amount any proposal that it deems overly complex, disorganized, or difficult to evaluate.** The University reserves the right to make such a decision without any input or communication from any other party. Vendors shall ensure that, at a minimum, their proposals contain the components set forth in the following list.

- Original required sections from this RFP
- Any additional responses in corresponding sequence order
- Any additional supporting data

3.7.11 Collusion Prohibited. In connection with this RFP, vendor collusion with other vendors or employees thereof, or with any employee of the University, is prohibited and may result in vendor disqualification and/or cancellation of award. Any attempt by the vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

3.7.12 Improper Business Relationships / Conflict of Interest Prohibited. In connection with this RFP, each vendor shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between or among the vendor, the University, and any other party to this RFP. The University reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or not vendor disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

3.7.13 Corrections, Changes, and Providing Information on Forms within the RFP. Vendors shall ensure that an authorized individual initials each correction using pen and ink. Vendors shall use pen and ink or typewriter in providing information directly on pages, or copies thereof, contained within this RFP.

3.7.14 Proposal Bond. Not Applicable.

3.7.15 Performance and / or Payment Bonds. Not Applicable.

3.7.16 Anti-Kickback. In compliance with FAR 52.203-7, the University has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operations and direct business relationships.

3.8 PROPOSAL SUBMISSION AND SUBSEQUENT ACTION

Proposals must be received by the date / time and uploaded to the University's secure box no later than **February 17, 2023, at 2:00 PM, MST.**

Vendors, please be advised that it is **your sole responsibility** to ensure that your proposal is received as described in the paragraph above. The University shall not be responsible for any delays that may occur.

Proposals must be **uploaded** to:

Box Secure Upload:

In response to the current COVID-19 Pandemic, proposal responses will be accepted until the due date and time at:

<https://arizona.app.box.com/f/9a7087f5d6d24258882f7caf00f0c6a6>

Please title your response in the upload folder as:

RFP#_VendorName_Response

****Vendor please note: No more than two files should be uploaded, you may include a redacted copy if necessary****

no later than February 17, 2023, at 2:00 PM, MST. The University shall, at the specified Due date and time, accept all proposals that are otherwise in order. The University will allow interested parties to be present via zoom for purposes of identifying which vendors have responded, if requested. The University will make no immediate decision at such time, and **there will be no disclosure of any information contained in any proposal until after formal notice of award and execution of any contract resulting from this RFP.** When multiple solicitations have been scheduled to open at the same date and time, the University will open solicitations that have interested individuals present in sequential order by solicitation number. **The University will hold unopened any proposals received after the Due date and time, and will not consider such proposals.** The University reserves the right to retain or dispose of such proposals at its discretion; however, the University may return such proposals to their related vendors, but only at such vendor's request and at no cost or expense whatsoever to the University.

If the University determines that due to an insufficient number of proposals received, it would be in the University's best interest, the University may extend the Due date in order to determine why other vendors did not respond and to encourage other vendors to respond.

3.8.1 Proposal Costs. The University is not liable in any manner or to any extent for any cost or expense incurred by any vendor in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the vendor or indirectly through the vendor's agents, employees, assigns or others, whether related or not to the vendor.

3.8.2 Withdrawal of RFP. Vendors may withdraw their proposals any time prior to the RFP Due date and time. Vendors may request to withdraw their proposals after the RFP Due date and any time prior to selection and notice of award. The University shall

have sole authority to grant or deny such a request. In the event the University grants such a request, it may withhold issuing future RFP's to such vendors.

- 3.8.3 University's Right to Use Vendor's Ideas / Proprietary Information.** If the vendor needs to submit proprietary information with the proposal, the vendor shall ensure that it is enclosed in a separate file from the proposal and that it is clearly designated and conspicuously labeled as such.

The University shall have the right to use any ideas that are contained in any proposal received in response to this RFP, along with any adaptation of such ideas. Selection or rejection of the proposal shall not affect the University's right of use. Provided, however, that the University will, in good faith, honor any vendor information that is enclosed in a separate file from the proposal and clearly designated and conspicuously labeled as proprietary, and the University concurs that the information is proprietary. **The file must also contain the reason(s) why the enclosed material is to be considered proprietary.** Trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with procedures promulgated by the Procurement Officer and subject to limitations in Arizona or Federal law. **Pricing information cannot be considered proprietary or confidential.** The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. **At no time will the entire proposal be considered proprietary and be kept confidential.**

3.9 EVALUATION PROCESS AND AWARD

- 3.9.1 Contractual Intent / Right to Terminate and Recommence RFP Process.** The University intends to contract with one or more vendors whose proposal(s) are considered to be in the best interests of the University. However, the University may terminate this RFP process at any time up to notice of award, without prior notice, and without liability of any kind or amount. Further, the University reserves the right to commence one or more subsequent RFP processes seeking the same or similar products or services covered hereunder.
- 3.9.2 Effective Period of Proposals.** Under this RFP, the University shall hold that vendors' responses to this RFP shall remain in effect for a period of ninety (90) days following the Due date, in order to allow time for evaluation, approval, and award of the contract. Any vendor who does not agree to this condition shall specifically communicate in its proposal such disagreement to the University, along with any proposed alternatives. The University may accept or reject such proposed alternatives without further notification or explanation.
- 3.9.3 Proposal Acceptance/Rejection.** The University reserves the right to reject any or all proposals. Such rejection may be without prior notice and shall be without any liability of any kind or amount to the University. The University shall not accept any proposal that the University deems not to be in its best interests. The University shall reject proposals submitted after the Due date and time.
- 3.9.4 Errors and Omissions in Vendors Proposals.** The University may accept or reject any vendor's proposal, in part or in its entirety, if such proposal contains errors, omissions, or other problematic information. The University may decide upon the materiality of such errors, omissions, or other problematic information.

3.9.5 Determination of and Information Concerning Vendor's Qualifications. The University reserves the right to determine whether a vendor has the ability, capacity, and resources necessary to perform in full any contract resulting from this RFP. The University may request from vendors information it deems necessary to evaluate such vendors' qualifications and capacities to deliver the products and/or services sought hereunder. The University may reject any vendor's proposal for which such information has been requested but which the vendor has not provided. Such information may include but is not limited to:

- Financial resources
- Personnel resources
- Physical resources
- Internal financial, operating, quality assurance, and other similar controls and policies
- Resumes of key executives, officers, and other personnel pertinent to the requirements of the RFP
- Customer references
- Disclosures of complaints or pending actions, legal or otherwise, against the vendor

3.9.6 Apparently Conflicting Information Obtained by Vendor. The University is under no obligation whatsoever to honor or observe any information that may apparently conflict with any provision herein, regardless of whether such information is obtained from any office, agent, or employee of the University. Such information shall not affect the vendor's risks or obligations under a contract resulting from this RFP.

3.9.7 Rejection of Vendor Counter-offers, Stipulations and Other Exceptions. Any vendor exception, stipulation, counter-offer, requirement, and/or other alternative term or condition shall be considered rejected unless specifically accepted in writing by the University and thereafter incorporated into any contract resulting from this RFP.

3.9.8 Method of Award. Each response to this RFP will be reviewed for its overall competence, compliance, format, and organization. Proposals which the University deems overly complex, disorganized, or difficult to evaluate may be rejected in accordance with [Section 3.7.10](#) of this RFP. The award shall be made to the responsive and responsible vendor whose proposal is determined to be the most advantageous to the University of Arizona, taking into consideration the following evaluation criteria listed in the relative descending order of importance. Pricing must be a criterion. However, the University is under no obligation whatsoever to select, as most responsive the proposal that demonstrates the lowest pricing.

Evaluation Criteria

- Experience
- Staffing / Personnel
- Pricing
- Training and Certifications
- Quality Control and Safety
- Support

The contract will consist of the University's RFP, the proposal with any and all revisions, award letter, and/or purchase order, and/or the signed agreement between the parties, as stated in that agreement.

- 3.9.9 Selection, Negotiation, Additional Information.** Although the University reserves the right to negotiate with any vendor or vendors to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive and responsible vendor or vendors without further discussion, negotiation, or prior notice. The University may presume that *any proposal is a best-and-final offer*.
- 3.9.10 Pre-Award Presentations.** The University reserves the right to require presentations from the highest ranked vendors, in which they may be asked to provide information in addition to that provided in their proposals.
- 3.9.11 Pre-Award Negotiations.** The University reserves the right to negotiate prior to award with the highest ranked vendors for purposes of addressing the matters set forth in the following list, which may not be exhaustive.
- Resolving minor differences and scrivener's errors
 - Clarifying necessary details and responsibilities
 - Emphasizing important issues and points
 - Receiving assurances from vendors
 - Obtaining the lowest and best pricing and/or revenue agreement
- 3.9.12 Notification of Non-Selection.** The University reserves the right not to notify vendors whose RFP responses are not selected for further consideration or notice of award. If the University decides to notify such vendors in writing, it will send the notifications to the address indicated in each such vendor's proposal. Once the award has been finalized, a notice of award may be posted on our [website](#).
- 3.9.13 Vendor's Need to Use Proprietary Rights of the University.** All information proprietary to the University and disclosed by the University to any vendor shall be held in confidence by the vendor and shall be used only for purposes of the vendor's performance under any contract resulting from this RFP.
- 3.9.14 Public Record.** After the award and execution of a contract resulting from this RFP, vendors' proposals become public record and are available for review during the University's regular office hours. The University will, in good faith and to the extent allowed by law, honor any vendor information that is clearly designated and conspicuously labeled as proprietary, and the University agrees that the information is proprietary. If the vendor needs to submit proprietary information with the proposal, the vendor **shall ensure that it is enclosed in a separate file from the proposal and that it is clearly designated and conspicuously labeled as such. The file must also contain the reason(s) why the enclosed material is to be considered proprietary.** At no time shall the entire proposal be considered proprietary and be kept confidential. The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. **Pricing information cannot be considered proprietary or confidential.**

3.9.15 Certification. By signature on the “Proposal Certification” form included herein, the Vendor certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, Vendor certifies whether or not any employee of the University has, or has a relative who has, a substantial interest in any Agreement that may result from this RFP. Vendor also certifies their status with regard to debarment, or suspension by any Federal entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting Agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting Agreement. Any resulting Agreement may be subject to legal remedies provided by law. Vendor agrees to promote and offer to the University only those services and/or materials as stated in and allowed for under resulting Agreement(s).

4.0 AGREEMENT TERMS AND CONDITIONS

The following are the Terms and Conditions that will become part of any Agreement consummated between the University and the Successful Vendor. **In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Supplemental Agreement; Request for Proposals; Proposal.**

- 4.1 Actions of Successful Vendor.** The University is under no obligation whatsoever to be bound by the actions of any Successful Vendor with respect to third parties. The Successful Vendor is not a division or agent of the University.
- 4.2 Advertising.** The Successful Vendor shall not advertise or publish information concerning the Agreement without prior written consent of the University. The University shall not unreasonably withhold permission.
- 4.3 Americans with Disabilities Act and Rehabilitation Act.** The Successful Vendor will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, and all applicable federal regulations.

All electronic and information technology and products and services to be used by University faculty/staff, students, program participants, or other University constituencies must be compliant with the Americans with Disabilities Act as amended and the Rehabilitation Act. Compliance means that a disabled person can acquire the same information, engage in the same interactions, and enjoy the same services as a nondisabled person, in an equally effective and integrated manner, with substantially equivalent ease of use.

4.3.1 Electronic and Information Technology. Any acquisition considered electronic and information technology (EIT) as defined by the Access Board at 36 CFR 1194.4 and in the FAR at 2.101 must comply with Section 508 (36 CFR Part 1194) and, for web-based applications, WCAG 2.0, Level AA Guidelines. In addition, the submission of a completed Voluntary Product Accessibility Template (VPAT) is required so the University of Arizona may ascertain conformance. Proposals or bids without a completed VPAT may be disqualified from competition. The UA Guide to the VPAT and the templates themselves are available to assist vendors in this process. See information at <http://itaccessibility.arizona.edu/guidelines/purchasing/vpat>.

EIT is information technology (IT) and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. EIT includes, but is not limited to:

- telecommunication products, such as telephones;
- information kiosks and transaction machines;
- World Wide Web sites;
- software;
- multimedia (including videotapes); and
- office equipment, such as copiers and fax machines.

The University of Arizona reserves the right to perform real-world testing of a product or service to validate vendor claims regarding Section 508 conformance. To facilitate testing, the vendor will, upon request, provide the University with access to the product being considered for purchase for a period of at least 30 calendar days.

4.3.2 Services and Products. An accessible *service or product* is one that can be used by as many people as possible, taking into account their physical, cognitive, emotional, and sensory differences.

Services provided include, but are not limited to:

- education and training;
- cultural and athletic events;
- vehicle rentals
- event space and lodging; and
- parking and transportation.

Products include, but are not limited to:

- office equipment;
- office and classroom furniture; and
- kiosks

4.4 Conflict of Interest. Pursuant to the provisions of Arizona Revised Statute § 38-511, the Arizona Board of Regents may, within three years after its execution, cancel the Agreement without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining the Agreement for or on behalf of the Arizona Board of Regents becomes an employee in any capacity of any other party or a consultant to any other party with reference to the subject matter of the Agreement while the Agreement or any extension thereof is in effect.

4.5 Drug Free Workplace. The Successful Vendor agrees that in the performance of the Agreement, neither the Successful Vendor nor any employee of the Successful Vendor shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by the Agreement. The University reserves the right to request a copy of the Successful Vendor's Drug Free Workplace Policy. The Successful Vendor further agrees to insert a provision similar to this statement in all subcontracts for services required.

4.6 Equal Opportunity. The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.4.41 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by

reference and shall be applicable to the Agreement unless the Agreement is exempted under the rules, regulations or orders of the U.S. Secretary of Labor.

- 4.7 Federal, State, and Local Taxes, Licenses and Permits.** Successful Vendor is solely responsible for complying with all laws, ordinances, and regulations on taxes, licenses and permits, as they may apply to any matter under this RFP. The Successful Vendor must demonstrate that they are duly licensed by whatever regulatory body may so require during the performance of the Agreement. Prior to the commencement of Agreement, the Successful Vendor shall be prepared to provide evidence of such licensing as may be requested by the University. Successful Vendor shall, at no expense to the University, procure and keep in force during the entire period of the Agreement all such permits and licenses.
- 4.8 Inspection and Audit.** Pursuant to the provisions of Arizona Revised Statute § 35-214, all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, The University of Arizona or the Auditor General of the State of Arizona, or their agents for five (5) years after completion or termination of the Agreement.
- 4.9 Liens.** Each Successful Vendor shall keep the University free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Successful Vendor.
- 4.10 Modifications.** The Agreement can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.
- 4.11 Non-Discrimination.** The parties shall comply with all applicable state and federal statutes and regulations governing equal employment opportunity, non-discrimination, and immigration.
- 4.12 Sales and Use Tax.** The Successful Vendor agrees to comply with and to require all of his subcontractors to comply with all the provisions of applicable law. The Successful Vendor further agrees to indemnify and hold harmless the University from any and all claims and demands made against it by virtue of the failure of the Successful Vendor or any subcontractors to comply with the provisions of any and all said laws. The University is not exempt from state sales and use tax, except for equipment purchased for research or development. Any equipment ordered as tax exempt shall be invoiced separately from taxable systems, even if purchased on the same purchase order as issued by the University.
- 4.13 Prohibited Harassment.** Federal law and the policies of the University prohibit sexual harassment of University employees or students. Sexual harassment includes any unwelcome sexual advance toward a University employee or student, any request for a sexual favor from a University employee or student, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive working environment for University employees, or a hostile or offensive academic environment for University students. University vendors, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of University employees and students. The employer of any person who the University, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of the Agreement to cause such person to be removed from the project site and from University premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.
- 4.14 Small Business Utilization Program.** The University is committed to its [Small Business Utilization Program](#) and to the development of Small Business. If subcontracting is necessary,

the Successful Vendor will make every effort to use Small Businesses in the performance of the Agreement.

- 4.15 Smoking and Tobacco Policy.** This policy applies to the University of Arizona main campus in Tucson, the Arizona Health Sciences Center, the Phoenix BioScience Core Campus, UA South and all University vehicles. This policy applies to University students, faculty, employees, contractors, volunteers, and visitors on its campuses and in its vehicles. To view the complete policy, click on <https://policy.arizona.edu/ethics-and-conduct/smoking-and-tobacco-policy>. The Successful Vendor is expected to respect this tobacco free policy and fully comply with it.
- 4.16 Export Control.** Each party shall comply with all applicable export control laws and economic sanctions programs. Applicable export control or economic sanctions programs may include U.S. export control laws such as the Export Administration Regulations and the International Traffic in Arms Regulations, and U.S. economic sanctions programs that are or may be maintained by the U.S. Government. The parties will comply with U.S. export control and U.S. economic sanctions laws with respect to the export (including a deemed export) or re-export of U.S. origin goods, software, services and/or technical data, or the direct product thereof.
- 4.17 No Boycott of Goods or Services from Israel.** If the Goods/Services provided under this Agreement include the acquisition of services, supplies, information technology or construction with a value of at least \$100,000 and Supplier is engaged in for-profit activity and has 10 or more full-time employees, then, to the extent required by ARS § 35-393.01, Supplier certifies it is not currently engaged in, and during the term of this Agreement will not engage in, a boycott of goods or services from Israel.
- 4.18 Safety Standards.** To the extent applicable to the services to be performed under this Agreement, Contractor represents and warrants that all articles and services furnished under this Agreement meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations, in effect or proposed as the date of this Agreement, which shall include the following guidance provided by OSHA, available at the following link <https://www.osha.gov/coronavirus/safework>. In addition, Contractor, Contractor employees, and/or subcontractors who will be performing work in University of Arizona locations, indoor or outdoor, must review and abide by the mask requirements listed at: <https://covid19.arizona.edu/face-coverings>.
- 4.19 Arbitration.** The parties agree to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to ARS § 12-133.
- 4.20 Travel.** If authorized as part of any resulting contract, all reimbursable travel expenses must be authorized in writing by the University in advance of the planned travel and must be consistent with University Financial Policy 9.12 Independent Contractors, <https://policy.fso.arizona.edu/fsm/900/912> items 33-42. Each request for reimbursement shall be itemized and accompanied by copies of original receipts. If applicable, reimbursements for airfare shall be for standard airline coach travel only. If applicable, reimbursement for auto travel and per diem shall be made at the rate permitted for State of Arizona employees. Note that the purchase of alcohol shall not be permitted as a reimbursable expense under this Contract. Vendor will submit all receipts and any required backup documentation to the University within 90 days after the applicable expenses were incurred. The University will not be required to reimburse Vendor for any expenses, invoices, or receipts for expenses received after that time.

- 4.21 No Forced Labor of Ethnic Uyghurs.** To the extent required by A.R.S. § 35-394, Supplier certifies it is not currently, and during the term of this Agreement will not use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or 3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of the ethnic Uyghurs in the People's Republic of China. If Supplier becomes aware during the term of the agreement that it is not in compliance with this written certification, it shall notify the University within five (5) business days of becoming aware of the noncompliance.
- 4.22 Administrative (Legal) Remedies.** The Arizona Board of Regents has promulgated [Administrative \(Legal\) Remedies](#) for alleged breaches or disputes arising from the Agreement. These remedies are exclusive and must be exhausted before the filing of any legal action.
- 4.23 Assignment-Delegation.** No right or interest in the Agreement shall be assigned or delegation of any obligation made by Successful Vendor without the written permission of the University. Any attempted assignment or delegation by Successful Vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
- 4.24 Assignment of Anti-Trust Overcharge Claims.** The parties recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the ultimate purchaser; therefore, Successful Vendor hereby assigns to the University any and all claims for such overcharges.
- 4.25 Date for Reckoning Prompt-Payment Discount.** For purposes of determining whether a prompt-payment discount, if applicable, may be taken by the University, the starting date of such reckoning period shall be the later of the date of a properly executed invoice or the date of completion of service and/or delivery of product.
- 4.26 Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of the Agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent. Neither the Supplier / Contractor nor the University shall be liable for failure to perform if such failure is caused by or due to acts on regulations of public authorities, labor difficulties, civil tumult, strike, epidemic, pandemic, or any cause beyond the control of Supplier / Contractor or the University. Neither party shall be under any further obligation to the other.
- 4.27 Indemnification / Hold Harmless.** The Successful Vendor shall indemnify, defend, and hold harmless to the fullest extent allowed by law the State of Arizona, the Arizona Board of Regents and the University, its officers, agents, and employees ("Indemnitees") from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred on account of breach, or loss of or damage to any property, or for injuries to or death of any person, or financial loss incurred by Indemnitees, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Successful Vendor, its employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of the Agreement, or arising out of Workers Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of Successful Vendor and/or its subcontractors of claims under similar such laws and obligations. Successful Vendor's obligation under this provision shall not extend to any liability caused by the sole negligence of the State of Arizona, Arizona Board of Regents,

University or its officers, agents, and employees. Such indemnification shall specifically include infringement claims made against any and all intellectual property supplied by Successful Vendor and third party infringement under the Agreement.

4.28 Insurance Requirements. Without limiting any liabilities or any other obligations of Successful Vendor, the Successful Vendor shall provide and maintain the minimum insurance coverage listed below unless otherwise agreed to in writing. Coverage shall be provided with forms and insurers acceptable to the University until all obligations under the Agreement are satisfied.

- Commercial General Liability (CGL) insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) general aggregate.
- Commercial Automobile Liability insurance with a minimum combined single limit of ONE MILLION DOLLARS (\$1,000,000) each occurrence.

The insurance policies required in the two statements above shall be endorsed to name the State of Arizona, Arizona Board of Regents on behalf of the University of Arizona as additional insured and shall stipulate that the insurance afforded the Successful Vendor shall be primary insurance and that any insurance carried by the State of Arizona, the Arizona Board of Regents and the University of Arizona, their agents, officials or employees shall be excess and not contributory insurance to that provided by Successful Vendor.

- If applicable, Worker's Compensation insurance in accordance with applicable Arizona Statutes, for any employees engaged in the performance of Agreement; and
- Employer's Liability insurance with a minimum limit of FIVE HUNDRED THOUSAND DOLLARS (\$500,000).

A certificate of insurance acceptable to the University shall be furnished to the University prior to the commencement of Agreement as evidence that policies providing the required coverage, conditions and limits are in full force and effect.

4.29 Additional Insurance Requirements. (Handling Hazardous Wastes). In addition to the minimum insurance coverage and endorsement requirements stated in the paragraphs above, the Successful Vendor shall provide and maintain the minimum insurance coverage listed below unless otherwise agreed to in writing:

- Pollution Legal Liability insurance with a minimum of combined single limit of ONE MILLION (\$1,000,000) each occurrence, TWO MILLION (\$2,000,000) annual aggregate.
 - a. Coverage must be identified as specific to the operations described in the Scope of Services in this RFP.
 - b. The Policy shall include coverage for bodily injury, sickness, disease, mental anguish or shock sustained by any person including death.
 - c. The policy shall include coverage for property damage including physical damage to or destruction of tangible property and the resulting loss of use thereof, clean-up costs, and the loss of use of tangible property that has not been physically damaged or destroyed.
 - d. For losses that arise from the facility, coverage shall apply to sudden and non-sudden pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere, or any watercourse or body of water, which results in bodily injury or property damage.

e. The policy shall include coverage for defense, including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages.

- Business Automobile Liability – Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of any services to the University of Arizona by Contractor. The policy shall provide Automobile Pollution Liability specific to the transportation of hazardous materials from the project site to the final disposal location.

Contractor shall furnish certificates of insurance, prior to the commencement of the contract, **naming the State of Arizona, Arizona Board of Regents, on behalf of the University of Arizona, and its officers, officials, agents, and employees as additional insured with respect to liability arising out of the activities performed by or on behalf of (insert name of Contractor).**

- 4.30 Intellectual Property.** It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Request for Proposals belongs solely and exclusively to the Arizona Board of Regents on behalf of the University of Arizona. Documents/drawings used in this proposal belong to the Arizona Board of Regents on behalf of the University of Arizona and/or are being used with permission. Intellectual property as used herein, means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints. It is also understood and agreed that anything created as a result of an award of this proposal is considered a work for hire under the U.S. copyright laws and as such, the Arizona Board of Regents on behalf of the University of Arizona will own the copyright.
- 4.31 Labor Disputes.** Successful Vendor shall give prompt notice to the University of any actual or potential labor dispute which delays or may delay performance of the Agreement.
- 4.32 Laws and Regulations.** Successful Vendors are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify the University, its officers and agents against any claims of liability arising from or based on any violation thereof.
- 4.33 No Waiver of Right by the University.** No waiver by University of any breach of the provisions of the Agreement by the Successful Vendor shall in any way be construed to be a waiver of any future breach or bar the University's right to insist on strict performance of the provisions of the Agreement
- 4.34 Parking.** The Successful Vendor shall obtain all parking permits and/or decals that may be required while performing project work on University premises. The Successful Vendor should contact [Parking and Transportation Services](#) located at 1117 E. Sixth St., Tucson AZ 85721-0181.
- 4.35 Performance and / or Payment Bonds.** Not Applicable.
- 4.36 Payment Terms.** Payments by the University shall be subject to the provision of Title 35 of Arizona Revised Statutes relating to time and manner of submission of claims. The University's obligation is payable only and solely from funds appropriated for the purpose of the Agreement. Unless otherwise stated herein, the payment terms for the Agreement are Net 30 days
- 4.37 Price Adjustment for Multi-Year Contracts.** Price changes will normally only be considered at the end of one Agreement period and the beginning of another. Price change requests shall

be in writing, submitted at least sixty (60) days prior to the end of the current Agreement period, and shall be supported by written evidence of increased costs to the Successful Vendor. The University will not approve unsupported price increases that will merely increase the gross profitability of the Successful Vendor at the expense of the University. Price change requests shall be a factor in the Agreement extension review process. The University shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the University.

4.38 Prior Course of Dealings. No trade usage, prior course of dealing, or course of performance under other agreements shall be a part of any agreement resulting from this RFP; nor shall such trade usage, prior course of dealing, or course of performance be used in the interpretation or construction of such resulting agreement.

4.39 Referencing of Orders. For each order issued against an agreement resulting hereunder, the University intends in good faith to reference this RFP for pricing, terms and conditions, delivery location, and other particulars. However, in the event the University fails to do so, the University's right to such terms, conditions, and particulars shall not be affected, and no liability of any kind or amount shall accrue to the University.

4.40 Remedies and Applicable Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. University and Successful Vendor shall have all remedies afforded each by said law. The venue in any action or litigation commenced to enforce the Agreement shall be instituted in the appropriate courts in Arizona.

4.41 Right of Assurance. Whenever one party to the Agreement in good faith has reason to question the other party's intent to perform, he may demand that the other party give a written assurance of their intent to perform. In the event that a demand is made and no written assurance is given within ten calendar (10) days, the demanding party may treat this failure as an anticipatory repudiation of the Agreement.

4.42 Right of Offset. The University shall be entitled to offset against any sums due the Successful Vendor, any expenses or costs incurred by the University, or damages assessed by the University concerning the Successful Vendor's non-conforming performance or failure to perform the Agreement, or any other debt owing the University, including expenses, costs and damages described in the termination provisions contained herein.

4.43 Termination

4.43.1 Convenience. The University reserves the right to terminate the Agreement in whole or in part at any time when in the best interests of the University without penalty or recourse. Upon receipt of the written notice, the Successful Vendor 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 University. In the event of termination under this provision, all documents, data and reports prepared by the Successful Vendor under the Agreement shall become the property of and delivered to the University. The Successful Vendor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of termination. Such compensation shall be the Successful Vendor's sole remedy against the University in the event of termination under this provision.

4.43.2 Default. The University reserves the right to terminate the Agreement in whole or in part due to the failure of the Successful Vendor to comply with any term or condition of the Agreement, to acquire and maintain all required insurance policies, bonds,

licenses and permits, or to make satisfactory progress in performing the Agreement. The University shall provide written notice of the termination and the reasons for it to the Successful Vendor. Upon termination under this provision, all goods, materials, documents, data and reports prepared by the Successful Vendor under the Agreement shall become the property of and be delivered to the University on demand. The University may, upon termination of the Agreement, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under the Agreement. The Successful Vendor shall be liable to the University for any Excess Costs incurred by the University in re-procuring the materials or services.

4.43.3 Gratuities. The University may, by written notice to the Successful Vendor, cancel the Agreement if it is discovered by the University that gratuities, in the form of entertainment, gifts or other, were offered or given by the Successful Vendor, or any agent or representative of the Successful Vendor, to any officer or employee of the University with a view toward securing an Agreement or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Agreement. In the event the Agreement is canceled by the University pursuant to this provision, University shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Successful Vendor in providing such gratuities.

4.43.4 Insolvency. The University shall have the right to terminate the Agreement at any time in the event Successful Vendor files a petition in bankruptcy; or is adjudicated bankrupt; or if a petition in bankruptcy is filed against Successful Vendor and not discharged within thirty (30) days; or if Successful Vendor becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for Successful Vendor or its business.

4.43.5 Lack of Funding. The Agreement may be canceled without further obligation on the part of the Arizona Board of Regents and the University of Arizona in the event that sufficient appropriated funding is unavailable to assure full performance of the terms. The Successful Vendor shall be notified in writing of such non-appropriation as soon as reasonably possible. No penalty shall accrue to the Board or the University in the event this cancellation provision is exercised. This cancellation provision shall not be construed so as to permit the University to terminate the Agreement in order to acquire similar equipment, material, supplies or services from another party.

4.43.6 Stop Work Order. The University may at any time, by written order to the Successful Vendor, require the Successful Vendor to stop all or any part of the work called for by the Agreement for a period of ninety (90) days after the order is delivered to the Successful Vendor, and for any further period to which the parties may agree. The order shall be specifically identified as a Stop Work Order issued under this provision. Upon receipt of the order, the Successful Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incidence of costs allocable to the work covered by the order during the period of work stoppage. If a Stop Work Order issued under this provision is canceled or the period of the order or any extension expires, the Successful Vendor shall resume work. The University shall make an equitable adjustment in the delivery schedule or Agreement price, or both, and the Agreement shall be amended in writing accordingly.

4.43.7 Suspension or Debarment. The University may by written notice to the Successful Vendor immediately terminate the Agreement if the University determines that the Successful Vendor has been debarred, suspended or otherwise lawfully prohibited

from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor Vendor of any public procurement unit or other governmental body.

4.44 Continuation of Performance through Termination. The Successful Vendor shall continue to perform, in accordance with the requirements of Agreement, up to the date of termination, as directed in the termination notice.

4.45 Confidentiality. The parties shall comply with 20 USC Section 1232(g), the Buckley Amendment to the Family Educational Right and Privacy Act of 1974. Therefore, Vendor shall not be entitled to receive Employee or Student information directly from University, other than public information available in University directories which is not protected by federal or state privacy or confidentiality statutes or regulations. Vendor may solicit Employee and Student information directly from Employees and Students subject to prior disclosures by Vendor of all intended uses of such information. Regardless of the Employee or Student personal information, even if such information is publicly available via directories, Vendor shall under no circumstances sell, duplicate, market, or give to any person or persons, entities or other companies a list or other personal information of any or all Employees or Students. All identities and personal information Employees and Students shall remain confidential. And disclosure by Vendor occurring without the express prior written consent of the Employee or Student shall result in the immediate termination of this agreement.

4.46 COVID-19 Safety Protocols. The successful vendor must comply with FAR 52.223-99.

5.0 SCOPE OF WORK, SPECIFICATIONS, TECHNICAL REQUIREMENTS

5.1 General Overview. The University of Arizona Phoenix BioScience Core Campus sits at the Northwest corner of 7th Street and Van Buren in downtown Phoenix, Arizona. The University is a joint use facility between the Arizona Board of Regents, the University of Arizona, Arizona State University, and Northern Arizona University. The primary focus of the campus is Biomedical Research and Education. The University of Arizona Planning & Operations Department is responsible for all campus operations at the following locations:

General Building Square Footage – (Not to be used for cleaning quote in this RFP)

Building Name	Address	Use	Square Footage
University of Medicine BLDG 1	550 E. Van Buren	Administrative and Pharmacy	27,946
University of Medicine BLDG 2	600 E. Van Buren	Auditorium and Lecture Halls	29,519
University of Medicine BLDG 3	650 E. Van Buren	Administrative and Dean's Offices	27,837
University of Medicine BLDG 4	714 E. Van Buren	Alumni and Foundation	31,500
Arizona Biomedical Collaborative	425 N. 5th. St.	UA /ASU Research Laboratories	85,600
Health Science Education Building	435 N. 5th. St.	UA / NAU Education / Gross Anatomy Lab / Medical Treatment Simulation Labs	285,747
Vivarium	435 N. 5th. St.	Animal Research and Testing	36,351
Cancer Center	625 N. 6th. St.	UA Dignity Cancer Treatment and Research	220,000
Biosciences Partnership Building	475 N. 7th. St.	Research Laboratories and support	245,000
MMNREM (Mining Museum)	1502 W. Washington	"Donated to UA" for future use	28,910
UA Foundation Scottsdale	7135 E. Camelback Rd	UA Foundation/Embassy/Executive TBD	30,000
		Total	1,048,410

The campus proper totals 989,500 square feet with the remote Mining Mineral and Natural Resources Education Museum at 28,910 square feet. The campus buildings range between 110 years old with National Historic Register designation and high-tech research facilities completed as recently as 2020. The campus requires that the buildings have consistent custodial services for all buildings unless specific areas are identified as being on an as needed or as requested basis. Please refer to "Attachment B" for detailed building floorplans and cleaning schedules.

5.2 Term of Agreement. The initial term will be for a period of three (3) years with the option to renew for one (1) additional two (2) year period upon mutual agreement of both parties.

5.3 Description of Services – General Requirements. The Contractor shall provide custodial services staff to all locations with daily hours of operations as described, but not limited to, herein. As part of your response please provide information and/or documentation for each section below:

5.3.1 Provide, at a minimum, dedicated site staff sufficient to execute all responsibilities as outlined here-in.

5.3.2 Provide at least (1) one full-time on-site custodial supervisor who shall monitor the daily operations by custodial staff.

5.3.3 The custodial supervisor shall be on duty during the regular schedule that is delineated by the University. Additional work hours may be required of the custodial supervisor as requested by the University Executive Director of Planning & Operations (or designee). The custodial supervisor is a contract employee through this contract and may be requested to supervise other contract employees while working in conjunction with UA Planning & Operations Administration. The custodial supervisor will commit 100% of their time to this project/contract.

5.3.4 Staffing levels will be determined by the Contractor.

5.3.4.1 Contractors staff duties and the University's expected and demonstrated skill levels will include, but not be limited to, the following position experience, skills, and duties:

5.3.4.2 Area Manager.

5.3.4.2.1 The Area Manager is a key leader with strong business acumen, technical knowledge, and professional communication skills. The position supervises, coordinates, performs, and assists the activities of custodial supervisor, custodial staff and sub-contractors engaged in the cleaning of buildings at the Phoenix BioScience Core Campus. This person also must possess the ability to provide the campus with up-to-date performance data, and other critical information relating to environmental cleaning.

A. Manage all custodial related resources to ensure prompt service and/or issue resolution, work order completion, client satisfaction, and compliance with UA requirements.

B. Provide consistent on-site visits at the discretion of the Executive Director of Planning & Operations (or designee).

C. Perform and document regular cleaning inspections and coordinate

any additional cleaning if needed.

D. Manage to ensure excellent service and value.

5.3.4.2.2 Knowledge and Skills Required:

- A. Knowledge of OSHA occupational safety regulations.
- B. Knowledge of the cleaning services industry.
- C. Demonstrated computer literacy for Microsoft Office programs i.e., entering and looking up information using standard business software.
- D. Ability to read and understand word documents, excel sheets, drawings and tables.

5.3.4.2.3 Required Education and Experience:

- A. Five (5) years of custodial or environmental services management.
- B. Prior minimum number of staff supervised must be at least twelve.
- C. A strong working knowledge of environmental services processes and resources.
- D. Prior use of work order management systems.

5.3.4.3 Lead or Site Supervisor.

5.3.4.3.1 General Duties:

- A. Is available on-site during normal business hours.
- B. Performs routine supervision of custodial crews.
- C. Prioritizes daily activities and work order scheduling with team members and keeps management informed on progress and delays of all service work orders, ensures timely completion of properly authorized work orders in a cost-effective manner.
- D. Schedules work based on scope and customer request.
- E. Responds to client questions on contracted custodial activities and; decisions in resolving problems in a professional and timely manner. Refers questions and comments to manager as required.

5.3.4.3.2 Knowledge and Skills Required:

- A. Knowledge of OSHA occupational safety regulations.
- B. Knowledge of safe cleaning procedures.
- C. Knowledge of staffing and scheduling.
- D. Knowledge of basic ordering of supplies.
- E. Knowledge of safe operation of cleaning equipment.
- F. Understanding of laboratory safety signage and access prevention notices.
- G. Understanding of supply management and inventory control.
- H. Hazardous environment precautions training.
- I. Knowledge of Safety Data Sheets (SDS) as well as posting and maintaining SDS Binders.

5.3.4.3.3 Required Education and Experience

- A. Minimum 1 year supervisory experience.
- B. Safety Training, OSHA, SDS, Hazardous environment precautions training.

5.3.4.4 Custodians. Under Supervision of the custodial supervisor.

5.3.4.4.1 General Duties:

- A. Performs routine cleaning such as restroom, common areas, office, laboratory, classroom and special areas such as general anatomy lab and vivarium spaces.
- B. Prioritizes daily activities and work order completion and keeps supervisor informed on progress and delays of all work orders, related jobs, and other custodial activities.
- C. Ensures timely completion of properly authorized work orders or requests.

5.3.4.4.2 Knowledge and Skills Required:

- A. Knowledge of OSHA occupational safety regulations.
- B. Knowledge of safe cleaning procedures.
- C. Knowledge of safe operation of cleaning equipment.
- D. Understanding of laboratory safety signage and access prevention notices.
- E. Understanding of janitorial closet storage and inventory control.

5.3.4.4.3 Required Education and Experience:

- A. Minimum 2 years cleaning experience.
- B. Safety Training, OSHA, SDS, Hazardous environment precautions training.

5.3.4.5 Day Porter service will be on an as needed basis or as requested basis and not included in the base bid response to the RFP.

5.3.4.6 Floor Technicians or other skilled labor required will be listed on the staffing cost table response in the RFP.

5.3.5 Special Events or Additional Services

5.3.5.1 The Executive Director of Planning & Operations (or designee) for the campus may ask the contractor to provide custodial staffing augmentation on an as needed basis for events. The pricing for providing staff augmentation for this position(s) shall be listed separately within the pricing section of the Contractor's response to this RFP.

5.3.6 General Account Management

5.3.6.1 Contractor will ensure that Contractor's employees and its sub-contractors are informed of infection control measures that are in place in all University Buildings regardless, tenants, use or operations.

- 5.3.6.2** Provide account management to ensure services are delivered consistent with the stated scope of services, specifications, and service expectations. Management services, if not included in the base contract, shall include sourcing, supervising, and evaluating current service delivery methods and submitting enhancement opportunities to improve quality, customer service, and cost performance as well as satisfying current and new operational business requirements. Contractor shall follow all code regulations; safety regulation recommendations shall be followed within relation to any, and all work accomplished under this contract.
- 5.3.6.3** Provide management services for all issues related to custodial equipment belonging to contractor.
- 5.3.6.4** Provide management services for all cleaning supplies ordered by contractor.
- 5.3.6.5** Provide custodial, safety, Hazardous Environment training for staff.
- 5.3.6.6** Develop, maintain, and communicate the policies and procedures associated with the delivery of efficient and quality custodial services in support of the Phoenix BioScience Core Campus.
- 5.3.6.7** Maintain the information required to effectively prepare quarterly management reports.
- 5.3.6.8** Develop and administer a process for measuring University customer satisfaction.
- 5.3.6.9** Contractor will monitor and report on its progress in quarterly meetings as requested. Semi-Annual reports may include, but are not limited to, new industry practices, operational, procurement, budget recommendations to maximize efficiencies and technological/equipment upgrades.
- 5.3.6.10** Contractor shall provide additional work services—unique or specialized requests outside the base building services—as requested. Such services will be quoted and invoiced as additional services.
- 5.3.6.11** Contractor should make client satisfaction a priority in providing services under the agreement.
- 5.3.6.12** Contractor's employees should be trained to be customer-service oriented and to interact with University employees positively and politely and the public when performing contract services. Contractor's employees should be clean, courteous, efficient, and neat in appearance always, and committed to offering the highest degree of service to the public.
- 5.3.6.13** If, in the Executive Director of Planning & Operations (or designees) determination, the Contractor is not interacting in a positive and polite manner with University employees and the public; the Contractor shall take all remedial steps to conform to the standards set by the agreement.
- 5.3.6.14** University reserves the right to reduce or add cleanable square footage space to the scope at any time. Any such amendments will be reflected in the invoicing.

5.3.7 Cure Periods

- 5.3.7.1** Service errors may occur from time-to-time. The Contractor will ensure that major service errors are avoided. When errors or mistakes occur on the part of the Contractor; the contractor shall identify in writing, what the service error was and how long the "CURE PERIOD" will be.
- 5.3.7.2** Cure periods must be recorded by the Contractor and submitted to the University in writing.
- 5.3.7.3** Cure Periods that require submittal to the University are:
- A.** Major water spills or floods caused by Contractor staff.
 - B.** Failure to service an area as agreed to in the RFP and cleanable square footage floorplan.
 - C.** Failure to adhere to safety precautions such as entering hazardous areas, failure to wear required PPE.
 - D.** Failure to operate equipment in a safe manner.
 - E.** Causing personal injury or damage to property due to negligence by Contractor staff.
 - F.** Failure to maintain microbial or germ transfer during cleaning procedures. (colored cleaning cloths may not be comingled at any time).
 - G.** Failure to maintain adequate supply of supplies used by the Contractor.
 - H.** Theft of University property, unprofessional behaviors.
- 5.3.7.4** Number of allowable cure periods shall not exceed three (3) in a fiscal year [July to June]. If a fourth (4th) does occur in a fiscal year; the Contractor will submit a reimbursement fee back to the University for 2% of the total contract amount. Cure period violation reimbursements will be submitted to the Financial Service Office at the University no later than 30 days after the notice of the 4th service error.

5.3.8 UA Phoenix BioScience Core Campus Flooring Types

- A.** Carpet squares, rolled carpet, elevator carpet
- B.** Vinyl plank, rolled vinyl, elevator vinyl, vct
- C.** Polished concrete, unpolished concrete
- D.** Ceramic tiles
- E.** Wood flooring
- F.** Walk off mats

5.3.9 Cleaning Area Types

- A.** Common areas
- B.** Restrooms, showers
- C.** Office space, cubicles
- D.** Elevators
- E.** Classrooms
- F.** Meeting rooms, conference rooms
- G.** Breezeways, stairwells

- H. Library
- I. Break areas
- J. Café
- K. Laboratory areas, vivariums
- L. Custodial closets
- M. Custodial supplies and laundry area

5.4 Cleaning Equipment

- 5.4.1** Contractor shall create a detailed equipment list associated with work scope for this RFP. This list shall be shared with the planning & Operations Department and updated as any changes are made. This list will include at minimum: type, location, model number, serial number and designated use & quantity.
 - 5.4.1.1** UA Planning & Operations department will provide Contractor with all current University owned equipment lists.
 - 5.4.1.2** Contractor will provide a preventative maintenance schedule for contractors cleaning equipment on site, as well as any equipment brought on site for special services.
 - 5.4.1.3** Contractor shall provide cleaning cloth separation devices and practices to prevent cloths from being stored or washed with other cloths used for different types of cleaning.

5.5 Safety

- 5.5.1** The Contractor shall have a company safety program that addresses the hazards associated with the scope of services requested. The Contractor hired must always maintain compliance with all local, State, and federal laws and/or regulations regarding use, storage and disposal of the chemicals or other hazardous materials used during their services.
- 5.5.2** The University may require precautionary measures such as personal protective equipment or PPE at times. The Contractor will take necessary steps to ensure that all University Requirements for the safety of its employees is followed.
- 5.5.3** The University may require the Contractor to adjust service dates whereby University closures or reduction in forces by the University due to economic or environmental conditions would reduce the need for cleaning on a normal schedule, i.e., pandemics. Any such reduction in service will be reflected in invoices.
- 5.5.4** The Contractor shall adhere to the Phoenix BioScience Core (PBC) campus Security ID/Badge access requirements. Badges are not to be shared, transferred or altered. Employee badges and access cards that have left employment are to be returned to the PBC Security Operations Manager. Violations of these requirement may warrant cause for suspension and/or termination of individual employment.
- 5.5.5** The Phoenix BioScience Core campus reserves the right to conduct scheduled as well as random audits of badge and access related information during the term of the contract. It is the responsibility of the Contractor to ensure that the documentation is stored in a secure area and maintained for auditing purposes.

5.6 Cleaning Frequencies. Please see “Attachment B” for detailed building floorplans and cleaning schedules.

5.6.1 Restrooms

Asset	Scope	Frequency
Paper Dispensers	Restock, clean, disinfect	Daily
Doors	Dust, spot clean	Daily
Floors	Sweep, mop with germicidal detergent, dust base cove	Daily
Sinks	Clean, disinfect, polish	Daily
Toilets	Clean, disinfect	Daily
Trash receptacles	Empty, clean, disinfect, change liners	Daily
Urinals	Clean, disinfect, clean/replace	Daily
Counters	Clean, disinfect, polish	Daily
Vents	Dust, clean	Daily
Mirror	Dust, clean, polish	Daily
Walls	Spot clean	Daily
Partitions	Wash, disinfect	Daily
Soap Dispensers	Refill if needed	Monthly
Floors	Scrub, clean base cove	Monthly
Wall Tiles	Disinfect	Monthly
<p>1.) Paper dispensers will be managed so that no partial rolls of paper product will be pulled from the dispenser and replaced with full rolls.</p> <p>2.) Floors will be scrubbed, stripped, recoated annually if not indicated in scope table.</p> <p>3.) Light fixtures will be dusted if not indicated in scope table.</p> <p>4.) Kaivac cleaning will be quarterly or as needed basis.</p>		

5.6.2 Office and Cubicle Areas

Asset	Scope	Frequency
Carpet	Vacuum	Weekly
Doors, frames	Spot clean	Weekly
Ledges and Sills	Dust, spot clean	Weekly
Tile Floors	Sweep, dust mop, mop	Weekly
Counters and work surfaces	Dust and clean	Weekly
Waste Baskets	Empty and change liners as needed	2x/week
Windows, Partition Glass	Spot clean	Weekly
Carpet	Edge vacuum, dust base cove, spot clean	Weekly
Furniture Horizontal surfaces	Dust	Weekly
Furniture Upholstered	Vacuum or brush	Weekly
Light Fixtures	Dust up to 10 feet	Weekly
Walls	Spot clean	Weekly
Window Blinds	Dust	Weekly
Computers	Dust behind monitors	Weekly
Vents	Dust	Monthly

5.6.3 Conference and Meeting Rooms

Asset	Scope	Frequency
Waste & Recycling Cans	Empty	Daily
Carpet	Vacuum	Daily
Furniture	Straighten	Daily
Flat Surfaces	Dust	Weekly
Furniture	Dust, Vacuum, Brush	Weekly

Carpets	Spot Clean	As Needed
Partitions	Spot Clean	As Needed
Floor	Wet mop (microfiber)	Daily
Doors	Clean	Weekly
Base Cove	Clean	Weekly
Glass Windows	Clean	Weekly
Window Sills/Ledges	Clean	Weekly
Vents	Dust	Weekly
Sanitizer Stations	Spot clean, refill if needed	Weekly

5.6.4 Common Areas

Asset	Scope	Frequency
Carpet	Vacuum, spot clean if needed	Daily
Doors	Spot clean	Daily
Drinking Fountains	Disinfect, Polish	Daily
Elevators	Spot clean walls, panel, tracks; Vacuum or mop floor, burnish	Daily
Concrete Floors	Sweep, dust, mop, clean base cove	Daily
Hardwood Floors	Dust mop, damp mop, buff	Daily
Trash Receptacles	Empty, clean, replace liners	Daily
Walls	Spot clean	Daily
Windows/Partition Glass	Spot clean	Daily
Furniture	Vacuum, brush, spot clean (as needed)	Weekly
Vinyl Floors	Dust mop, burnish if needed	Daily
Tile Floors	Dust, mop, clean base cove	Daily
Walls	Dust up to 10 ft.	Weekly
Window Blinds	Dust	Weekly
VCT Floors	Spray buff, strip, recoat, burnish	Annually
Hardwood Floors	Strip and recoat	Annually
Horizontal Surfaces	Dust, Clean (if left Open/Organized)	Weekly
Flags, Banners, Easels	Dust	Weekly
Walk off Mats	Brush, vacuum	Weekly
Sanitizer Stations	Dust, Mop, Clean floor and device, refill if needed	Monthly

5.6.5 Classrooms

Asset	Scope	Frequency
Trash Cans	Empty	3x/Week
White Boards/Trays	Clean	3x/Week
Carpet	Vacuum	3x/Week
Chairs	Straighten	3x/Week
Floors	Dust and Mop	3x/Week
Flat Surfaces	Dust, Clean	3x/Week
Walls	Dust, spot clean	Weekly
Podiums/Lecture Table	Dust, spot clean	Weekly
Doors	Spot clean	Weekly
Windows	Spot clean	3x/Week
Hand Rails	Clean	3x/Week
Glass Panels Stairs	Spot clean	3x/Week
Sanitizer Stations	Spot clean, refill if needed	Monthly

5.6.6 Exterior Areas

Asset	Scope	Frequency
Trash Receptacles	Empty, replace liner if needed	Daily
Entry	Sweep, clean if needed	3x/Week
Trash on Ground	Remove	As Needed
Sidewalks	Sweep, wash, remove gum or food spots, remove Bird Droppings	3x/Week
Handrails	Wipe clean	Daily
Doors	Dust, clean	As Needed
Benches	Dust, spot clean	As Needed
ADO Buttons	Spot Clean	As Needed
Tables	Spot Clean	As Needed
Chairs	Spot Clean	As Needed

5.6.7 Laboratories and Vivarium(s)

Asset	Scope	Frequency
Soap Dispensers	Restock, clean, disinfect	Weekly
Paper Towel Dispensers	Restock, clean, disinfect	Weekly
Sinks	Clean, disinfect, polish	As Requested
Doors	Spot clean	As Requested
VCT Tile Floor	Sweep/dust mop, spray buff/burnish, strip, recoat	As Requested
Trash Receptacles	Empty	Daily
Walls	Dust up to 10 ft.	As Requested
Windows	Spot clean, dust	As Requested
Rolled Vinyl Floors	Dust, mop, burnish	Weekly
Switches	Spot clean	As Requested

5.6.8 Break Rooms, Kitchen, and Café

Asset	Scope	Frequency
Appliances (not Refrigerator)	Spot clean	Daily
Cabinets	Spot clean	Daily
Chairs	Spot clean	Daily
Counters	Clean	Daily
Dispensers	Restock, clean, polish	Daily
Sinks	Clean, polish	Daily
Tables	Clean, disinfect	Daily
Floors	Dust, mop, spray buff/burnish (monthly)	Daily
Trash Receptacles	Empty, replace liners, clean	Daily
Walls	Spot cleaning	Daily
Windows/Partition Glass	Spot clean	Daily
Ledges and Sills	Dust, spot clean	Monthly
Light Fixtures	Dust	Weekly
Window Blinds	Dust	Weekly
Vents	Dust	Monthly
Base Cove	Clean	Quarterly
VCT Tile Floors	Scrub & Recoat	Quarterly
VCT Tile Floors	Strip & Recondition	Annually
Windows/Partition Glass	Clean	As Needed
Refrigerators - Exterior	Clean	Weekly
Refrigerator – Interior	Clean	As Requested
Floors	Scrub, recoat	Annually

5.7 Vendor Requirements

5.7.1 Vendor Must:

- 5.7.1.1** Maintain University owned/provided custodial equipment per manufacturer's recommendations, including appropriate documentation (i.e. maintenance and repair records).
- 5.7.1.2** Provide and adhere to (as mutually agreed upon) schedules of work including routine work, floor care, etc.
- 5.7.1.3** Maintain sufficient staffing levels at all times, in order to maintain agreed-upon standards of service. Vendor must provide a proposed staffing plan with the submittal.
- 5.7.1.4** Provide adequate supervision on and off-site to ensure adequate standards of service are maintained, along with safety standards, schedules, etc.

5.7.2 Vendor must explain their procedures or ability to meet the following as part of their bid response:

- 5.7.2.1** Ability to clean during the required times as indicated above.
- 5.7.2.2** Supervision of the cleaning crew: How often is the work checked by a supervisor and who will be the main point of contact for the University?
- 5.7.2.3** Access to Material Safety Data Sheets (MSDS) for all cleaning chemicals must be provided. Training on understanding MSDS must be provided upon hire and annually thereafter; such training must be documented by the Contractor.
- 5.7.2.4** The Contractor is responsible for providing all their employees with the necessary training and safety equipment which will allow them to be in compliance with all applicable Federal, State, Regional, and Local regulations (including OSHA).
- 5.7.2.5** The Contractor will be responsible for properly disposing all chemical and hazardous waste that they generate while working on University of Arizona property (lead, acid, batteries, floor strippers, floor wax, cleaners, surplus computers, electronic equipment, and all other chemical wastes) in Contractor's own containers; Contractor shall not use University of Arizona waste containers.
- 5.7.2.6** Job Site Safety: Contractor agrees to be responsible for initiating, maintaining, and supervising all applicable site security, environmental controls, safety practices and programs in the performance of the work or services in accordance with generally accepted practices, take all reasonable precautions to protect University property and the personal safety of the University's employees, students, and its other invitees, and comply with any applicable laws, rules, or regulations relating to safety of people and property.
- 5.7.2.7** Security: The safety and well-being of students and staff is of particular importance to the University. The Contractor shall be required to verify that

criminal background checks have been conducted on all individuals working on or having access to the premises prior to the start of employment. Verification of employee background checks shall be provided to the Contract Manager if requested.

5.7.3 Documentation Required. Vendors must provide a description or documentation for each item below as part of their bid response:

- 5.7.3.1** Number of years of active custodial experience in the greater Phoenix metropolitan area.
- 5.7.3.2** Five custodial contracts on a similar scale and scope of work, preferably in the greater Phoenix metropolitan area.
- 5.7.3.3** Medical school/facility related custodial contract experience.
- 5.7.3.4** Firm resources, including local branch office in greater Phoenix metropolitan area.
- 5.7.3.5** Available support staff and on-site vendor representative.
- 5.7.3.6** Specific experience, expertise, or factory authorized training/certification related to on-site facility types as listed in RFP.
- 5.7.3.7** In-house support capabilities available to meet contract requirements.
- 5.7.3.8** Detailed breakdown of proposed quality control/assurance program, as specified.
- 5.7.3.9** Vendor organizational chart depicting functional capabilities, technical and administrative staff, and outsourced support services versus in-house support as specified.
- 5.7.3.10** Any additional items outlined in this RFP or unsolicited, but pertinent and relevant information related to vendor qualifications for consideration by The University of Arizona.

5.8 Detailed Pricing. Please fill out and return "Attachment A" in Excel format. "Attachment A" *must be completed and submitted* as part of your bid response.

5.9 Method of Payment & Discount for Early Payment. The University's preferred method of payment is via credit card. The University would issue a Purchase Order and upon receipt of goods or services, pay subsequent invoices by credit card.

Will you accept payment via credit card? Yes _____ No _____

Do you offer an early payment discount? Yes _____ No _____
If yes, what is your offer? _____ % if paid within _____ days after the University receives a proper, accurate and uncontested Invoice for Payment.

If payment via credit card is accepted and an early payment discount is offered, would the University receive the discount if paying by credit card? Yes _____ No _____

5.10 References. Vendor to provide five (5) customer references, from comparable institutions for similar products or services specified in this RFP, including the company names, contact names, telephone numbers and emails of the contact persons.

6.0 CERTIFICATIONS AND FORMS (Vendor to complete and return with proposal)

6.1 Certification of Proposal

6.2 Legal Workers Certification (Required for all Contracts for: Services; Construction or Maintenance of Structure, Building or Transportation Facility; or Improvements to Real Property costing \$100K and over)

6.1. Certification of Proposal (vendor to complete and return with proposal)

Explanation. This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying provisions contained herein.

Action. Vendor is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to Request for Proposals #L232305, issued by the University of Arizona. The undersigned, as a duly authorized officer, hereby certifies that _____ (Vendor Name), located at _____ (address), agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Request for Proposals (RFP) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety-(90) calendar days as of the Due Date for responses to the RFP.

The undersigned certifies that to the best of his/her knowledge: (check one)

There is no officer or employee of the University of Arizona who has, or whose relative has, a substantial interest in any Contract award subsequent to this proposal.

The names of any and all public officers or employees of the University of Arizona who have, or who's relative has, a substantial interest in any Contract award subsequent to this proposal are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) IS **or** IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In accordance with [Purchasing Policy 4.3](#) – Small Business Utilization Program, the Undersigned further certifies that your business (check the appropriate areas) does **or** does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102). If it does, please "CHECK" one of the following: Small Business Small Disadvantaged Small Business Women-Owned Women-Owned Disadvantaged Veteran owned HUB Zone Disabled Veteran Owned Alaska Native Corp. Historically Black Colleges and Universities and Minority Institutions

[Arizona Small Business](#) (has less than 100 fulltime employees, including employees employed in any subsidiary or affiliated corporation) please "CHECK one of the following: AZ. Small Business AZ. Women Owned AZ Disadvantaged AZ Disadvantaged Women-owned.

The undersigned further certifies that as a duly authorized officer, is authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposals.

Name: _____ Title: _____

Signature: _____ Date: _____ Email: _____

F.E.I.N: _____

RFP Email and Notification Contact: _____

6.2. LEGAL WORKER CERTIFICATION

Required for all Contracts for: Services; Construction or Maintenance of any Structure, Building or Transportation Facility; or Improvements to Real Property costing \$100K and over.

Date: _____

Procurement and Contracting Services
University of Arizona
PO Box 210300
Tucson, AZ 85721-0300

As required by Arizona Revised Statutes §41-4401 the University is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any subcontractor(s) under any Contract resulting from this solicitation shall be deemed a material breach of the Contract and is grounds for penalties, including termination of the Contract by the University. The University retains the right to inspect the records of the below entity, subcontractor(s) and employee(s) who perform work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor(s) who perform work under the Contract, to ensure that the below entity and each subcontractor is complying with the warranties set forth above. Contractor shall be responsible for all costs associated with compliance with such programs.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Fax)

(Print Title)

(Federal Taxpayer ID Number)

(November 3, 2009)