



Request for Proposal Offer and Acceptance RFP 317000108

Procurement Division
16000 N. Civic Center Drive
Surprise, Arizona 85374
Phone: (623) 222-3700
Fax: (623) 222-3701

OFFER

The undersigned hereby certifies on behalf of the named entity that:

- Reasonable diligence has been exercised in the preparation of this submission;
- All contents are true, accurate, and complete to the best of the signer's knowledge;
- The undersigned has the authority to make this Offer and to bind the entity named below; and
- No exceptions to the RFP are taken (*Note, exceptions taken will render the submission nonresponsive*).

The undersigned further certifies that the entity named below IS or IS NOT currently debarred, suspended, or proposed for debarment by any governmental entity. The undersigned agrees to notify the City of any change in this status, should one occur, before the time an award has been made under this Request for Proposal.

The undersigned, on behalf of the entity named below, hereby offers to furnish materials and/or services as set forth in this Offer, in compliance with all terms, conditions, specifications in and amendments to the Request for Proposal 317000108. By making this offer, the entity will be contractually bound to provide these goods and services if the offer is accepted by the City.

Firm Name:		Telephone:	
Street Address:		Fax:	
City, St. Zip:		Email:	
ROC Contractor's License # License Holder's Name:		Signature for Offer	(date)
Surprise Business License #		Name and Title:	

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Surprise Use Only)

Your offer is hereby accepted. You are now bound to provide the services described in the Contract Documents.

Attested by:

Sherry Aguilar, City Clerk

Approved as to form:

City Attorney's Office

City of Surprise, Arizona. Effective Date: _____

Kevin Custer, PROCUREMENT MANAGER

Awarded on: _____

City Manager



Experience Summary And Key Personnel RFP 317000108

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Firm's Experience and Qualifications: Briefly describe previous experience on similar projects. Attach additional sheet as necessary.

References: Please list a minimum of 3 references for similar jobs and timelines whom we may contact.

Company _____ Contact name _____

Address _____

Phone _____ Project Budget _____

Company _____ Contact name _____

Address _____

Phone _____ Project Budget _____

Company _____ Contact name _____

Address _____

Phone _____ Project Budget _____

Identify 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. Please list all key personnel who will be assigned to complete the work under this contract. Attach additional sheets as necessary.

Name _____ Title _____

Experience _____

Name _____ Title _____

Experience _____

Name _____ Title _____

Experience _____



Schedule of Values RFP 317000108

Procurement Division
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Design and Remodel Services - Elm Street Project

BID ITEM	SCHEDULE OF BID ITEMS	UNIT	QTY	UNIT COST	TOTAL
1	DESIGN SERVICES	LS	1	\$ -	\$ -
3A	ADDITION TO THE HOUSE	LS	1	\$ -	\$ -
3B	KITCHEN, CABINETS	LS	1	\$ -	\$ -
3C	PLUMBING, SINK REPLACEMENT WITH STAINLESS STEEL	LS	1	\$ -	\$ -
3D	PLUMBING, FAUCET, KITCHEN WITH SUPPLIES AND SHUTOFFS	LS	1	\$ -	\$ -
3E	CABINETS, VANITY W MIRROR 30" WITH INTEGRAL TOP AND SINK	LS	1	\$ -	\$ -
3F	DOOR, INTERIOR, EXISTING FRAME, PAINT	LS	1	\$ -	\$ -
3G	COUNTERTOP, NEW CONSTRUCTION	LS	1	\$ -	\$ -
3H	PAINT, INTERIOR, SEMI-GLOSS LATEX	LS	1	\$ -	\$ -
3I	STORAGE, FURNITURE, ACCESSORIES	LS	1	\$ -	\$ -
3J	ELECTRICAL, LIGHT FIXTURES, REPLACE	LS	1	\$ -	\$ -
3K	MECHANICAL, HVAC, INSTALL	LS	1	\$ -	\$ -
MANUFACTURE NAME:					
MODEL:		SIZE:			
3L	PORCH, DESIGN AND BUILD	LS	1	\$ -	\$ -
3M	FLOOR, VINYL SHEET	LS	1	\$ -	\$ -
				\$ -	\$ -
	List any additionl Cost			\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				SUBTOTAL	\$ -
				TAX	\$ -
				TOTAL	\$ -



**Affidavit of Non-Collusion
RFP 317000108**

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RFP 317000108 – Design and Remold- Elm Street Project

State of Arizona)
)ss.
County of Maricopa)

(Affiant/Name of person signing this affidavit)

the _____
(Title)

of _____
(Contractor/Bidder)

declares under oath:

I am authorized to submit the enclosed bid. The bid is genuine and not a sham or collusive, nor made in the interest of any other person or entity. Bidder has not, directly or indirectly, entered into any agreement whereby different bidders on any project for the City agree either as to who is to be the low bidder, or as to the amount of any bid or any part of any bid, or otherwise taken any action in restraint of free and competitive bidding. Bidder has not disclosed its sealed bid amount to any other bidder, person, firm or corporation in the same business doing business in this State, or known to the person disclosing the figures to be likely to submit a bid for the same project before the bids are opened. All statements contained in the bid and in this affidavit are true and correct.

(Signature of Affiant)

SWORN TO BEFORE me this ____ day of _____, 20____, in the County of
Maricopa, State of Arizona, by

Notary Public

My Commission Expires:



Immigration Warranty RFP 317000108

Procurement Division
16000 N. Civic Center Drive
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A.R.S. § 41-4401 requires as a condition of your contract verification of compliance by the contractor and subcontractors with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. §23-214 related to the immigration status of its employees.

By completing and signing this form the contractor attests that it and all subcontractors performing work under the cited contract meet all conditions contained in this Immigration Warranty.

Contract Number:	RFP 317000108	
Name (as listed in the Offer):		
Street Address:		
City:	State:	Zip Code:

I hereby attest that:

1. The contractor complies with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of those employees performing work under this contract;
2. All subcontractors performing work under this contract comply with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of their employees.

Signature

Printed Name

Title:

Date (month/day/year)



**Certificate of Insurability
RFP 317000108**

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I hereby certify that I am fully aware of Insurance Requirements contained in the Contract Documents for solicitation number RFP 317000108 and by the submission of this Offer I hereby assure the City that I am able to produce the insurance coverage required if I am awarded the Contract.

If I am awarded the Contract and then become unable to produce the insurance coverage specified within ten working days, I am fully aware and understand that this will make my submission nonresponsive and I will be disqualified for this project and future projects for the City of Surprise.

Signature

Printed Name

Title:

Date (month/day/year)



Bid Bond
RFP 317000108

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PRINCIPAL (Legal Name and business Address)
SURETY (Name and Business Address)
PENAL SUM OF BOND (Must be 10% of the bid amount)
PROJECT RFP 317000108 – Design and Remodel Elm Street Project

We, the Principal, and Surety, a corporation holding a certificate of authority to transact surety business in Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, are held and firmly bound unto the City of Surprise, (hereinafter "Obligee") in the amount of Ten Percent (10%) of the amount of the bid of Principal, submitted by Principal to the Obligee for the work described above, for the payment of which sum, the Principal and the Surety bind themselves, and their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for the Project described above.

NOW, THEREFORE, if the Obligee accepts the proposal of the Principal and the Principal enters into a contract with the Obligee in accordance with the terms of the proposal and gives 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 to the Obligee the difference not to exceed the penalty of the bond between the amount specified in the proposal and any larger amount for which the Obligee may contract in good faith with another party to perform the work covered by the proposal, this obligation is void. Otherwise it remains in full force and effect.

Witness this _____ day of _____, 20 ____.

_____	_____	SEAL
Principal	SURETY	
By: _____	By: _____	



Performance Bond
RFP 317000108

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PRINCIPAL (Legal Name and business Address)	PENAL SUM OF BOND (Must be 100% of the contract amount)
SURETY (Name and Business Address)	PROJECT RFP 317000108 – Design and Remodel Elm Street Project

We, the Principal, and Surety, a corporation holding a certificate of authority to transact surety business in Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, are held and firmly bound unto the City of Surprise, in the amount of the Penal Sum of Bond indicated above, for the payment of which sum, the Principal and the Surety bind themselves, and their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written Contract with the City of Surprise for the Project named above, 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 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. The prevailing party in a suit on this bond shall recover as part of the judgment reasonable attorney fees that may be fixed by the court. The performance under this bond is limited to the construction to be performed under the contract and does not include any design services, preconstruction services, finance services, maintenance services, operations services or any other related services included in the contract.

Witness this _____ day of _____, 20 _____.

Principal

SURETY SEAL

By: _____

By: _____



Payment Bond
RFP 317000108

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PRINCIPAL (Legal Name and business Address)	PENAL SUM OF BOND (Must be 100% of the contract amount)
SURETY (Name and Business Address)	PROJECT RFP 317000108 – Design and Remodel Elm Street Project

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WHEREAS, the Principal has entered into a certain written Contract with the City of Surprise for the Project named above, 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 moneys 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 said contract, this obligation is void. Otherwise it remains in full force and effect.

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 this _____ day of _____, 20_____.

Principal

SURETY SEAL

By: _____

By: _____



**Federal Lobbying
Certification
RFP 317000108**

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CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
31 U.S.C. § 1352

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor or Authorized Designee:

Printed Name:

Title:

Date (month/day/year):



Participation if Boycott of Israel RFP 317000108

Procurement Division
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Fax: (623) 222-3701

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the city from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01, this form must be completed and returned with the response to the solicitation and any supporting information to assist the City in making its determination of compliance.

As defined by A.R.S. §35-393.01:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - a. In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
 - b. In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
 - a. together with other investors that are not subject to this section.
 - b. that are held in an index fund.
5. "Public entity" means this State, a political subdivision of this STATE or an agency, board, commission or department of this state or a political subdivision of this state.
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors must select one of the following:

_____ My company **does not** participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.

_____ My company **does** participate in a boycott of Israel as defined by A.R.S. §35-393.01. :

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Company Name

Signature of Person Authorized to Sign

Address

Printed Name

City State Zip

Title