

**Littleton Elementary School District, #65**

Notice of Invitation For Bid

IFB: 17-002-17

PROJECT: Country Place Floor Replacement

Page 1
of 521600 S. 107th Avenue
Avondale, AZ 85323
623-478-5615

INVITATION FOR BID #	17-002-17
MATERIAL OR SERVICE	Country Place Floor Replacement
DUE DATE & TIME	May 15, 2017, at 9:00 A.M., Mountain Standard Time
OPENING TIME	May 15, 2017, at 9:01 A.M., Mountain Standard Time
DISTRICT'S WEBSITE	www.littletonaz.org
OPENING LOCATION	1600 S. 107th Avenue Avondale, AZ 85323
PRE-BID CONFERENCE DATE AND TIME	May 4, 2017, at 9:00 AM
LOCATION	10207 W. Country Place Blvd, Tolleson, AZ 85323
QUESTIONS & SUBSTITUTION REQUESTS DUE	No later than noon on May 8, 2017.

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. §15-213, competitive sealed bids for the material or services specified will be received by the **Littleton Elementary School District**, at the above specified location, until the time and date cited. Sealed bids received by the correct time and date shall be opened and the vendors' pricing shall be publicly read. All other information contained in the Offer shall remain confidential until award is made. **If you need directions to our office**, please call 623-478-5615. IFB and any amendments will be posted to www.littletonaz.org. It is your responsibility to check for amendments.

Sealed bids shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above. Late Offers shall not be considered. Bids must be submitted in a sealed envelope using the District provided label and/or envelope with the solicitation number and Offeror's name and address clearly indicated on the envelope. All bids must be written legibly in ink or typewritten. Additional instructions for preparing an Offer are provided herein.

Two sets; One marked "copy", plus one marked "original" are requested. ADM Group (Architects) developed the Scope of Work in conjunction with the SFB for the Country Place Floor Replacement Project.

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE INVITATION FOR BID.

Phyllis Kinder
Chief Operations Officer

April 20, 2017

Date

Phone: 623-478-5615

Email: Flamenco.Marlon@littletonaz.org



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Bid Status

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INVITATION FOR BID # 17-002-17
MATERIAL OR SERVICE Country Place Floor Replacement
DUE DATE May 15, 2017, at 9:00 A.M., Mountain Standard Time
OPENING LOCATION 1600 S. 107th Avenue
PRE-BID CONFERENCE DATE May 4, 2017, at 9:00 AM

This solicitation may only be obtained from our solicitation website at www.littletonaz.org. All amendments will be posted to www.littletonaz.org, the District's website. Any interested Offerors without internet access may obtain a copy of this solicitation by calling 623-478-5615 or a copy may be picked up during regular business hours at the District's Business Department, 1600 S. 107th Avenue. If you experience any problems receiving this Invitation for Bid, please call 623-478-5615.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above. A "No Bid" will be considered a response.

___ Here is my "No Bid"; I cannot provide services of this nature.

___ I wish to do business with Littleton Elementary School District.

___ I am eager to do business with Littleton Elementary School District as I provide these services. I will download it from the website, www.littletonaz.org.

_____ Name of Company	_____ Date Signed		
_____ Authorized Signature/Local Representative	_____ Cell Phone Number		
_____ Type Name and Position Held with Company			
_____ Mailing Address	_____ City	_____ State	_____ Zip
_____ Email Address			

IFB Notice sent: April 20, 2017

PLEASE RETURN THIS FORM ASAP TO MARLON FLAMENCO at Flamenco.Marlon@littletonaz.org



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NOTE: Bolded forms above should be submitted with your bid.

DOCUMENTS REFERENCED:

You may access a copy of the documents referenced within this bid at the following web addresses:

Arizona Revised Statutes (A.R.S.) is available at:

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

School District Procurement Rules in the Arizona Administrative Code (A.A.C.) is available at:

https://azsbe.az.gov/sites/default/files/media/For%20Website%20R-7-2-Art10%2BArt11%20Procurement%20Effective%207-1-14_0.pdf

I.R.S. W-9 form (Request for Taxpayer I.D. Number) is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>



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1. Definition of Terms

As used in these instructions, the terms listed below are defined as follows:

- A. **“Attachment”** means any item the Solicitation requires an Offeror to submit as part of the Offer.
- B. **“Contract”** means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement of Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments; and any terms applied by law.
- C. **“Contract Amendment”** means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- D. **“Contractor”** means any person who has a Contract with the School District.
- E. **“Days”** means calendar days unless otherwise specified.
- F. **“Exhibit”** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
- G. **“Gratuity”** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is received.
- H. **“Offer”** means bid, proposal or quotation.
- I. **“Offeror”** means a vendor who responds to a Solicitation.
- J. **“Person”** means any corporation, business, individual, union, committee, club, or other organization or group of individuals.
- K. **“Procurement Officer”** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to the Contract or their designee.
- L. **“Solicitation”** means an Invitation for Bids (IFB), a Request for Proposals (RFP), or a Request for Qualifications (RFQ).
- M. **“Solicitation Amendment”** means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
- N. **“Subcontract”** means any Contract, express or implied, between the Contractor and another party or between a Subcontractor and another party delegating or assigning, in whole or in part, the making or furnishings of any material or any service required for the performance of the Contract.
- O. **“School District”** means the School District that executes the Contract.

2. Inquiries

- A. **Duty to Examine.** It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing (inquiries), and examine its Offer for accuracy before submitting an Offer. Lack of care in preparing an Offer shall not be grounds for modifying or withdrawing the Offer after the Offer due date and time.
- B. **Solicitation Contact Person.** Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the solicitation shall be directed solely to the solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.
- C. **Submission of Inquiries.** The Procurement Officer or the person identified in the solicitation as the contact for inquires may require that an inquiry be submitted in writing. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, Page, and paragraph. Do not place the solicitation number on the outside of the envelope containing that inquire since it may then be identified as an Offer and not be opened until after the Offer due date and time.
- D. **Timeliness.** Any inquiry shall be submitted as soon as possible and should be submitted at least seven (7) days before the Offer due date and time for review. Failure to do so may result in the inquiry not being answered or considered for a Solicitation Amendment.



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- E. No Right to Rely on Verbal Responses or Electronic Mail Responses. Any inquiry that results in changes to the Solicitation shall be answered solely through a written Solicitation Amendment. A verbal or electronic mail reply to an inquiry does not constitute a modification of the solicitation.
- F. Solicitation Amendments. The Solicitation shall only be modified by a Solicitation Amendment.
- G. Pre-Offer Conference. If a pre-Offer conference has been scheduled under this Solicitation, the date, time, and location shall appear on the Solicitation cover sheet or elsewhere in the Solicitation. An Offeror should raise any questions it may have about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment.
- H. Persons with Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

3. **Offer Preparation**

- A. Forms: No Facsimile or Telegraphic Offers. An Offer shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation will be legible and contain the same information requested on the form. A facsimile, telegraphic or mailgram offer shall be rejected.
- B. Typed or Ink; Corrections. The Offer must be typed or in ink. Erasures, interlineations or other modifications in the Offer must be initialed in ink by the person signing the Offer. Modifications shall not be permitted after Offers have been opened except as otherwise provided under applicable law.
- C. Evidence of Intent to be Bound. The Offer and Acceptance form within the Solicitation must be submitted with the Offer and must include a signature by a person authorized to sign the Offer. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate, and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the Offer.
- D. Exceptions to Terms and Conditions. All exceptions included with the Offer shall be submitted in a clearly identified separate section of the Offer in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically referenced by the Procurement Officer in a written statement. The Offeror's preprinted or standard terms will not be considered as a part of any resulting Contract.
 - 1. Invitation for Bids: An Offer that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.
 - 2. Request for Proposals: All exceptions that are contained in the Offer may negatively affect the impact of an Offeror's susceptibility for award. An offer that takes exception to any material requirement of the solicitation may be rejected.
- E. Subcontracts. Offeror shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Offer.
- F. Cost of Offer Preparation. The District will not reimburse any Offeror the cost of responding to a Solicitation.
- G. Solicitation Amendments. Unless otherwise stated in the Solicitation, each Solicitation Amendment shall be signed with an original signature by the person signing the Offer, and shall be submitted no later than the Offer due date and time. Failure to return a signed copy of a material Solicitation Amendment or to follow the instructions for acknowledgement of the Solicitation Amendment may result in rejection of the Offer.
- H. Federal Excise Tax. School Districts are exempt from Federal Excise Tax on manufactured goods. Exemption Certificates will be prepared upon request.
- I. Provision of Tax Identification Numbers. Offerors are required to provide their Arizona Transaction Privilege Tax number and/or Federal Tax Identification number, if applicable, in the space provided on the Offer and Acceptance Form.



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- J. Identification of Taxes in Offer. School Districts are subject to all applicable state and local transaction privilege taxes. All applicable taxes shall be identified as a separate item offered in the Solicitation. When applicable, the tax rate and amount shall be identified on the price sheet.
- K. Disclosure. If the Firm, business, or person submitting this Offer has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror must fully explain the circumstances relating to the preclusion or proposed preclusion in the Offer. The Offeror shall include a letter with its Offer setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.
- L. Delivery. Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination(s).
- M. Solicitation Order of Precedence. In the event of a conflict in the provisions of this Solicitation, the following shall prevail in the order set forth below:
1. Amendments
 2. Special Terms and Conditions;
 3. Uniform General Terms and Conditions;
 4. Statement of Scope of Work;
 5. Specifications;
 6. Attachments;
 7. Exhibits;
 8. Special Instructions to Offerors; and
 9. Uniform Instructions to Offerors

4. Submission of Offer

- A. Sealed Envelope or Package. Each Offer shall be submitted to the submittal location identified in this Solicitation, in a sealed envelope or package that identifies its contents as an Offer and the Solicitation number to which it responds. The appropriate Solicitation number shall be plainly marked on the outside of the envelope or package.
- B. Offer and Acceptance. Offer shall include a signed Offer and Acceptance form. The Offer and Acceptance form shall be signed by the person authorized to sign the offer, and shall be submitted with the Offer no later than the Solicitation due date and time. Failure to return an Offer and Acceptance form may result in rejection of the Offer.
- C. Solicitation Amendments. A Solicitation Amendment shall be acknowledged no later than the Offer due date and time. Failure to acknowledge a Solicitation Amendment may result in rejection of the Offer.
- D. Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.
- E. Confidential Information. If an Offeror believes that any portion of an Offer, protest, or correspondence contains a trade secret or other proprietary information, the Offeror shall clearly designate the trade secret and other proprietary information, using the term "confidential." An Offeror shall provide a statement detailing the reasons why the information should not be disclosed including the specific harm or prejudice that may arise upon disclosure. The Procurement Officer shall review all requests for confidentiality and provide a written determination. Until a written determination is made, a Procurement Officer shall not disclose information designated as confidential except to those individuals deemed to have a legitimate District interest. In the event the Procurement Officer denies the request for confidentiality, the Offeror may appeal the determination to the District Representative within the time specified in the written determination. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information.



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- F. Public Record. Under applicable law, all Offers submitted and opened are public records and must be retained by the School District. Offers shall be open to public inspection after Contract award, except for such Offers deemed to be confidential by the School District.
- G. Non-collusion, Employment, and Services. By signing the Offer and Acceptance form or other official contract form, the Offeror certifies that:
1. It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its offer; and
 2. It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders regarding employment.

5. Evaluation

- A. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. Taxes. All applicable taxes in the Offer will be considered by the School District when determining the lowest bid or evaluating proposals; except when a responsive Offeror which is otherwise reasonably susceptible for award is located outside of Arizona and is not subject to a transaction privilege or use tax of a political subdivision of this state. In that event, all applicable taxes which are the obligation of Offerors in state and out of state, Offerors shall be disregarded in the Contract Award. At all times, payment of taxes and the determination of applicable taxes and rates is the sole responsibility of the Contractor.
- C. Late Offers. An offer submitted after the exact Offer due date and exact time shall be rejected.
- D. Disqualification. The Offer of an Offeror who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- E. Offer Acceptance Period. An Offeror submitting an Offer under this Solicitation shall hold its Offer open for the number of days from the Offer due date that is stated in the Solicitation. If the Solicitation does not specifically state a number of days for the Offer acceptance, the number of days shall be one hundred twenty (120). If a Best and Final Offer is requested pursuant to a Request for Proposals, an Offeror shall hold its Offer open for one hundred twenty (120) days from the Best and Final due date.
- F. Payment. Payments shall comply with the requirements of A.R.S. § Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment within thirty (30) days.
- G. Waiver and Rejection Rights. Notwithstanding any other provision of the solicitation, the School District reserves the right to:
1. Waive any minor informality;
 2. Reject any and all offers or portions thereof; or
 3. Cancel a solicitation.

6. Award

- A. Number or Types of Awards. Where applicable, the School District reserves the right to make multiple awards or to award a Contract by individual line items, by a group of line items, or to make an aggregate award, whichever is deemed most advantageous to the School District. If the Procurement Officer determines that an aggregate award to one Offeror is not in the School District's interest, "all or none" Offers shall be rejected.
- B. Contract Inception. An Offer does not constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Offer is accepted in writing by the Procurement Officer's signature of the Offer and Acceptance Form. A letter or other notice of award or of the intent to award shall not constitute acceptance of the Offer.
- C. Effective Date. The effective date of this Contract shall be the date that the Procurement Officer signs the Offer and Acceptance Form or other official contract form, unless another date is specifically stated in the Contract.



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7. Protests

A protest shall comply with and be resolved according to Arizona Department of Education School District Procurement Code Rule A.A.C. R7-2-1141 through R7-2-1153. Protests shall be in writing and be filed with the District Representative, Phyllis Kinder, Chief Operations Officer. A protest of a solicitation shall be received by the District Representative before the Offer due date. A protest of a proposed award or of an award shall be filed with the Procurement Officer within ten (10) days after the protester knows or should have known the basis of the protest. A protest shall include:

- A. The name, address and telephone number of the interested party;
- B. The signature of the interested party or the interested party's representative;
- C. Identification of the solicitation or contract number;
- D. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- E. The form of relief requested.
- F. The interested party shall supply promptly any other information requested by the district representative.

8. Time for filing protests R7-2-1143.

- A. Protests based upon alleged improprieties in a solicitation that are apparent before the due date and time for responses to the solicitation, shall be filed before the due date and time for responses to the solicitation.
- B. In cases other than those covered in subsection (A), the interested party shall file the protest within 10 days after the school district makes the procurement file available for public inspection.
- C. The interested party may file a written request with the district representative for an extension of the time limit for protest filing set forth in subsection (B). The written request shall be filed before the expiration of the time limit set forth in subsection (B) and shall set forth good cause as to the specific action or inaction of the school district that resulted in the interested party being unable to file the protest within the 10 days. The district representative shall approve or deny the request in writing, state the reasons for the determination, and, if an extension is granted, set forth a new date for submission of the filing.
- D. If the interested party shows good cause and it is advantageous to the school district, the district representative may consider any protest that is not filed timely.
- E. The district representative shall immediately give notice of the protest to the successful contractor if award has been made or, if no award has been made, to all interested parties.
- F. At any time the district representative or hearing officer may refer the protest to the governing board for resolution in accordance with R7-2-1152.



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Uniform General Terms and Conditions

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1. Definition of Terms

As used in this Solicitation and any resulting Contract, the terms listed below are defined as follows:

- A. **“Attachment”** means any item the Solicitation requires an Offeror to submit as part of the Offer.
- B. **“Contract”** means the combination of the Solicitation, including the Uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments; and any terms applied by law.
- C. **“Contract Amendment”** means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- D. **“Contractor”** means any person who has a Contract with the School District.
- E. **“Days”** means calendar days unless otherwise specified.
- F. **“Exhibit”** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the Solicitation.
- G. **“Gratuity”** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is received.
- H. **“Materials”** means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.
- I. **“Offer”** means bid, proposal or quotation.
- J. **“Offeror”** means a vendor who responds to a Solicitation.
- K. **“Procurement Officer”** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to the Contract or their designee.
- L. **“Services”** means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.
- M. **“Solicitation”** means an Invitation for Bids (IFB), a Request for Proposals (RFP), or a Request for Quotations (RFQ).
- N. **“Solicitation Amendment”** means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
- O. **“Subcontract”** means any Contract, express or implied, between the Contractor and another party or between a Subcontractor and another party delegating or assigning, in whole or in part, the making or furnishings of any material or any service required for the performance of the Contract.
- P. **“School District”** means the School District that executes the Contract.

2. Contract Interpretation

- A. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona School District Procurement Code, Arizona Revised Statutes (A.R.S.) § 15-213, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 7, Chapter 2, Articles 10 and 11.
- B. Implied Contract Terms. Each Provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- C. Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, the following shall prevail in the order set forth below:
 - 1. Amendments
 - 2. Special Terms and Conditions;



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3. Uniform General Terms and Conditions;
4. Statement or Scope of Work;
5. Specifications;
6. Attachments;
7. Exhibits;
8. Documents Referenced in the Solicitation;
9. Bid Response.

- D. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee agent of the other party to the Contract.
- E. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- F. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- G. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

3. **Contract Administration and Operation**

- A. Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall Contractually require each Subcontractor to retain all data and other records ("records") relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
- B. Non-Discrimination. The Contractor shall comply with Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that Districts for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability
- C. Audit. Pursuant to ARS §35-214, at any time during the term of this Contract and five (5) years thereafter, the Contractor's or any Subcontractor's books and records shall be subject to audit by the School District and, where applicable, the Federal Government, the extent that the books and records relate to the performance of the Contract or Subcontract.
- D. Inspection and Testing. The Contractor agrees to permit access to its facilities, Subcontractor facilities and the Contractor's processes for producing the materials, at reasonable time for inspection of the materials and services covered under this Contract. The School District shall also have the right to test at its own cost the materials to be supplied under this Contract. Neither inspection at the Contractor's facilities nor testing shall constitute final acceptance of the materials. If the School District determines non-compliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the School District for testing and inspection.
- E. Notices. Notices to the Contractor required by this Contract shall be made by the School District to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the School District required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notices shall be given by written notice and an Amendment to the Contract shall not be necessary.



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- F. Advertising and Promotion of Contract. The Contractor shall not advertise or publish information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- G. Property of the School District. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the School District. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the School District.
- H. Ownership of Intellectual Property. Any and all intellectual property, including but not limited to copyright, invention, trademark, trade name, service mark, and/or trade secrets created or conceived pursuant to or as a result of this contract and any related subcontract (“Intellectual Property”), shall be work made for hire and the District shall be considered the creator of such Intellectual Property. The District shall own the entire right, title and interest to the Intellectual Property throughout the world. Contractor shall notify the District, within thirty (30) days, of the creation of any Intellectual Property by it or its subcontractor(s). Contractor, on behalf of itself and any subcontractor(s), agrees to execute any and all document(s) necessary to assure ownership of the Intellectual Property vests in the District and shall take no affirmative actions that might have the effect of vesting all or part of the Intellectual Property in any entity other than the District. The Intellectual Property shall not be disclosed by contractor or its subcontractor(s) to any entity not the District without the express written authorization of the District.
- I. Federal Immigration and Nationality Act. By entering the contract, contractor warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The District may request verification of compliance from any contractor or subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws. Should the District suspect or find that the contractor or any of its subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.
- J. E-Verify Requirements. In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.
- K. Offshore Performance of Work Prohibited. Due to security and identity protection concerns, direct services under any subsequent contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the school district(s) or charter school(s) or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

4. Costs and Payments

- A. Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the School District within thirty (30) days. The Purchase Order number must be referenced on the invoice.
- B. Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. destination and shall include delivery and unloading at the destination.
- C. Applicable Taxes.
 - 1. Payment of Taxes by the School District. The School District will pay only the rate and/or amount of taxes identified in the Offer and in any resulting Contract.
 - 2. State and Local Transaction Privilege Taxes. The School District is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.



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3. Tax Indemnification. Contractor and all Subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the School District harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
4. IRS W-9. In order to receive payment under any resulting Contract, Contractor shall have a current I.R.S. W-9 Form on file with the School District.

D. Availability of Funds for the Next Fiscal Year. Funds may not presently be available for performance under this Contract beyond the current fiscal year. No legal liability on the part of the School District for any payment may arise under this Contract beyond the current fiscal year until funds are made available for performance of the Contract. The School District will make reasonable efforts to secure such funds.

5. Contract Changes

- A. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract signed by the Procurement Officer. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and or applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim and this Contract based on those changes.
- B. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- C. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The Procurement Officer shall not unreasonably withhold approval.

6. Risk and Liability

- A. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- B. General Indemnification. To the extent permitted by A.R.S. § 41-621 and § 35-154, the School District shall be indemnified and held harmless by the Contractor for its vicarious liability as result of entering into this Contract. Each party to this Contract is responsible for its own negligence.
- C. Indemnification - Patent and Copyright. To the extent permitted by A.R.S. § 41-621 and § 35-154, the Contractor shall indemnify and hold harmless the School District against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the School District of materials furnished or work performed under this Contract. The School District shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.
- D. Force Majeure.
 1. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injections-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.



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2. Force Majeure shall not include the following occurrences:
 - a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market; or
 - b. Late performance by a Subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition. ; or
 - c. Inability of either the Contractor or any Subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.
 3. If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt requested, and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
 4. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.
- E. Third Party Antitrust Violations. The Contractor assigns to the School District any claim for overcharges resulting from antitrust violation the extent that those violations concern materials of services supplied by third parties to the Contractor toward fulfillment of this Contract.

7. Warranties

- A. Liens. The Contractor warrants that the materials supplied under this Contract are free of liens.
- B. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that for one year after acceptance by the School District of the materials or services, they shall be:
 1. Of a quality to pass without objection in the trade under the Contract description;
 2. Fit for the intended purposes for which the materials or services are used;
 3. Within the variations permitted by the Contract and are of even kind, quality, and quality within each unit and among all units;
 4. Adequately contained, packaged and marked as the Contract may require; and
 5. Conform to the written promises or affirmations of fact made by the Contractor.
- C. Fitness. The Contractor warrants that any material or service supplied to the School District shall fully conform to all requirements of the Solicitation and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.
- D. Inspection/Testing. The warranties set forth in subparagraphs A through C of this paragraph are not affected by inspection testing of or payment for the materials or services by the School District.
- F. Exclusions. Except as otherwise set forth in this Contract, there are no express or implied warranties or merchant ability fitness.
- G. Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable federal, state and local laws, and the Contract shall maintain all applicable licenses and permits.



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H. Survival of Rights and Obligations after Contract Expiration or Termination.

1. Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration of termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the School District is not subject to or barred by any limitations of actions prescribed in A.R.S. Title 12, Chapter 5.
2. Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Offices, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

8. **School District's Contractual Remedies**

- A. Right to Assurance. If the School District in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing the Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent or ability to perform. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at the School District's option, be the basis for terminating the Contract under the Uniform General Terms and Conditions.
- B. Stop Work Order.
 1. The School District may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for a period of up to ninety (90) days after the order is delivered to the Contractor, 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 clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
 2. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.
- C. Non-exclusive Remedies. The rights and the remedies of the School District under this Contract are not exclusive.
- D. Nonconforming Tender. Materials supplied under this Contract shall fully comply with the Contract. The delivery of materials or a portion of the materials in an installment that do not fully comply constitutes a breach of Contract. On delivery of nonconforming materials, the School District may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
- E. Right to Offset. The School District shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the School District or damages assessed by the School District concerning the Contractor's nonconforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform General Terms and Conditions.

9. **Contract Termination**

- A. Cancellation for Conflict of Interest. Per A.R.S. § 38-511, the School District may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the School District is, or becomes at any time while the Contract or an extension of the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time.



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- B. Gratuities. The School District may, by written notice, terminate this Contract, in whole or in part, if the School District determines that employment or gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the School District for the purpose of influencing the outcome of the procurement or securing the Contract, an Amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The School District, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three (3) times the value of the gratuity offered by the Contractor.
- C. Suspension or Debarment. The School District may, by written notice to the Contractor, immediately terminate this Contract if the School District determines that the Contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body.
- D. Termination for Convenience. The School District reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the School District without penalty recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the School District. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the School District. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R7-2-1125 shall apply.
- E. Termination for Default.
1. In addition to the rights reserved in the Uniform Terms and Conditions, the School District reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
 2. Upon termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the School District.
 3. The School District may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this Contract. The Contractor shall be liable to the School District for any excess costs incurred by the School District reprocurring the materials or services.
- F. Continuation of Performance through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

10. **Contract Claims**

All Contract claims and controversies under this Contract shall be resolved according to A.R.S. § 15-213 and rules adopted thereunder.

11. **Gift Policy**

The District will accept no gifts, gratuities or advertising products from vendors. The District has adopted a zero tolerance policy concerning vendor gifts. The District may request product samples from vendors for official evaluation with disposal of those said samples at the discretion of the Procurement Officer.

12. **Terrorism Country Divestments**

Per A.R.S. § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

13. **Boycott of Israel**

Per A.R.S. § 35-393, the District is prohibited from purchasing from a company that is in violation of the Israel Boycott Divestments.



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14. **Fingerprint Checks**

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district in accordance with A.R.S. § 15-512 of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy.

The District shall conduct a fingerprint check in accordance with A.R.S. § 41-1750 and Public law 92-544 of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the District. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

Additionally, the Contractor shall comply with the governing body fingerprinting policies of each school district.

15. **Registered Sex Offender Notification Restriction**

Contractor represents and warrants that no employee of the Contractor, or of its subcontractor, who has been adjudicated to be a registered sex offender will perform work on District's premises at any time without written approval of the District Representative.



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1. **Pre-Bid Conference**

Refer to Page 1 for the date, time and location of the conference. Unless otherwise noted, the pre-bid is not mandatory, but highly recommended.

2. **Inquiries**

All questions regarding this IFB must be submitted in writing no later than noon on May 8, 2017 by email to Marlon Flamenco at Flamenco.Marlon@littletonaz.org.

3. **Interpretations and Amendments**

Should a bidder find discrepancies in, or omissions from, the Solicitation Documents, or is in doubt as to their meaning, bidder must at once notify the District, who will send a written instruction to each person receiving a set of documents. The bidder submitting a request for interpretations will be responsible for its prompt delivery. All requests for interpretations shall be made in writing. The Owner will not be responsible for any explanations or interpretations except those duly issued in the form of written Amendment. Receipt of any Amendment so issued during the time of bidding shall be included in the bid and shall be acknowledged in the Bid and be made a part of the Contract Documents.

4. **Purpose of Specifications**

Specifications are designed to enable bidder to satisfy a requirement for a product, material, process, or service. A specification may be expressed as a standard, part of a standard, or independent of a standard. No specification is intended to limit competition by eliminating items capable of satisfactorily meeting the requirements of the procurement. If bidder believes a specification is unnecessarily restrictive, bidder must indicate such in its bid.

A. Use of Brand Names

Brand names, trade names, model numbers, and/or catalog numbers are used to indicate the character, quality, and/or performance characteristics of the materials desired. Use of the name of a manufacturer, brand, make or catalog number does not restrict bidder from offering suitable alternates. However, Littleton Elementary School District reserves the right to decide whether alternatives to the identified manufacturer and brand are equal to the materials, equipment described in the solicitation. Littleton Elementary School District will be the sole judge on the question of equal quality, and the District's decision shall be final.

5. **Bid Preparation**

An authorized representative of the Offeror will sign bids. All information requested must be submitted. Failure to submit all information requested may result in a lower evaluation or rejection of the bid. Bids should be prepared simply and economically, providing a straightforward, concise description of the capabilities to satisfy the requirements of the IFB. Emphasis should be on the completeness and clarity of content. The District will not provide any reimbursement for the cost of developing, demonstrating or presenting bids in response to this IFB. A checklist is provided in this bid document as a courtesy.

All quantities for bid submittal purposes are to be field verified by qualifying vendor prior to submitting bid submittal. The Offeror is cautioned that it is the Offerors sole responsibility to submit information related to the evaluation categories and that the Littleton Elementary School District of Arizona is under no obligation to solicit such information if it is not included with the Offerors bid. Failure by the Offeror to submit such information may cause an adverse impact on the evaluation of the Offerors bid.

6. **Base Bid and Alternates**

The Base Bid shall include all work as set forth in the solicitation and Amendments, in the Specifications, and in all Contract Documents, plus the specified Cash Allowances, if any. Alternates are completely described in the Specifications. In the Bid form, the blank spaces opposite the correspondingly numbered Alternates shall be completed by inserting the exact amount to be deducted from, or added to, the Base Bid for that particular Alternate only. Alternates will be awarded as budget allows.



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7. **Request for Approved Equal**

Identification of material or equipment by manufacturer's name or trade name is not meant to give preference to any manufacturer, but merely to establish a standard.

- A. Given the time urgency for this project, Bidders shall submit written requests to obtain approval to use unspecified products **no later than noon on May 8, 2017**. Requests received after this time will not be considered. Requests shall clearly describe the product for which approval is asked, including data necessary to demonstrate acceptability. The Owner shall consider and either approve or reject all proposals submitted and shall comply with the following requirements:
1. If the Owner has approved any alternative product offerings, the Bidding Documents shall be modified to include the alternative products in an amendment issued to Bidders at least seven (7) days prior to the Bid date.
 2. If the Owner rejects an alternative product proposal, notice of the rejection shall be given to the Bidder prior to the deadline for receiving bids. Notice shall include an explanation for rejection of the product.
- B. The Bidder's request for approval of any substitution shall include all of the following:
1. Complete data substantiating compliance of the proposed substitution with the Contract Documents.
 2. Product identification, including manufacturer's name, address and phone number.
 3. Manufacturer's literature showing complete product description, performance and test data and all reference standards.
 4. Samples and colors in the case of articles or products.
 5. Name and address of similar projects on which the product was used and date of installation.
 6. For construction methods, include a detailed description for proposed methods.
 7. Itemized comparison of proposed substitutions with product or method specified.
 8. Accurate cost data on proposed substitution in comparison with product or method specified.
 9. An **"Intent to Warranty"** on letterhead from the manufacturer listing Littleton Elementary School District as the Owner with the Country Place Floor Replacement address.
- C. Substitution requests shall be made on the "Substitution Request Form" included in this bid package.
- D. The decision of the Owner regarding the approval of items for which substitution is requested will be final. In the event of an approved substitution, if such substitution is later determined by the Owner to be unacceptable for any reason, including the necessity to perform extended redesign or rework of the project in order to accommodate the substitution, or if it becomes apparent to the Owner that the substituted item will not perform or function as well as the specified item, the Bidder will be required to furnish the original specified item or request approval to use another substitution. The Bidder will pay all costs, expenses or damages associated with or related to the unacceptability of a substitution and the resultant utilization of any item. The Bidder further understands and agrees that a time extension will not be granted due to delays associated with or related to the unacceptability of a substitution.
- E. If a substitution is approved, no subsequent change in brand or make will be permitted unless satisfactory written evidence is presented to the Owner that the manufacturer cannot make scheduled delivery of the approved substitute item.
- F. Substitutions will not be considered for approval by the Owner prior to or after the award of the Contract if:
1. The proposed substitution is indicated or implied on shop drawings or product data submittals and has not been formally submitted for approval by the Bidder in accordance with the above stated requirements.



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2. Acceptance of the proposed substitution will require substantial design revisions to the Contract Documents or is otherwise not acceptable to the Owner.

8. **Submission of Offer**

A. Offer and Acceptance

Offeror shall include a signed Offer and Acceptance Form. The Offer and Acceptance Form shall be signed with an original signature by the person signing the Offer, and shall be submitted with the submitted bid no later than the Offer due date and time. Failure to return a signed Offer and Acceptance Form may result in rejection of the Offer.

B. Bonding

All bonds shall be provided to Littleton Elementary School District and must be from Surety Companies licensed in the State of Arizona, with a General Power of Attorney and rated "A+" in Best's Guide.

1. **Bid Bond:** An irrevocable bid security payable to the Littleton Elementary School District in the amount of 10.00% of the total bid price is required. This security shall be in the form of a bid bond, certified check or cashier's check and must be in the possession of the District by the due time and date cited for this solicitation.

2. **Performance Bond:** The contractor shall be required to furnish an irrevocable security in the amount of 100.00% of the total contract price payable to the Littleton Elementary School District, binding the contractor to provide faithful performance of the contract. This security must be in the possession of the District within 48 hours after receipt of purchase order or other notice of award.

Performance security shall be in the form of a performance bond, certified check or cashier's check. This security must be in the possession of the District within 48 hours after receipt of purchase order or other notice of award. If the contractor fails to execute the security document, as required, the contractor may be found in default and the contract terminated by the District. In case of default, the District reserves all rights to recover as provided by law. All performance bonds must be executed on forms substantially equivalent to the form included with this solicitation. This security must be in the possession of the District within 48 hours after receipt of purchase order or other notice of award.

3. **Payment Bond:** The Contractor shall be required to furnish non-revocable security for the protection of all persons supplying labor and material to the contractor or any subcontractor for the performance of any work related to the contract. Payment security shall be in the amount of 100.00% of the total contract price and be payable to the Littleton Elementary School District.

Payment security shall be in the form of a payment bond, certified check or cashier's check. All payment bonds must be executed on forms substantially equivalent to the payment bond forms on file at the District and incorporated by this reference. This security must be in the possession of the District within 48 hours after receipt of purchase order or other notice of award.

C. Subcontractors

Complete the subcontractor list form, listing a single name only for each branch of the work. Submit in separate envelope with the bid. Lists submitted by unsuccessful bidders will be returned unopened after contract has been executed. The entry of the General Contractor's name on the Subcontractor list will be valid only if the firm holds a license for that type of work. If a change occurs in the list, brought about by the exercising of any alternatives involved in the Bid Form, the bidder must show such change on the list. If no name appears other than those listed under the Base Bid, adherence to those names will be mandatory, no matter which alternate, if any, is exercised. Subcontractors may not be changed from the list as submitted without the Owner's written approval.

If contractor is not utilizing subcontractors then the contractor's name must appear on the subcontractor list and be submitted as per above procedures.



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D. Confidential Information

If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Officer shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The District, pursuant to R7-2-1016, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the 'Protest' provision as noted in R7-2-1142.

Any portion of your bid that you consider of a confidential nature shall be cut from its document of origin and pasted within the confidential section. The confidential section shall be placed in a separate envelope inside your bid submittal. On the outside of the envelope there shall be a list of the contents, the reason this is confidential or proprietary, and whom is the contact person regarding the contents of the envelope. Reference to its location within the document of origin must be submitted for reference.

Any attachment that has confidential information within it cannot be removed once your Bid has been submitted. If the District finds it is not confidential, the firm may pick up their envelope containing the confidential information and none of the material will be used in the evaluation process. Should the District find in favor of the firm, any information contained in the Confidential Information envelope, will be viewable only by appropriate procurement staff and evaluators.

E. References

Each offering firm should provide at least three references: Owner; Contact Person; Cell number and Email address.

F. Non-Collusion

Offeror attests that the bid is genuine, is neither a sham nor collusive, nor is made in the interest for or on behalf of any person or corporation not named within the bid. The Offeror has not in any manner sought by collusion or anti-competitive means or practices to secure for itself an advantage over any other bidder. It also certifies that the Offeror has not directly or indirectly induced or solicited any other bidder to put in a sham or collusive bid, or induced or solicited any other bidder to refrain from submitting an offer.

G. Attachments

Offerors should include the following attachment forms completed accurately according to the instructions contained within the form. Failure to follow instructions and completion of forms may result in rejection of the Offer. A cover sheet checklist is provided in this bid document and should be used for your bid package to ensure all required documentation has been submitted in accordance with the Special Instructions.

Completed Bid Cover Sheet (Checklist)
Bid Pricing Submittal <ul style="list-style-type: none"> • <i>Includes guarantees of materials, warranty and workmanship</i> • <i>Includes restatement of work and compliance with work schedule</i>
Bid Bond Form
Performance Bond – <i>within 48 hours of award</i>
Payment Bond – <i>within 48 hours of award</i>
Subcontractor List – <i>separate sealed envelope</i>
Asbestos Certification Form – <i>notarized</i>
Questionnaire <ul style="list-style-type: none"> • <i>Includes copy of appropriate AZ Construction License(s)</i>
Deviations and Exceptions
Familial Relationship Disclosure Statement – <i>notarized</i>
Amendment Acknowledgment Form



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Drug Free Workplace
Non-Collusion Statement – <i>notarized</i>
Certificate of Insurance – <i>within 48 hours of award</i>
Offer and Acceptance – <i>signed</i>
I.R.S. W-9 Form, Request for Taxpayer Identification Number

H. Offer Submission, Due Date and Time

It is the responsibility of the vendor to ensure that the bid packet is delivered on the due date by the time required. Delivery times vary for all packages delivered to LESD. If packages are received after the due date and time specified in the solicitation due to carriers like UPS or Fed Ex delivering late, LESD will not be held responsible and your offer will be rejected. Plan accordingly.

9. Evaluation

A. Opening

Sealed bids received by the correct time and date shall be opened and the vendors' pricing shall be publicly read. All other information contained in the Offer shall remain confidential until award is made.

B. Evaluation Criteria

The bids will be initially evaluated for conforming to the requirements of the IFB. A spreadsheet will then be built with all the pricing and costs for the IFB. **Offers must first meet the following mandatory requirements:**

- 1. Included their Signed Offer Form**
- 2. Included their Bid Bond**
- 3. Have a valid license to do the work**
- 4. Have no unresolved issues at the Arizona Registrar of Contractors**
- 5. Have no unresolved issues with previous SFB funded projects**

The evaluation criteria are listed below in relative order of importance:

1. Responsiveness of the bid in clearly stating and understanding the Scope of Work, and in meeting the requirements of the IFB.
2. Does the vendor have a history of least three years being responsible in the delivery of these goods and services in the past without unresolved issues?
3. After these criteria are met, price is the most important factor.

C. Deviations and/or Exceptions

All exceptions included with the Offer shall be submitted using the Attachment/Offer Form provided in this Solicitation where the Offeror clearly identifies the specific paragraphs of the Solicitation where the deviations and/or exceptions occur. Any deviations/exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the Procurement Officer in a written statement. The Offeror's preprinted or standard terms will not be considered by the District as a part of any resulting Contract.

D. Clarification of Bid Submittals

If clarification of your offer is required, it will most likely be found non-responsive.

E. Responsibility, Responsiveness and Acceptability

In accordance with R7-2-1076, R7-2-1161, R7-2-1168, R7-2-1171, and R7-2-1003(B), R7-2-1031 or R7-2-1046, the District shall consider the following in determining Offerors' responsibility as the responsiveness of bids submitted in response to the solicitation.



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Offerors may not be considered responsible if they have been debarred from the practice of their profession that would otherwise be necessary in the provision of goods and services under any resulting contract. Offerors may not be considered responsible if they have had a contract with the District, within the last three-years, that was terminated for cause, due to breach or similar failure to comply with the terms of any such contract. Offerors may also not be considered responsible if there is factual evidence of their frequent and reoccurring failure to satisfy the terms of their agreements and contractual relationships, both with the District or other government entities. Factual evidence shall consist of any documented vendor performance reports, customer complaints and/or negative references.

Additional factors in determining if a bidder is responsible:

1. The proposed contractor's stability, material, personnel and other resources, including subcontractors;
2. The proposed contractor's record of performance and integrity;
3. Whether the proposed contractor is qualified legally to contract with the public entity;
4. Whether the proposed contractor supplied all necessary information concerning its responsibility;
5. Complaints on file with the Registrar of Contractors;
6. Prior litigation history; and
7. References.

Bids may not be considered responsive if they are not submitted in the requested format; if they include significant exceptions to any requirements, terms or conditions that render the bid unacceptable; or do not contain sufficient contents with which to evaluate the bid, e.g., bonds, method of approach, key personnel, references, prices or pricing, other requested information.

Determinations of non-responsibility and/or non-responsiveness shall be made in writing, and shall set forth the bases for the determination. Bids from Offerors determined to be non-responsible or bids determined to be non-responsive, may be set aside at the time of the determination without further evaluations. Offerors will be notified if their bid is set aside for either of these reasons.


10. Award

A. Contract Award

The District reserves the right to award the base bid and any combination of alternates, if any, that is deemed most advantageous to the District in determining the lowest responsible and responsive bidder. The District may reject any or all bids if such action is in the District's best interest. The District may waive any informalities and minor irregularities on bids received.

B. Contract Implementation Meetings

Upon award, the Contractor may be required to participate in meetings for the successful implementation of the contract. Meetings, if any, will be at the discretion of the District. The Contractor will be notified in advance of any meeting times, frequency for future meetings, if any, and locations to ensure all appropriate district and contractor staff/representatives attend. The District reserves the right to decline conference call attendance or participation.

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1. **Purpose**

The Littleton Elementary School District (LESD) (also referred to as “Owner”) is requesting bids from qualified contractors that would be interested in the Country Place Floor Replacement Project. This solicitation will be awarded based on availability of funds from SFB.

2. **Definition of Key Words Used**

- A. Shall, Must, Will: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of a bid as non-responsive.
- B. Should: Indicates something that is recommended but not mandatory. If the Offeror fails to provide recommended information, the District may, at its sole option, ask the Offeror to provide the information or evaluate the bid without the information.
- C. May: Indicates something that is not mandatory but permissible.

3. **Contract Type**

Fixed Firm Price

4. **Investigation by Offeror**

By submitting a bid, the Offeror certifies the Offeror has investigated all required fees, permits and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the costs of such fees, permits and requirements not otherwise indicated as provided by the District.

5. **Price Clause**

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs.

6. **Contract Award**

The District intends to award a firm-fixed price contract(s), unless otherwise indicated, resulting from this solicitation to the responsible Offeror(s) whose bid represents the best value after evaluation in accordance with the criteria identified in the solicitation. The District may reject any or all bids if such action is in the District's best interest.

The District may waive informalities and minor irregularities on bids received. The Offeror’s initial bid should contain the Offeror’s best terms from a price or cost and technical standpoint. The District reserves the right to make an award on any item for any quantity less than the quantity offered, at unit costs or prices offered, unless the Offeror specifies otherwise in the bid. The District reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the District's best interest to do so.


7. **Terms of Award**

It is the intent of the District to award a contract at its next Governing Board meeting after the approval of SFB funding.

8. **Award Basis**

The successful Offeror (s) will be determined by Evaluation Criteria including but not limited to pricing. The District reserves the right to award as many contracts for the services as may be in the best interest of the District. Awards will not be made based on price alone, as the vendor must be responsive and responsible.

If a contractor receives a bid award, an order is placed and contractor is unable to meet the delivery requirements, meet service requirements, or material that meets the Districts needs as outlined in this Invitation for Bid, or is unable to hold bid price, or fails to provide product or service within a reasonable period of time, AND/OR fails to provide product complying with bid specifications, as determined by the District, the District reserves the right to go to the next lowest bid price of equal quality which meets bid specifications. If the bid item delivered does not meet specifications or is received in an unsatisfactory condition and is in a damaged or unusable condition, or if service is unsatisfactory, contractor must pick up item immediately and replace to each district’s satisfaction at no additional

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charge, or issue full credit, for service a return visit must be re-scheduled within 24 hours. Rejected items must be removed from the District’s premises by the vendor upon verbal notification.

However, if a contractor receives a contract award and is unable to meet the service requirements as outlined in this Solicitation (and subsequent contract), or is unable to hold the contract price, or fails to provide acceptable service as determined by the District, the District reserves the right to go to the next highest ranked vendor if this determination occurs within a reasonable time period after contract award.

9. **Contract Payment Terms**

Offerors must indicate the prompt payment terms that they will offer to the District (for example: 2/10 Net 30; 2/15 Net 30, etc.) At a minimum, Offeror’s payment terms shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days.

10. **Retention**

ADM Group, the Project Representative from ADM Group and the District representative shall perform the final inspection. R7-2-1104 requires 10% retention of the total cost of the job will be held until the District accepts the final inspection of ADM Group, the Project Representative. The Contractor shall seek written approval from an appropriate District Representative for any changes or deviations from specifications or instructions.

11. **Progress Payments**

Progress payments may be allowed. Requests for payment must be submitted through ADM Group for approval and sign-off. Retention of ten percent (10%) of the requested payment will be withheld until the final punch list is completed.


12. **Lobbying**

Offerors are hereby advised that lobbying is not permitted with any district personnel or board members related to or involved with this IFB until the administration's recommendation for award has been posted in the business office. All oral or written inquiries must be directed through the procurement department.

Lobby is defined as “any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the Governmental Decision of a Board Member or ANY District Personnel after release and prior to the award of this contract by all entities.” Any Offeror or any individuals that lobby on behalf of Offeror during the time specified will result in the rejection and disqualification of said Offer.

13. **Contract Cancellation**

- A. This contract is subject to cancellation pursuant to A.R.S. § 38-511. This contract is critical to the District and the District reserves the right to immediately cancel the whole or any part of this contract due to failure of the contractor to carry out any materials obligation term or condition of the contract. The District shall issue a written notice of default effective at once and not deferred by any interval of time. Default shall be for acting or failing to act as in any of the following:
1. The contractor provides material that does not meet the specifications of the contract;
 2. The contractor fails to adequately perform the services set forth in the specifications of the contract;
 3. The contractor fails to complete the work required or furnish the materials required within the time stipulated in the contract;
 4. The contractor fails to make progress in the performance of the contract and/or gives the District reason to believe that the contractor will not or cannot perform to the requirements of the contract.

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B. The District may resort to any single or combination of the following remedies:

1. Cancel any contract;
2. Reserve all rights or claims to damage for breach of any covenants of the contract;
3. Perform any test or analysis on materials for compliance with the specifications of the contract. If the result of any test confirms a material non-compliance with the specifications, any reasonable expense of testing shall be borne by the contractor.
4. In case of default, the District reserves the right to purchase materials, or to complete the required work in accordance with the School District Procurement Rules. The District may recover reasonable excess costs from the contractor by:
 - a. Deduction from an unpaid balance.
 - b. Collection against the bid and/or performance bond; or
 - c. Any combination of the above or any other remedies as provided by law.

14. **Contract Claims**

All Contract claims and controversies under this Contract shall be resolved according to R7-2-1155 and rules adopted thereunder.


15. **Approval of Equal Items of Equipment and/or Materials Before Submission of Bids**

Time is of the essence for this project. If a bidder wishes to use items of equipment and/or materials other than those identified by trade or manufacturer's name, model or catalog number in the Specifications, bidder shall submit the request for approval to the District **no later than noon on May 8, 2017**. Approvals will be granted only upon individual requests of prime bidding contractors. No approvals for substitutions will be granted directly to suppliers, distributors or subcontractors. Each request shall include all basic data and characteristics of the specified item, as well as the proposed item, so that a direct comparison can be readily made. It is the sole responsibility of the bidder to submit complete descriptive and technical information so that the District can make a proper appraisal. All requests shall be in writing, addressed to MARLON FLAMENCO from Littleton Elementary School District #65 at flamenco.marlon@littletonaz.org. All approvals will be issued in writing and will be posted in the form of an Amendment on the District's website, www.littletonaz.org. It is the contractor's responsibility to register at the website, as it is the only way to get notices and Amendments. Refer to the Special Instructions for detailed requirements on how to submit a Request for an Approved Equal.

16. **Key Personnel**

It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The contractor must agree to assign specific individuals to the key positions.

- A. The contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the District.
- B. If key personnel are not available for work under this contract, for a continuous period exceeding 3 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the contractor shall immediately notify the District, and shall, subject to the concurrence of the District, replace such personnel with personnel with personnel of substantially equal ability and qualifications.

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17. **Insurance**

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror will be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$5,000 and naming *Littleton Elementary School District* as an additional insured party. Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

18. **Acceptance Period**

In order to allow for an adequate evaluation, the District requires an offer in response to the solicitation to be valid and irrevocable for 60 days after the opening time and date.

19. **Timeframe For Completion**

Work shall commence on **upon award**. The substantial completion date for all work is **90 days after notice to proceed**. Work shall be continuous and final completion review will take place 120 days after notice to proceed.

20. **Owner's Contingency Allowance**

The District is not providing any contingency allowance for this solicitation.

21. **Liquidated Damages**

If the selected vendor fails to meet the substantial time requirements for the delivery and/or installed acceptable implementation of the project, liquidated damages of **\$100.00 per day** may be assessed for each day beyond **sunset 90 days after notice to proceed**. However, should an unforeseen problem arise, an extension may be granted in writing at the discretion of the Littleton Elementary School District. **Final completion must be sunset 120 days after notice to proceed**.

If the selected vendor shall fail or refuse to complete the work within the time specified, then the selected vendor shall agree as a partial consideration for the awarding of the contract, that the Littleton Elementary School District may retain from compensation otherwise to be paid to the selected vendor, or may recover by all remedies at law, the amount specified, not as penalty but as liquidated damages, for each and every calendar day that the selected vendor shall be default after the time stipulated in the bid for completion of substantial work status and final completion.

22. **Licensees**


Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by contractor.

23. **Contractor License Law**

Contractor shall comply with State and City Contractors License Law, be duly registered and licensed thereunder.

24. **Inspection**

The job will have a final inspection and acceptance by Littleton Elementary School District staff. Any discrepancies noted during the inspection will be corrected prior to final payment. Field inspections will be performed by Larry Hudak of ADM and a representative of the Littleton Elementary School District upon completion of the Project.

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25. **Damages**

The successful contractor shall be liable for any and all damage caused by the firm and or its employees to the Littleton Elementary School District premises. The bidder shall hold and save the Littleton Elementary School District free and harmless from liability of any nature or kind arising from any use, trespass, or damage occasioned by bidder's operations on premises or third persons.

26. **Source Limitations**

Obtain materials from the source or producer that will provide the warranty.

27. **Compliance with Specifications**

The fact that a manufacturer, supplier or bidder chooses not to produce or supply equipment, supplies or services to meet the specifications will not be considered sufficient cause to adjudge the specifications as restrictive. Bidders shall offer equipment, supplies, and/or services that meet the specifications as presented. The work shall meet the minimum standards of the industries standards below, as applicable:

- ACI (American Concrete Institute) – concrete floors
- ASTM (American Society of Testing Material) – concrete floors
- ICRI (International Concrete Repair Institute) – concrete floors

28. **Warranty and Quality Guarantee**

Contractor warrants that any equipment or material supplied to the District shall fully conform to all requirements of the contract and all representations of contractor, and shall be fit for all purposes and uses required by the contract.

A. Concrete Flooring

Inspection: The warranties set forth in this section shall not be affected by inspection or testing of, or payment for the equipment or materials to the District.

Quality: Warranty Period: two (2) years from date of Substantial Completion of the concrete floor. Unless otherwise modified elsewhere in this solicitation.

1. Of a quality and installation to pass without objection in the industry or trade normally associated with them;
2. Fit for the intended purpose(s) for which they are used;
3. Of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract;
4. Adequately contained, packaged and marked as the contract may require; and
5. Conform to the written promises or affirmations of fact made by contractor.

Warranty Requirements: Contractor warrants that for two (2) years all equipment, materials, and service delivered under this contract shall conform to the specifications. The District reserves the right to cancel the contract if contractor charges member for a replacement part it received at no cost under a warranty.


29. **Americans with Disabilities Act of 1990**

The Contractor shall comply with the Americans with Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S § 41-1492 et. seq.), which prohibits discrimination of the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contracting the procurement officer for the solicitation. Request should be made as early as possible to allow time to arrange the accommodation.

30. **Civil Rights Assurance Statement**

The Contractor and Subcontractors are subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of

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1975, Title IX of the Education Amendment of 1972, and offers all persons the opportunity to participate in programs or activities regardless of race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the RECIPIENT on the basis of race, color, national origin, age, sex (in educational activities) or disability.

31. **Safety**

Offeror, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Offeror, its employees, its subcontractors, and/or other persons present. Offeror will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

32. **Rules, Regulations and Codes**

The work on public buildings shall be in compliance with the State fire code unless a fire code has been adopted by the city, town, county or fire district in which the building is located. Public buildings shall be constructed in compliance with applicable building, plumbing, electrical, fire prevention and mechanical codes adopted by the state, city, town, county or fire district in which the building is located. If a public building is built in an area that has not adopted local codes, the building shall be designed or constructed according to the state fire code adopted by the state fire marshal and the building, plumbing, electrical, fire prevention and mechanical codes that apply in the largest city in the county in which the building is located. Public buildings are subject to those codes that apply and are in effect when the building is designed or constructed and to the currently adopted codes when a building is found to be structurally unsafe, without adequate egress, or a fire hazard or are otherwise dangerous to human life. "Public building" means a building or appurtenance to a building that is built in whole or in part with public monies. (See ARS § 34-461)

All work will be accomplished in conformance to OSHA safety requirements, and any additional federal, state, or local fire or safety requirement. When specifications or scope of work will result in a violation of a code or result in an unsafe condition, the contractor must inform the District of the situation. The contractor will not construct any device or produce any condition that intentionally violates a fire or safety code or safety standard.

33. **Hazard Notification**

Contractor must advise LESD's contact person whenever work is expected to be hazardous to school children, District employees and/or operators.

34. **Asbestos and Lead**

In the event that these hazardous materials are identified, it must be brought to the attention of ADM Group immediately to determine remediation efforts.

35. **Regulatory Agencies**

It will be necessary that all work meet the requirements of all Federal, State and local regulatory agencies.

36. **Other Requirements**

This is an **occupied school campus** where the educational process comes first. Therefore, scheduling is essential to completing the project successfully. Significant coordination is required in terms of work processes to avoid disruption of the educational environment. Thus, the ultimate standards must be in place:

- a. Sign-in and present positive identification;
- b. Park in assigned locations;
- c. No weapons in your vehicles or on campus;
- d. No smoking on campus;
- e. No foul or offensive language;
- f. No alcohol or tobacco of any kind;
- g. No clothing referencing any of the above;
- h. No speaking to staff nor students;



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- i. No leering or whistling;
- j. Site must be safe at the end of each day;
- k. These are no tolerance terms!



Littleton Elementary School District, #65

Scope of Work

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1. **Purpose**

The Littleton Elementary School District is requesting funding from SFB for the Country Place Floor Replacement project, as per posted plans and specifications.

2. **Required Contractor Licensing**

Commercial Flooring

3. **Drawings**

The drawings have been posted on the District's website, www.littletonaz.org as a separate PDF file, 3 pages.

4. **Detailed Scope of Work and Specifications**

The specifications have been posted on the District's website as a PDF file and contains the detailed Scope of Work and Specifications and is 58 pages.

5. **New Materials/Equipment**

All materials and equipment supplied by the awarded vendor pursuant to this solicitation shall be new, unused, and the model of the unit specified.

6. **Utilities**

Contractor shall provide, and maintain in clean order, temporary toilet facilities for use throughout the project duration. Locations shall be approved by the District.

7. **Preconstruction Meeting**

Immediately after execution of the Purchase Order and not less than five (5) days prior to commencement of work, a meeting will be held between the Littleton Elementary School District, the Contractor, the major Subcontractors, to outline in general the procedures to be followed during the construction phase of the Project.


8. **Cleanup**

The Contractor, at all times, shall keep the premises free from accumulation of waste materials or rubbish caused by construction operations. Upon completion of the work, remove all waste materials and rubbish from and about the Project, as tools, construction equipment, machinery and surplus materials. If the Contractor fails to clean up the work, the District may do so and the cost thereof shall be charged back to the Contractor.

Remove all surplus materials and debris of every nature resulting from operations, and put the site in a neat, orderly condition. District trash receptacles shall not be utilized without specific written approval.

9. **Worksite Safety Restoration**

The contractor shall repair, rebuild or otherwise acceptably restore any property on or adjacent to the worksite that was damaged during the course of work on the project. Such restoration shall be at the contractor's expense, and is not subject to reimbursement by the District. Awarded firm shall remove all old equipment, trash/waste from the worksite as a result of their efforts.

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TO: "Owner" email Flamenco.Marlon@littletonaz.org **no later than noon on May 8, 2017.**

We hereby submit for your consideration the following product instead of the specified item for the above project:

Section	Page	Line	Specified Item

Proposed Substitution:

Attached you will find the complete product description, drawings, photographs, performance and test data, and other information necessary for evaluation. Identify specific model numbers, finishes, options, etc.

- A. Is an "Intent to Warranty" on letterhead from the manufacturer attached listing the Country Place Floor Replacement and address' and Littleton Elementary School District as the owner?

YES NO

If No, explain:

- B. Will changes be required to project design in order to properly install proposed substitutions?

YES NO

If Yes, explain:

- C. Will the undersigned pay for changes to the project design, including engineering and drawing costs, caused by requested substitutions?

YES NO

If Yes, explain:

- D. List differences between proposed substitutions and specified item.(You may attach a separate sheet)

Specified Product	Your product

- D. Does substitution affect Drawing dimensions?

YES NO

If Yes, explain:



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E. What effect does substitution have on other trades?

YES NO If Yes, explain:

F. Does manufacturer's warranty or proposed substitution differ from that specified?

YES NO If Yes, explain:

G. Will substitution affect progress schedule?

YES NO If Yes, explain:

H. Will substitution require more license fees or royalties than specified product?

YES NO If Yes, explain:

I. Will maintenance and service parts be locally available for substitution?

YES NO If No, explain:

J. Does the manufacturer have any unresolved warranty issues with any previous SFB projects?

YES NO If Yes, explain:

Submitted By:

Signature Printed Name Date

Telephone Email Fax


For Owners Use Only:

Signature Printed Name Date

Accepted Accepted as Noted Below


Rejected Received too Late

Remarks:

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This form should be used for submission of your bid package to ensure all required documentation has been submitted properly.

Checklist	Initial each Box when completed
Bid Pricing Submittal <ul style="list-style-type: none"> • <i>Includes guarantees of materials, warranty and workmanship</i> • <i>Includes restatement of work and compliance with work schedule</i> 	
Bid Bond Form	
Performance Bond – <i>within 48 hours</i>	
Payment Bond – <i>within 48 hours</i>	
Subcontractor List – <i>separate sealed envelope</i>	
Asbestos Certification Form – <i>notarized</i>	
Questionnaire <ul style="list-style-type: none"> • <i>Includes copy of appropriate AZ Construction License(s)</i> 	
Deviations and Exceptions	
Familial Relationship Disclosure Statement – <i>notarized</i>	
Amendment Acknowledgment Form	
Drug Free Workplace	
Non-Collusion Statement – <i>notarized</i>	
Certificate of Insurance – <i>within 48 hours</i>	
Offer and Acceptance – <i>signed</i>	
I.R.S. W-9 Form, Request for Taxpayer Identification Number	

	Littleton Elementary School District, #65 Bid Pricing Submittal		1600 S. 107th Avenue Avondale, AZ 85323 623-478-5615
	IFB: 17-002-17 PROJECT: Country Place Floor Replacement	Page 34 of 52	

Bid Submittal for Country Place Floor Replacement Project

Bid submittal of _____,
 (Firm's Name)

a corporation organized and existing under the laws of the State of _____; a partnership

consisting of _____; an individual trading as

 (Name)

PROJECT: The project involves Floor Replacement at Country Place as per the specifications of this solicitation and the detailed stamped drawings.

TO: Littleton Elementary School District, #65 (Owner)

1. In compliance with your Notice Inviting Sealed Bids and Instructions to Bidders, the undersigned hereby offers to furnish the materials and perform the Work for the Owner's Project designated above in strict accordance with the Terms and Conditions, Specifications, Schedules, Drawings and all other pertinent Contract Documents, and agrees, upon written notice of acceptance of this Bid at any time within thirty (30) days after the date of opening of the bids, that Bidder will execute the Contract in accordance with the Bid as accepted, and give bond, as sufficient surety, in the amount of one hundred percent (100%) of the Contract Amount, within ten (10) working days after a Notice of Award is presented for the following sums:

A. Country Place Floor Replacement – Building	\$	
Base Bid	\$	
dollars for the work at Littleton Elementary School District.		
	\$	
	\$	
B. Alternates from any Amendments		
1)	\$	
2)	\$	
Bid Total		
dollars for the work at Littleton Elementary School District.		



Littleton Elementary School District, #65
Bid Pricing Submittal

IFB: 17-002-17
PROJECT: Country Place Floor Replacement

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2. Enclosed is bid security as required consisting of _____ in the amount of _____ (\$_____). (Not less than ten percent (10%) of the proposed Contract Amount, including all additive alternates.)
3. The undersigned hereby agrees that the above Base Bid includes a Cash Allowance of Zero and No/100 (\$0): If there are any funds remaining in the Cash Allowance after the Project has been fully completed, then upon final acceptance of the Project, the Contract Amount shall be reduced by the funds so remaining.
4. It is understood and agreed that the work under the Contract Documents shall be commenced by the undersigned Bidder, if awarded the Contract for the Project, on the date specified as the Start Date in the Notice to Proceed issued by the Owner in the manner specified in the Contract and General Conditions, and shall be completed by the Contractor by sunset, on the 120th day following the notice to proceed. Substantial completion shall be reached by sunset on the 90th day after notice to proceed. If the Work is not completed by these dates, then the undersigned Bidder shall pay the Owner the amount of **one hundred and No/100 Dollars (\$100.00) per day** as liquidated damages.
5. The undersigned Bidder hereby acknowledges receipt of the following Amendment, if any:

Amendment No.	Date
_____	_____
_____	_____
_____	_____
_____	_____
6. The undersigned Bidder offers the following workmanship warranty: _____
7. The undersigned Bidder has attached the product manufacturer warranty information. YES NO
8. The undersigned Bidder understands that the Owner reserves the right to reject any or all Bids or to waive any formality or technicality, as determined by the Owner in its sole discretion, in any Bid in the interest of the Owner.
9. Arizona Contractor's License No (s) _____
 (Official Name of Firm) _____
 SEAL – If Bidder is a Corporation Print Officer’s Name _____
 Title _____
 (Complete Business Address) _____
 (Business Phone Number) _____
10. State percentage and/or method of calculating cost for Performance Bond: %



Littleton Elementary School District, #65
Bid Pricing Submittal

IFB: 17-002-17
 PROJECT: Country Place Floor Replacement

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11. Short Restatement of understanding of Scope of Work including product(s) being used:


12. Are there any unresolved issues with your firm and the Registrar of Contractors? YES NO

If Yes, explain:

13. (Firm) _____ and (Manufacturer) _____ do not have any unresolved warranty issues with any previous SFB projects.

14. List three Arizona References of similar Projects:

Owner	Contact	Cell	Email	Date of Project

	Littleton Elementary School District, #65 Bid Bond		1600 S. 107th Avenue Avondale, AZ 85323 623-478-5615
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**PURSUANT TO RULE R7-2-1102 OF THE ARIZONA SCHOOL DISTRICT PROCUREMENT RULES
(Penalty of this bond must be not less than 10% of the bid amount).**

KNOW ALL PERSONS BY THESE PRESENTS:

THAT, _____ (hereinafter called the "Principal"), as Principal, and _____, a corporation organized and existing under the laws of the State of _____, with its principal office in the City of _____ (hereinafter called the Surety"), as Surety are held and firmly bound unto Littleton Elementary School District, #65 (hereinafter called the ("Obligee") in the amount of _____ Dollars (\$ _____), for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for _____
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of the bid and give the bonds and certificates of insurance as specified in the standard specifications with good and sufficient surety for the faithful performance of the contract and for the prompt payment of labor and materials furnished in the prosecution of the contract, or in the event of the failure of the Principal to enter into the contract and give the bonds and certificates of insurance, if the Principal pays the Obligee the difference not to exceed the penalty of the bond between the amount specified in the bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by the bid then this obligation is void. Otherwise it remains in full force and effect provided, however, that this bond is executed pursuant to the provisions of Ariz. Admin. Code Rule R7-2-1102 and all liabilities on this bond shall be determined in accordance with the provisions of the section to the extent as if it were copied at length herein.

The prevailing party in a suit on this bond shall recover as a part of his judgment such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this __ day of _____, 2017.

Principal Seal Surety Seal

By: _____ By: _____

Title: _____ Title: _____

Agency Address _____ Agency of Record _____



Littleton Elementary School District, #65
Performance Bond (Sample)

IFB: 17-002-17
PROJECT: Country Place Floor Replacement

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PERFORMANCE BOND PURSUANT TO R7-2-1103 OF THE ARIZONA ADMINISTRATIVE CODE (SCHOOL DISTRICT PROCUREMENT RULES) (Penalty of this bond must be 100% of the Contract Amount)

KNOW ALL PERSONS BY THESE PRESENTS:


of (hereinafter called the "Surety"), as Surety, are held and firmly bound unto Littleton Elementary School District, #65, Maricopa County, Arizona (hereinafter called the "Obligee"), for the amount of _____ Dollars (\$ _____), for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, entitled Contract and General Conditions Between Owner and Contractor, dated the ____ day of _____ 2017, ("Contract") to construct and complete certain work described as _____, which Contract is hereby referred to and made apart hereof as fully and to the same extent as if copied at length herein. NOW, THEREFORE, the condition of this obligation is such, that if the Principal faithfully performs and fulfills all of the undertakings, covenants, terms, conditions and agreements of the Contract during the original term of the Contract and any extension of the Contract, with or without notice to the Surety, and during the life of any guaranty required under the Contract, and also performs and fulfills all of the undertakings, covenants, terms, conditions and agreements of all duly authorized modifications of the Contract that may hereafter be made, notice of which modifications to the surety being hereby waived, the above obligation is void. Otherwise it remains in full force and effect. Provided, however, that this bond is executed pursuant to the provisions of Arizona Administrative Code Rule R7-2-1103, and all liabilities on this bond shall be determined in accordance with the provisions of said Rule, to the extent as if it were copied at length in this agreement. The prevailing party in a suit on this bond shall recover as part of the judgment reasonable attorney fees that may be fixed by a judge of the court. Witness our hands this _____ day of _____, 2017 .

PRINCIPAL Seal

By _____
AGENCY OF RECORD

Print Name: _____ Title: _____

	Littleton Elementary School District, #65 Payment Bond (Sample)		1600 S. 107th Avenue Avondale, AZ 85323 623-478-5615
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PAYMENT BOND PURSUANT TO R7-2-1103 OF THE ARIZONA ADMINISTRATIVE CODE (SCHOOL DISTRICT PROCUREMENT RULES)

(Penalty of this bond must be 100% of the Contract Amount)

KNOW ALL PERSONS BY THESE PRESENTS:

That, (hereinafter called the "Principal"), as Principal, and , a corporation organized and existing under the laws of the State of , with its principal office in the City of _____ (hereinafter called the "Surety"), as Surety, are held and firmly bound unto Littleton Elementary School District, Maricopa County, Arizona (hereinafter called the "Obligee"), for the amount of _____ Dollars (\$ _____), for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, entitled Contract and General Conditions Between Owner and Contractor, dated the _____ day of _____, 2017, ("Contract") to construct and complete certain work described as _____; which Contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, the condition of this obligation is such, that if the Principal promptly pays all monies due to all persons supplying labor or materials to the Principal or the Principal's subcontractors in the prosecution of the work provided for in the Contract, this obligation is void. Otherwise it remains in full force and effect.

Provided, however, that this bond is executed pursuant to the provisions of Arizona Administrative Code Rule R7-2-1103, and all liabilities on this bond shall be determined in accordance with the provisions, conditions and limitations of said Rule, to the extent as if it were copied at length in this agreement.

The prevailing party in a suit on this bond shall recover as part of the judgment reasonable attorney fees that may be fixed by a judge of the court. Witness our hands this _____ day of _____, 2017.

PRINCIPAL Seal


By _____

AGENCY OF RECORD

Title: _____

Agency Address SURETY Seal

By _____ Title _____

	Littleton Elementary School District, #65 Subcontractors Submittal		1600 S. 107th Avenue Avondale, AZ 85323 623-478-5615
	IFB: 17-002-17 PROJECT: Country Place Floor Replacement	Page 40 of 52	

(To be filled out and submitted in separate sealed envelope as a part of the bid submittal. Form is required even if Bidder plans to utilize their own forces for all work.)

OWNER'S PROJECT: The project involves Floor Replacement at Country Place per specifications and plans as posted.


TO: Littleton Elementary School District, #65

In compliance with the Special Terms and Conditions to Bidders and in conformity with the Contract and General Conditions, the undersigned submits the following names of Subcontractors to be used in performing the work for the Project.

Note:

1. Successful bidder must furnish to the Owner the Arizona contractor's license number for each listed Subcontractor within 24 hours after request by Owner.
2. ONE, and only one, Subcontractor shall be submitted for each portion of the work. The failure to list a Subcontractor for work not performed by Contractor's own forces or the listing of more than one Subcontractor for each portion of the work shall be considered non-responsive, and shall be grounds for rejection of the bid by the Owner, at the Owner's sole discretion. The List of Subcontractors shall be based on the "Base Bid" scope of work. If selection of any alternate(s) results in a change of Subcontractor(s), the successful bidder shall notify the Owner of all such changes upon request from Owner, but in no event more than 24 hours after receipt of the Notice of Award. Bidder shall denote where it is intended to use their own forces.

Subcontractor's Work	Subcontractor's Name	License #
Other:		

	Littleton Elementary School District, #65 Asbestos Certification Statement		1600 S. 107th Avenue Avondale, AZ 85323 623-478-5615
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BID No.: **17-002-17**

Title of Bid: **Country Place Floor Replacement at Littleton Elementary School District**

CONTRACTOR, The person, corporation or company who makes the accompanying Bid, having first been duly sworn, deposes and says: All materials to be used in the above referenced project are and shall be free of asbestos.

 (Name) _____
(Title)

Subscribed and sworn to before me

this _____ day of _____, 2017

 Signature of Notary Public in and for the

State of _____

County of _____



Littleton Elementary School District, #65
Questionnaire Submittal Attachment

IFB: 17-002-17
PROJECT: Country Place Floor Replacement

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A. Provide the name of the person who will be the primary contact and the address for the primary servicing office:

Name	
Title	
Company Name	
Full Address (City, State and Zip)	
Cell Phone Number	
Main Phone Number	
Email Address	
AZ Construction License(s) ROC # <i>**copies attached</i>	

B. Number of years primary servicing office has been in business: _____

C. What is the client mix of the primary servicing office?

Public Entities (Cities, school district, etc.) _____ %
Corporate Business Entities _____ %

D. How many other accounts are you currently providing similar services, based on location:

General Maricopa County area _____
The rest of Arizona _____

E. Are there any pending reviews or litigation from any previous work in the past five years? YES NO

If Yes, explain:

F. Have you had any complaints filed with the Better Business Bureau in the last five years? How were the complaints resolved? YES NO

If Yes, explain:

G. How do you screen your employees for fingerprinting?



Littleton Elementary School District, #65
Questionnaire Submittal Attachment

IFB: 17-002-17
PROJECT: Country Place Floor Replacement

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H. How do you screen for criminal background checks?

I. Please list your key personnel for this project.

J. Does your firm test for drug use prior to hire? YES NO



Littleton Elementary School District, #65
Deviations/Exceptions Attachment

IFB: 17-002-17
PROJECT: Country Place Floor Replacement

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DEVIATIONS / EXCEPTIONS

List any deviation or exception for any item listed in this IFB. The item number must be listed and the page it is found on. Any deviation/exception or inability of the provider to handle that particular item must be clearly and fully stated. Failure to show specific deviations indicates full compliance with the IFB. Not meeting the specification could mean rejection of your bid.

Section	Page	Item	Reason for Deviation or Exception

Signed: _____ Date _____

Company Name: _____



Littleton Elementary School District, #65
Familial Relationship Disclosure Statement

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PROJECT: Country Place Floor Replacement

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All responses to this solicitation shall be accompanied by a sworn and notarized statement disclosing any familial relationship aka, conflict of interest that exists between the owner or any employee of the Offeror and any member of the Governing Board of the Littleton Elementary School District or any employee of Littleton Elementary School District.

The undersigned, the owner or authorized officer of _____

(the "Firm"), pursuant to the familial disclosure requirement provided in the attached solicitation, hereby represent and warrant, except as provided below, to their best knowledge that no familial relationships exist between the owner(s) or any employee of the company and any member of the Governing Board of the District, Superintendent of LESD or any employee of LESD. If such a relationship exists, please explain:

Bidder/Employee	Name Related to:	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Signature of Person Authorized to Sign Offer)

(Title)

Subscribed and sworn to before me

this _____ day of _____, 2017

Signature of Notary Public in and for the

State of _____
County of _____



Littleton Elementary School District, #65
Amendment Acknowledgement Attachment

IFB: 17-002-17
PROJECT: Country Place Floor Replacement

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This page is used to acknowledge any and all Amendments that might be issued. If no Amendment is issued, you need not return this page. Your signature indicates that you took the information provided in the Amendment into consideration when providing your response.

Please sign and date

Amendment #1 _____ Date _____


Amendment #2 _____ Date _____

Amendment #3 _____ Date _____

Amendment #4 _____ Date _____

Amendment #5 _____ Date _____

Amendment #6 _____ Date _____

	Littleton Elementary School District, #65 Drug-Free Workplace Attachment		1600 S. 107th Avenue Avondale, AZ 85323 623-478-5615
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Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace.

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifies the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- 7) As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME: _____

VENDOR'S SIGNATURE: _____

Must be executed and returned with attached offer at time of solicitation opening to be considered.



Littleton Elementary School District, #65
Non-Collusion Statement Attachment

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PROJECT: Country Place Floor Replacement

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State of _____)

_____) ss.

County of _____)

_____, affiant,

(Print Name of Person Authorized to Sign Offer)

the

(Title)

(Company Name)

the persons, corporation, or company who makes the accompanying submittal, having first been duly sworn, deposes and says:

That such submittal is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham submittal, or any other person, firm or corporation to refrain from offering, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

(Signature of Person Authorized to Sign Offer)

(Title)

Subscribed and sworn to before me

this _____ day of _____, 2017

Signature of Notary Public in and for the

State of _____

County of _____



Littleton Elementary School District, #65
Certificate of Insurance (Sample)

IFB: 17-002-17
PROJECT: Country Place Floor Replacement

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Avondale, AZ 85323
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CERTIFICATE OF INSURANCE

PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE DISTRICT, CERTIFICATION FROM INSURER(S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW. THE COVERAGES SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY OTHER CONTRACTOR OBLIGATIONS.

NAME AND ADDRESS OF INSURANCE AGENCY:	COMPANY LETTER	COMPANIES AFFORDING COVERAGE:
	A	
	B	
NAME AND ADDRESS OF INSURED:	C	
	D	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
BODILY INJURY: PER PERSON \$1,000,000.00 EACH OCCURRENCE \$2,000,000.00 PROPERTY DAMAGE \$1,000,000.00 OR _____ BODILY INJURY AND PROPERTY DAMAGE \$1,000,000.00 COMBINED		COMPREHENSIVE GENERAL LIABILITY FORM PREMISES OPERATIONS CONTRACTUAL INDEPENDENT CONTRACTORS PRODUCTS/COMPLETED OPERATIONS HAZARD PERSONAL INJURY BROAD FORM PROPERTY DAMAGE EXPLOSION & COLLAPSE (IF APPLICABLE) UNDERGROUND HAZARD (IF APPLICABLE)		
SAME AS ABOVE		COMPREHENSIVE AUTO LIABILITY INCLUDING NON-OWNED (IF APPLICABLE)		
NECESSARY IF UNDERLYING IS NOT ABOVE MINIMUM		UMBRELLA LIABILITY		
STATUTORY EACH ACCIDENT \$ 100,000.00		WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY		
		OTHER		

THE LITTLETON ELEMENTARY SCHOOL DISTRICT IS ADDED AS ADDITIONAL INSURED AS REQUIRED BY STATUTE, CONTRACT, PURCHASE ORDER OR OTHERWISE REQUESTED. IT IS AGREED THAT ANY INSURANCE AVAILABLE TO THE NAMED INSURED SHALL BE PRIMARY OF OTHER SOURCES THAT MAY BE AVAILABLE.

IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELLED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE DISTRICT WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE DISTRICT. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

NAME AND ADDRESS OF CERTIFICATE HOLDER:	DATE ISSUED _____ _____ AUTHORIZED REPRESENTATIVE
---	---



Littleton Elementary School District, #65

Offer and Acceptance Attachment

IFB: 17-002-17

PROJECT: Country Place Floor Replacement

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The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Company Name		For Clarification of this Offer, contact: Name Phone Fax E-mail <hr/> Signature of Person Authorized to Sign Offer Printed Name of Person Authorized to Sign Offer Title
D-U-N-S Number		
Federal Employer Identification No.		
Street Address		
City		
State	Zip	

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-09 or A.R.S. § 41-1461 through 1465.
3. 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, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.
6. In accordance with A.R.S. § 35-393, the District is prohibited from purchasing from a company that is in violation of the Israel Boycott Divestments.
7. In accordance with A.R.S. § 15-512, the Offeror shall comply with fingerprinting requirements as identified in the Uniform Terms and Conditions.

ACCEPTANCE OF OFFER

The offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the School District.

This contract shall henceforth be referred to as Contract No. 17-002-17 for Country Place Floor Replacement.

The effective date of the Contract is _____, 2017

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this _____ day of _____, 2017

Authorized signature of the District



Littleton Elementary School District, #65
Request for W-9 Attachment

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PROJECT: Country Place Floor Replacement

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Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
5 Address (number, street, and apt. or suite no.)
6 City, state, and ZIP code
7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irs9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
Form 1099-DIV (dividends, including those from stocks or mutual funds)
Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
Form 1099-S (proceeds from real estate transactions)
Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
Form 1099-C (canceled debt)
Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

SEALED BID PACKAGE

Submitted by:	
Address:	
City, State, Zip:	

IFBRIAN ATKINSON 17-002-17 for Country Place Floor Replacement

Due: May 15, 2017, by 9:00 A.M.

Littleton Elementary School District, #65
Attn: Business Office
1600 S. 107th Avenue
Avondale, AZ 85323