



New Jersey LFN 2012-10 Packet

for

Network Services Company

Contract #151148

Solicited and awarded by the City of Tucson, AZ on behalf
of itself and National IPA participants



Enhanced Portfolio | Unified Focus | Continued Trust

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**PAGE FROM SOLICITATION THAT INDICATES LEAD AGENCY AND
ISSUANCE OF SOLICITATION ON BEHALF OF THEMSELVES AND
NATIONAL IPA AND/OR TCPN MEMBERS**

INTRODUCTION

The City of Tucson (the "City") is requesting proposals from qualified and experienced firms to provide **JANITORIAL AND SANITATION SUPPLIES**. The City of Tucson requires a contractor who provides a diverse and extensive supply of janitorial and sanitation supplies for delivery to various City locations in the Tucson metropolitan area, as well as a representative(s) to provide onsite product and service consultations, demonstrations, job/task cleaning direction and training.

The City seeks a firm that can provide a broad supply of products and services to ensure the support of daily maintenance operations. The successful firm will have a sophisticated infrastructure including strategically located, nationwide distribution centers and employ professional sales representatives to provide effective, timely service to the City of Tucson and to Participating Public Agencies.

Requirements and qualifications are defined in detail in the Scope of Services Section of this Request for Proposal (RFP).

National Contract

The City, as the Principal Procurement Agency, as defined in Attachment A, has partnered with the National Intergovernmental Purchasing Alliance Company ("National IPA") to make the resultant contract (also known as the "Master Agreement" in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through National IPA's cooperative purchasing program. The City is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA's cooperative purchasing program. Attachment A contains additional information on National IPA and the cooperative purchasing agreement.

National IPA is the public sector arm of Provista, a multi-industry supply chain improvement company providing group organization and business solutions in various markets nationwide. National IPA partners with sister company, Novation, to leverage over \$53 billion in annual supply spend to command the best prices on products and services. With corporate, pricing and sales commitments from the Supplier, National IPA provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the National IPA documents (Attachment A).

The City anticipates spending approximately \$ 1,500,000.00 for the full potential five (5) year term for janitorial and sanitation supplies, equipment and related services. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of janitorial and sanitation supplies, equipment and related services purchased under the Master Agreement through National IPA is approximately \$80 million. This projection is based on the current annual volumes of the City and Participating Public Agencies that are anticipated to utilize the resulting Master Agreement as well as volume growth into other Public Agencies through a coordinated marketing approach between the Supplier and National IPA.



NEW JERSEY BUSINESS REGISTRATION CERTIFICATE



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: NETWORK SERVICES COMPANY

Trade Name:

Address: 1100 E WOODFIELD RD STE 200
SCHAUMBURG, IL 60173

Certificate Number: 0146264

Effective Date: October 19, 1989

Date of Issuance: August 14, 2017

For Office Use Only:

20170814095322297



STATEMENT OF CORPORATE OWNERSHIP

**OWNERSHIP DISCLOSURE FORM
(N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Network Services Company

Street: 1100 E. Woodfield Road, Suite 200

City, State, Zip Code: Schaumburg, Illinois

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I Kevin C. Rudd, an authorized representative of Network Services Co., a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
NONE		

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

3/2/2017
Date

Kevin C. Rudd CSMO
Authorized Signature and Title



PUBLIC CONTRACT EEO COMPLIANCE

AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)

Company Name: Network Services Company

Street: 1100 E. Woodfield Road, Suite 200

City, State, Zip Code: Schaumburg, Illinois 60173

Proposal Certification:

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval _____

OR

2. A photo copy of their Certificate of Employee Information Report _____

OR

3. A complete Affirmative Action Employee Information Report (AA302) _____

Public Work - Over \$50,000 Total Project Cost:

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the _____

B. Approved Federal or New Jersey Plan - certificate enclosed _____

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

3/2/2017
Date

 CSMO
Authorized Signature and Title

P.L. 1995, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of it testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the

statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

TO BE LEFT BLANK PER TCPN

Signature of Procurement Agent



NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

Company Name: Network Services Company

Street: 1100 E. Woodfield Road, Suite 200

City, State, Zip Code: Schaumburg, Illinois 60173

State of New Jersey

County of

I, KEVIN L. RUDD of the SCHAUMBURG
Name City

in the County of COOK, State of ILLINOIS of full age, being duly sworn according to law on my oath depose and say that:

I am the Chief Sales and Marketing Officer of the firm of Network Services Company
Title Company Name

the offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that KEVIN RUDD relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Network Services Company
Company Name

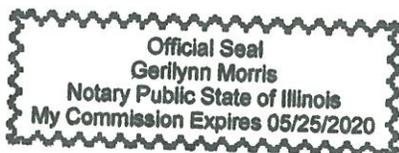
[Signature]
Authorized Signature & Title

Subscribed and sworn before me

this 7 day of FEBRUARY, 2017

Gerilynn Morris
Notary Public of ILLINOIS COOK COUNTY
My commission expires MAY 25, 2020

SEAL





SOLICITATION POSTING DOCUMENTS



CITY OF TUCSON

P.O. BOX 27210
TUCSON, ARIZONA 85726-7210

Department of Procurement
Purchasing Division
Phone: (520) 791-4217
Fax: (520) 791-4735

AFFIRMATION OF POSTING NOTICE OF INVITATION FOR BIDS/REQUEST FOR PROPOSALS

Sandra Alcorn affirms that on January 23, 2015, I posted on the Department of Procurement Website in the City of Tucson, County of Pima, State of Arizona, the Notice of Request for Proposals, for **JANITORIAL AND SANITATION SUPPLIES, EQUIPMENT AND RELATED SERVICES**, RFP No 151148 to be received in the Department of Procurement, City Hall, Tucson, Arizona, up to **4:00 PM** on **FEBRUARY 20, 2015**. The RFP remained posted on the Department of Procurement Website until February 20, 2015.

Sandra Alcorn

AFFIDAVIT OF PUBLICATION

DJC



921 S.W. Washington St. Suite 210 / Portland, OR 97205-2810
(503) 226-1311

STATE OF OREGON, COUNTY OF MULTNOMAH--ss.

I, **Marc Caplan**, being first duly sworn, depose and say that I am a **Public Notice Manager** of the **Daily Journal of Commerce**, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, and WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

NATIONAL CONTRACT FOR JANITORIAL & SANITATION

The City of Tucson, Az; Bid Location Tucson, Az, Pima County; Due 02/20/2015 at 04:00 PM

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

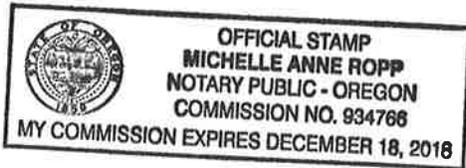
1/28/2015

State of Oregon
County of Multnomah

SIGNED OR ATTESTED BEFORE ME
ON THE **28th** DAY OF **January**, 2015

Marc Caplan

Notary Public-State of Oregon



**THE CITY OF TUCSON, AZ
NATIONAL CONTRACT FOR
JANITORIAL & SANITATION
SUPPLIES, EQUIPT &
RELATED SERVICES
RFP No.151148**

Proposals Due 4:00 PM Feb. 20, 2015
REQUEST FOR PROPOSALS

The City of Tucson, AZ is requesting proposals from qualified and experienced firms to provide a national cooperative contract for JANITORIAL & SANITATION SUPPLIES, EQUIPT & RELATED SERVICES (RFP No.151148). In order to be considered, the Offeror must complete and submit its proposal to the Dept. of Procurement at the location indicated, by

the exact date and time indicated in the solicitation documentation available at www.tucsonprocurement.com.

PRE-PROPOSAL CONFERENCE:
Thursday, February 5, 2015 at 8:15 a.m. local time, 255 W. Alameda, 1st Fl. Conference Rm, Tucson, AZ 85701.
PROPOSAL DUE DATE: FRIDAY, FEBRUARY 20, 2015 AT 4:00 P.M. LOCAL TIME.

Contact Lloyd Windle at
Lloyd.windle@tucsonaz.gov.
Published Jan. 28, 2015. 10675510

Rachel Weishaupt
National Intergovernmental Purchasing Alliance
725 Cool Springs Blvd Ste 100
Franklin, TN 37067-2703

Order No.: 10675510
Client Reference No:

#4971
Prepaid

LEGAL PROOF OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Lines
285706	0001533153	Legal #4971 LEGAL NOTICE The City of Tu		\$120.01	1	27

Attention: Rachel Weishaupt
NATIONAL IPA
725 COOL SPRINGS BLVD SUITE 100
FRANKLIN, TN 37067

Legal #4971

LEGAL NOTICE

The City of Tucson, AZ is requesting proposals from qualified and experienced firms to provide a national cooperative contract for JANITORIAL & SANITATION SUPPLIES, EQUIPT & RELATED SERVICES (RFP No.151148). In order to be considered, the Offeror must complete and submit its proposal to the Dept. of Procurement at the location indicated, by the exact date and time indicated in the solicitation documentation available at www.tucsonprocurement.com.
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Thursday, February 5, 2015 at 8:15 a.m. local time, 255 W. Alameda, 1st Fl. Conference Rm, Tucson, AZ 85701.
PROPOSAL DUE DATE:
FRIDAY, FEBRUARY 20, 2015 AT 4:00 P.M. LOCAL TIME. Contact Lloyd Windle at Lloyd.windle@tucsonaz.gov.

Publish: January 27, 2015

TERRY NELSON, being duly sworn, deposes and says: That she is the Principal Clerk of The Olympian, a daily newspaper printed and published at Olympia, Thurston County, State of Washington, and having a general circulation therein, and which said newspaper has been continuously and uninterruptedly published in said County during a period of six months prior to the first publication of the notice, a copy of which is attached hereto: that said notice was published in The Olympian in accordance with RCW 65.16.020 and RCW 63.16.040, as amended, for:

1 Insertions

Beginning issue of: 01/27/2015

Ending issue of: 01/27/2015

Terry Nelson

(Principal Clerk)

Subscribed and sworn on this 27th day of January in the year of 2015 before me, a Notary Public, personally appeared before me, Terry Nelson known or identified to me to be the person whose name subscribed to the within instrument, and being by first duly sworn, declared that the statements therein are true, and acknowledged to me that she executed the same.



Tamera L. McGehee

Notary Public in and for the state of Washington, residing at Olympia, Thurston County, Washington

Note: The above affidavit and fee is in compliance with RCW 63.16.030 and Sec. 3 Chapter 34, Laws of 1977

THE STATE MEDIA CO., INC.
Columbia, South Carolina
publisher of
The State

STATE OF SOUTH CAROLINA
COUNTY OF RICHLAND

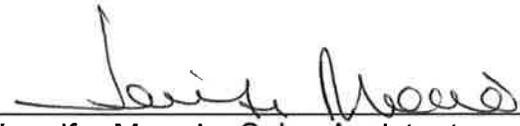
Personally appeared before me, Jennifer Morario, Sales Assistant
of THE STATE, and makes oath that the advertisement,

RFP The City of Tucson, AZ is requesting proposals from qualified and experienced firms to provide a national cooperative contract for JANITORIAL & SANITATION SUPPLIES, EQUIPT & RELATED SERVICES (RFP No.151148). In order to be considered, the Offeror must complete and submit its proposal to the Dept. of Procurement at the location indicated, by the exact date and time indicated in the solicitation documentation available at www.tucsonprocurement.com.

1534516

was inserted in THE STATE, a daily newspaper of general circulation published in the City of Columbia, State and County aforesaid, in the issue(s) of

January 28, 2015



Jennifer Morario, Sales Assistant

Subscribed and sworn to before me, Karen L. Book,

on this day, January 29, 2015



Notary Public

My commission expires
September 25, 2016.

"Errors- the liability of the publisher on account of errors in or omissions from any advertisement will in no way exceed the amount of the charge for the space occupied by the item in error, and then only for the first incorrect insertion."

RFP
The City of Tucson, AZ is requesting proposals from qualified and experienced firms to provide a national cooperative contract for JANITORIAL & SANITATION SUPPLIES, EQUIPT & RELATED SERVICES (RFP No.151148). In order to be considered, the Offeror must complete and submit its proposal to the Dept. of Procurement at the location indicated, by the exact date and time indicated in the solicitation documentation available at www.tucsonprocurement.com.

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PROPOSAL DUE DATE:
FRIDAY, FEBRUARY 20, 2015 AT 4:00 P.M. LOCAL TIME. Contact Lloyd Windle at Lloyd.windle@tucsonaz.gov.
1534516

THE INFORMATION SOURCE SINCE 1856 FOR THE CAPITAL REGION
TIMES UNION

In Print. Online. All the Time.

Albany Times Union
News Plaza
Box 15000
Albany, New York 12212

NATIONAL IPA
725 COOL SPRINGS BLVD
SUITE 100
FRANKLIN, TN 37067

Account Number: 600083660
Order Number: 0003795966
Order Identifier: The City of Tucson, AZ

T Dollard / B Goodwin / L Kolach / R Bernard/ I Taber of the city of Albany, being duly sworn, says that he/she is principal Clerk of THE TIMES UNION, a daily newspaper printed in the county of Albany, Town of Colonie, and Published in the County of Albany, Town of Colonie and the city of Albany, aforesaid and that notice of which a printed copy is annexed has been regularly published in the said ALBANY TIMES UNION on the following dates

01-29-2015

T Dollard

SUSAN R. WRIGHT
Notary Public, State of New York
Lic. #4793115
Commission Expires: 4/20/18

Susan R. Wright

Notary Public
Albany County

Sworn to before me, this Friday, January 30, 2015

The City of Tucson, AZ is requesting proposals from qualified and experienced firms to provide a national cooperative contract for JANITORIAL & SANITATION SUPPLIES, EQUIPT & RELATED SERVICES (RFP No.151148). In order to be considered, the Offeror must complete and submit its proposal to the Dept. of Procurement at the location indicated, by the exact date and time indicated in the solicitation documentation available at www.tucsonprocurement.com

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PROPOSAL DUE DATE:
FRIDAY, FEBRUARY 20,
2015 AT 4:00 P.M. LOCAL
TIME. Contact Lloyd Windle
at
Lloyd.windle@tucsonaz.gov.
TU 6t (795966)



AWARD AND EVALUATION CRITERIA FROM ORIGINAL SOLICITATION

PROPOSAL EVALUATION REQUIREMENTS

I. PROPOSAL EVALUATION CRITERIA – (listed in relative order of importance)

- A. Method of Approach
- B. Qualifications & Experience
- C. Price Proposal

II. REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA: The narrative portion and the materials presented in response to this Request for Proposal should be submitted in the same order as requested and must contain, at a minimum, the following:

A. Method of Approach

1. Provide a response to the national program.

- a. Include a detailed response to Attachment A, Exhibit A, National IPA Response for National Cooperative contract. Responses should highlight experience, demonstrate a strong national presence, describe how offeror will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.
- b. The successful offeror will be required to sign Attachment A, Exhibit B, National IPA Administration Agreement The Agreement shall be signed no later than issuance of the City of Tucson's Notice of Intent to Award letter. Offerors should complete all reviews of the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement.

2. General Requirements

- a. Provide a detailed written response illustrating how your offer will meet the General Requirements of this solicitation for the City of Tucson and the national program.
- b. Submit any and all information that will aid the City in evaluating your proposal.

3. Product Requirements

- a. Provide a detailed written response illustrating how the products offered will meet the Product Requirements of this solicitation for the City of Tucson and the national program. Offerors shall provide the proposed product lines. Offerors shall identify and describe their categories. For each proposed category, describe in detail and provide at a minimum the following types of information:
 - 1. Identification and description of product categories offered
 - 2. Identification and description of sub categories
 - 3. Identification and description of manufacturers within each sub category
- b. What is the total number of products offered in your catalog? Are all catalog products available to participating public agencies nationwide?
- c. How are "green" products identified in your catalog? Online ordering? How many "green" products are in your catalog?
- d. How are "certified small business and other business classifications" products identified in your catalog? Online ordering? How many "certified small business and other business classifications" products are in your catalog?

- e. Do you offer "Private Line" products? Provide details and describe. How does pricing compare to traditional and comparable brand name products? Provide examples.
- f. Submit any information that will aid the City in evaluating your proposal.

4. Service Requirements

- a. Provide a detailed written response illustrating how the services offered will meet the Service Requirements of this solicitation for the City of Tucson and the national program. Offerors shall provide the proposed services that meet requirements. For each proposed category, describe and/or provide details explaining your capabilities. In your response include information such as:
 - i. Policies and programs detailing your efforts in these areas.
 - ii. Literature explaining your capabilities.
- b. Submit any information that will aid the City in evaluating your proposal.

5. Ordering and Invoices

- a. Describe your ordering capacity (telephone, fax, internet, etc). Provide details of the capabilities of your E Commerce website including ability to display contract pricing, on-line ordering, order tracking, search options, order history, technical assistance, lists, technical data and documentation, identification of alternate green products, etc.
- b. Describe your invoicing process. Is electronic invoicing available? Is summary invoicing available? Are there other options on how an agency receives an invoice? Submit sample invoices.
- c. Describe how your firm measures performance including identification, calculation, tracking and reporting of measurements. What is your stock fill percentage rate, by line item, of the orders filled without backorders?

6. Other

- a. Describe any government rebate programs that are offered.
- b. Describe how your firm will meet the monthly usage reporting criteria. Submit a sample report.
- c. Contractor shall provide and supply customized usage reports upon request from the City of Tucson or any Participating Agency. At a minimum, the reports shall include the item number, item description, manufacturer number, total quantity ordered, number of orders and total spend for the requested time period. At a minimum, the City of Tucson requires an annual report within 30 calendar days of each contract years end date.

B. Price Proposal

1. Core Lists

- a. National Core List – Provides for the deepest discounts on a variety of products to agencies nationwide. Products in this list should represent the largest annual spend

in terms of dollars and/or highest volume in terms of quantity. Pricing on the National Core List shall be provided to all Participating Agencies.

- i. Using Attachment B, in Microsoft Excel format, propose a national core list. Include the product name, manufacturer name, manufacturer number, list price, proposed discount and net price.
 - ii. How often does the Offeror propose to update this list? Are there certain products that should be updated more frequently than others?
 - b. Customized Core List by Agency – In addition to the National Core List, Offerors may provide customized core lists to agencies.
 - i. Describe Offeror's ability to provide customized core lists to agencies;
 - ii. The number of items Offeror proposes to provide on a customized core list;
 - iii. How often does the Offeror propose to update customized core lists;
 - iv. Describe any agency size or volume limitations.
 - c. Catalog Pricing: Provide pricing for products not included in items 1.a. and 1.b. above,
 - i. Describe how you will price catalog items. That is, by product category, sub-product category, manufacturer, etc.
 - ii. Disclose the number of items in each product category and in the catalog
 - d. Seasonal or Special Pricing: Describe any programs offered to promote special pricing to Participating Agencies.
2. Describe how services proposed will be priced.
3. The City's expectation is that the proposed pricing shall include delivery to Tucson and Participating Public Agencies. Based on your distribution network, explain the impact of such pricing to the City, Participating Public Agencies residing in large metropolitan areas and Participating Public Agencies residing in rural areas. Propose an optimal solution(s) that would provide Participating Public Agencies with the best pricing including freight costs. Discuss any additional charges for agencies in Alaska, Hawaii or US Territories.
4. Propose a plan to adjust pricing as market conditions change. The plan must be verifiable and auditable. Identify calculation, formula, components, index, etc.
5. Provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, free goods program, total annual spend, etc.
6. Provide information on any ordering methods – such as electronic ordering or payment via pCard or EFT – or other criteria which entitle the using agency to additional discounts off of a manufacturer's price list. If so, please provide the percentage discount.
7. Provide your payment terms.
8. Will payment be accepted via commercial credit card? Yes No
 - a. If yes, can commercial payment(s) be made online? Yes No
 - b. Will a third party be processing the commercial credit card payment(s)? Yes No
 - c. If yes, indicate the flat fee per transaction \$_____ (as allowable, per Section 5.2.E of Visa Operating Regulations).
 - d. If "no" to above, will consideration be given to accept the card? Yes No
9. Does your firm have a City of Tucson Business License? Yes No

If yes, please provide a copy of your City of Tucson Business license.

C. Qualifications & Experience

1. Provide a brief history and description of your company.
2. Provide the total number and location of sales persons employed by your firm.
3. Number and location of support centers (if applicable)
4. Describe the qualifications of your sales personnel and technicians.
5. Provide a listing of key personnel who may be assigned to the City's contract. Include their title within your organization and the description of the type of work they may perform. Please identify an executive corporate sponsor who will be responsible for the overall management of the awarded Master Agreement.
6. Summarize your experience in providing product and services similar to that outlined in the Scope of Work. Provide a minimum of three references for which you have provided similar products and services. References from other public agencies, particularly municipal governments, are preferred. Please include company name, address, phone, email, and contact person.
7. Please submit any additional information that you feel is applicable to your qualifications and experience.

III. GENERAL

A. Shortlist:

The City reserves the right to shortlist the offerors on the stated criteria. However, the City may determine that shortlisting is not necessary.

B. Interviews:

The City reserves the right to conduct interviews with some or all of the offerors at any point during the evaluation process. However, the City may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. The City shall not reimburse the offeror for the costs associated with the interview process.

C. Additional Investigations:

The City reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any offeror submitting a proposal.

D. Prior Experience:

Experiences with the City and entities that evaluation committee members represent and that are not specifically mentioned in the solicitation response may be taken into consideration when evaluating offers.

E. Multiple Awards:

To provide adequate contract coverage, at the City's sole discretion, multiple awards may be made.



BID OPENING AND LATE SUBMISSION POLICY FROM SOLICITATION

- D. The authorized person signing the proposal shall initial erasure, interlineations or other modifications on the proposal.
 - E. In case of error in the extension of prices in the proposal, unit price shall govern when applicable.
 - F. Periods of time, stated as a number of days, shall be in calendar days.
 - G. It is the responsibility of all offerors to examine the entire Request for Proposal package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time.
 - H. The City shall not reimburse the cost of developing, presenting, submitting or providing any response to this solicitation.
 - I. Offeror must list any subcontractors to be utilized in the performance of the services specified herein. For each subcontractor, details on respective qualifications must be included.
- 7. PAYMENT DISCOUNTS:** Payment discount periods shall be computed from the date of receipt of the material/service or correct invoice, whichever is later, to the date City's payment warrant is mailed. Unless freight and other charges are itemized, any discount provided shall be taken on full amount of invoice. Payment discounts of twenty-one calendar days or more shall be deducted from the proposed price in determining the price points. However, the City shall be entitled to take advantage of any payment discount offered by a vendor provided payment is made within the discount period. The payment discount shall apply to all purchases and to all payment methods.
- 8. TAXES:** The City of Tucson is exempt from federal excise tax, including the federal transportation tax.
- 9. PROPOSAL/SUBMITTAL FORMAT:** **An original and 4 copies (5 total) of each proposal** should be submitted on the forms and in the format specified in the RFP. Offerors shall also submit two electronic copy of the proposal on cd, disc or zip disc in MS Office 2003 or .pdf format. Any confidential information shall be submitted on a separate cd, disc or zip disc. The original copy of the proposal should be clearly labeled "Original" and shall be single-sided, three hole punched and in a binder. The material should be in sequence and related to the RFP. **The sections of the submittal should be tabbed, clearly identifiable and should include a minimum of the following sections: the completed Offer and Acceptance Form, all signed Amendments, a copy of this RFP document and the Offeror's response to the Evaluation Criteria including the completed Price Page.** Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal.
- 10. EXCEPTIONS TO CONTRACT PROVISIONS:** A response to any Request for Proposal is an offer to contract with the City based upon the contract provisions contained in the City's Request for Proposal, including but not limited to, the specifications, scope of work and any terms and conditions. Offerors who wish to propose modifications to the contract provisions must clearly identify the proposed deviations and any proposed substitute language. The provisions of the Request for Proposal cannot be modified without the express written approval of the Director or his designee. If a proposal or offer is returned with modifications to the contract provisions that are not expressly approved in writing by the Director or his designee, the contract provisions contained in the City's Request for Proposal shall prevail.
- 11. PUBLIC RECORD:** All proposals submitted in response to this Request for Proposal shall become the property of the City and shall become a matter of public record available for review subsequent to the award notification.
- 12. CONFIDENTIAL INFORMATION:** The City of Tucson is obligated to abide by all public information laws. If an Offeror believes that any portion of a proposal, offer, specification, protest or correspondence contains information that should be withheld, a statement advising the Contract Officer of this fact should accompany the submission and the information shall be so identified wherever it appears. The City shall review all requests for confidentiality and may provide a written determination to designate specified documents confidential or the request may be denied. Price is not confidential and will not be withheld. If the confidential request is denied, such information shall be disclosed as public information, unless the offeror submits a formal written objection.
- 13. CERTIFICATION:** By signature on the Offer and Acceptance page, solicitation Amendment(s), or cover letter accompanying the submittal documents, Offeror certifies:
- A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal or State law.
 - C. The Offeror 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, meal or service to a public servant in connection with the submitted offer.
 - D. The Offeror hereby certifies that the individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.
- 14. WHERE TO SUBMIT PROPOSALS:** In order to be considered, the Offeror must complete and submit its proposal to the City of Tucson Department of Procurement at the location indicated, prior to or at the exact date and time indicated on the Notice of Request for Proposal page. The Offeror's proposal shall be submitted in a sealed envelope. The words "SEALED

PROPOSAL" with the REQUEST FOR PROPOSAL TITLE, REQUEST FOR PROPOSAL NUMBER, PROPOSAL DUE DATE AND TIME and OFFEROR'S NAME AND ADDRESS shall be written on the envelope.

- 15. LATE PROPOSALS:** Late proposals will be rejected.
- 16. OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, the City requires an offer in response to this solicitation to be valid and irrevocable for ninety (90) days after the proposal due date and time.
- 17. WITHDRAWAL OF PROPOSAL:** At any time prior to the specified solicitation due date and time, an offeror may formally withdraw the proposal by a written letter, facsimile or electronic mail from the Offeror or a designated representative. Telephonic or oral withdrawals shall not be considered.
- 18. DISCUSSIONS:** The City reserves the right to conduct discussions with offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of, and responsiveness to, solicitation requirements.
- 19. CONTRACT NEGOTIATIONS:** Exclusive or concurrent negotiations may be conducted with responsible offeror(s) for the purpose of altering or otherwise changing the conditions, terms and price of the proposed contract unless prohibited. Offerors shall be accorded fair and equal treatment in conducting negotiations and there shall be no disclosure of any information derived from proposals submitted by competing offerors. Exclusive or concurrent negotiations shall not constitute a contract award nor shall it confer any property rights to the successful offeror. In the event the City deems that negotiations are not progressing, the City may formally terminate these negotiations and may enter into subsequent concurrent or exclusive negotiations with the next most qualified firm(s).
- 20. VENDOR APPLICATION:** Prior to the award of a Contract, the successful offeror shall register with the City's Department of Procurement. Registration can be completed at <http://www.tucsonprocurement.com/> by clicking on Vendor Services. Please note that email notifications of newly published solicitations and amendments will be provided to those vendors that select email as their preferred delivery method in their vendor record.
- 21. CITY OF TUCSON BUSINESS LICENSE:** It is the responsibility of the Contractor to have a City of Tucson Business License throughout the life of this contract or a written determination from the City's Business License Section that a license is not required. At any time during the contract, the City may request the Contractor to provide a valid copy of the business license or a written determination that a business license is not required. Application for a City Business License can be completed at <http://www.tucsonaz.gov/etax>. For questions contact the City's Business License Section at (520) 791-4566 or email at tax-license@tucsonaz.gov.
- 22. UPON NOTICE OF INTENT TO AWARD:** The apparent successful offeror shall sign and file with the City, within five (5) days after Notice of Intent to Award, all documents necessary to the successful execution of the Contract.
- 23. AWARD OF CONTRACT:** Notwithstanding any other provision of the Request for Proposal, the City reserves the right to:
- (1) waive any immaterial defect or informality; or
 - (2) reject any or all proposals, or portions thereof; or
 - (3) reissue the Request for Proposal.
- A response to this Request for Proposal is an offer to contract with the City based upon the terms, conditions and Scope of Work contained in the City's Request for Proposal. Proposals do not become contracts unless and until they are executed by the City's Director of Procurement and the City Attorney. A contract has its inception in the award, eliminating a formal signing of a separate contract. All of the terms and conditions of the contract are contained in the Request for Proposal, unless any of the terms and conditions are modified by a Request for Proposal amendment, a Contract Amendment, or by mutually agreed terms and conditions in the Contract documents.
- 24. PROPOSAL RESULTS:** The name(s) of the successful offeror(s) will be posted on the Procurement Department's Internet site at <http://www.tucsonprocurement.com/> upon issuance of a Notice of Intent to Award or upon final contract execution.
- 25. PROTESTS:** A protest shall be in writing and shall be filed with the Director of Procurement. A protest of a Request for Proposal shall be received at the Department of Procurement not less than five (5) working days before the Request for Proposal due date. A protest of a proposed award or of an award shall be filed within ten (10) days after issuance of notification of award or issuance of a notice of intent to award, as applicable. A protest shall include:
- A. The name, address, and telephone number of the protestant;
 - B. The signature of the protestant or its representative;
 - C. Identification of the Request for Proposal or Contract number;
 - D. A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and



NOTICE OF INTENT TO AWARD

Notice of Intent to Award Contract under a National Cooperative Purchasing Agreement -Sample

_____ intends to participate in the City of Tucson, AZ ("City of Tucson") contract for Janitorial and Sanitation Products, Supplies and Related Services, Contract # 151148 to purchase Janitorial and Sanitation Products, Supplies and Related Services through National Intergovernmental Purchasing Alliance ("National IPA").

Information regarding the contract may be found on the National IPA website at:
www.nationalipa.org

_____ anticipates joining the National IPA/TCPN contract on _____. The City of Tucson contract term is August 2, 2015 to August 1, 2018 with two (2) additional annual renewals if mutually agreed by City of Tucson and Network Services Company.

It is the intent of _____ to make a contract award to Network Services Company pursuant to the proposal submitted in response to the City of Tucson RFP.

_____ is permitted to join national cooperative purchasing agreements under the authority of N.J.S.A. 52:34-6.2(b)(3).

Comment period ends _____.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____ Bidder/Offeror: _____

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____
Title: _____ Date: _____



NEW JERSEY LFN 2012-10 PACKET CHECKLIST

- Contract Documents Screenshot
- Page from original solicitation that indicates Lead Agency and issuance of solicitation on behalf of themselves and National IPA and/or TCPN members nationally
- New Jersey Business Registration Certificate for the contractor and any subcontractors
- Statement of Corporate Ownership
- Public Contract EEO Compliance
- Non-Collusion Affidavit
- Solicitation Posting Documents
- Award and evaluation criteria from solicitation
- Notice of Intent to Award---Sample
- Disclosure of Investment Activities in Iran