Procurement and Contracting Services

Request for Proposals for the University of Arizona Student Unions to obtain a qualified Vendor to provide trash and recycling services for the Student Union Memorial Center and Park Student Union.

Please mark all proposal submission envelopes with the following information

Sealed RFP# L061034 Due on July 2, 2010 at 2:00 PM, MST
# TABLE OF CONTENTS
REQUEST FOR PROPOSAL NO. L061034

<table>
<thead>
<tr>
<th>Section/Title</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Statement of Work</td>
<td>3</td>
</tr>
<tr>
<td>1.1 Summary</td>
<td>3</td>
</tr>
<tr>
<td>1.2 Coverage and Participation</td>
<td>3</td>
</tr>
<tr>
<td>2.0 General Information and Instructions to Proposers</td>
<td>3</td>
</tr>
<tr>
<td>2.1 Original RFP Document</td>
<td>3</td>
</tr>
<tr>
<td>2.2 University Demographics</td>
<td>3</td>
</tr>
<tr>
<td>2.3 Schedule of Events</td>
<td>4</td>
</tr>
<tr>
<td>2.4 Pre-Proposal Conference</td>
<td>4</td>
</tr>
<tr>
<td>2.5 Pre-Proposal Site Visit</td>
<td>5</td>
</tr>
<tr>
<td>2.6 Accommodations for People with Disabilities</td>
<td>5</td>
</tr>
<tr>
<td>2.7 Proposal Preparation Instructions</td>
<td>5</td>
</tr>
<tr>
<td>2.7.4 Questions, Communications and Inquiries</td>
<td>6</td>
</tr>
<tr>
<td>2.7.7 Revisions to the RFP</td>
<td>8</td>
</tr>
<tr>
<td>2.7.8 Attention to Terms and Conditions</td>
<td>8</td>
</tr>
<tr>
<td>2.7.10 Proposal Organization</td>
<td>8</td>
</tr>
<tr>
<td>2.7.14 Proposal Bond (not applicable)</td>
<td>9</td>
</tr>
<tr>
<td>2.7.15 Performance and / or Payment Bonds (not applicable)</td>
<td>9</td>
</tr>
<tr>
<td>2.8 Proposal Submission and Subsequent Opening</td>
<td>10</td>
</tr>
<tr>
<td>2.9 Evaluation Process and Award</td>
<td>11</td>
</tr>
<tr>
<td>2.9.8 Method of Award/Evaluation Criteria</td>
<td>13</td>
</tr>
<tr>
<td>3.0 Definitions</td>
<td>15</td>
</tr>
<tr>
<td>4.0 Agreement Terms and Conditions</td>
<td>16</td>
</tr>
<tr>
<td>5.0 Scope of Work, Specifications, Requirements</td>
<td>23</td>
</tr>
<tr>
<td>5.1 Term of Agreement</td>
<td>23</td>
</tr>
<tr>
<td>5.2 Payment</td>
<td>23</td>
</tr>
<tr>
<td>5.3 Subcontracts</td>
<td>23</td>
</tr>
<tr>
<td>5.4 Contract Changeover</td>
<td>23</td>
</tr>
<tr>
<td>5.5 Awards</td>
<td>23</td>
</tr>
<tr>
<td>5.6 Maintenance, Equipment &amp; Operations</td>
<td>23</td>
</tr>
<tr>
<td>5.7 Accountability</td>
<td>25</td>
</tr>
<tr>
<td>5.8 Proposal Response</td>
<td>26</td>
</tr>
<tr>
<td>5.9 Exclusivity</td>
<td>27</td>
</tr>
<tr>
<td>6.0 Certifications of Proposal (vendor completes)</td>
<td>28</td>
</tr>
<tr>
<td>7.0 FAR Payments to Influence Certification</td>
<td>29</td>
</tr>
<tr>
<td>8.0 Proposal Bond Form (not applicable)</td>
<td>30</td>
</tr>
<tr>
<td>9.0 Performance Bond Form (not applicable)</td>
<td>31</td>
</tr>
<tr>
<td>10.0 Payment Bond Form (not applicable)</td>
<td>32</td>
</tr>
<tr>
<td>11.0 Legal Worker Certification</td>
<td>33</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td></td>
</tr>
<tr>
<td>1. SUMC loading Dock</td>
<td>34</td>
</tr>
<tr>
<td>2. PSU loading Dock</td>
<td>35</td>
</tr>
<tr>
<td>3. MRF Quote</td>
<td>36</td>
</tr>
<tr>
<td>4. Sample reports</td>
<td>37</td>
</tr>
</tbody>
</table>
1.0 STATEMENT OF WORK

1.1 SUMMARY. The Arizona Board of Regents (ABOR), on behalf of the University of Arizona (UA), is soliciting proposals from interested vendors to furnish the University of Arizona Student Unions with a qualified, sole vendor to provide trash and recycling services at the Student Union Memorial Center and Park Student Union.

1.2 COVERAGE AND PARTICIPATION. The intended coverage of this RFP, and any Agreement resulting from this solicitation shall be for the use of all UA Departments. The other State Universities, Arizona State University (ASU) and Northern Arizona University (NAU), along with Pima Community College (PCC) and any other educational institution in Arizona, may access an Agreement resulting from this solicitation issued and administered by the University of Arizona.

The University reserves the right to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability of any kind or amount.

2.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

2.1 ORIGINAL RFP DOCUMENT. The Office of Procurement and Contracting Services shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 UNIVERSITY DEMOGRAPHICS. The University of Arizona is one of the top 20 research universities in the nation, with a student enrollment of nearly 38,000, a faculty and staff of 14,000, and a 387-acre campus. The UA is the largest employer in Pima County and the fourth largest in Arizona. A 2004 economic financial study estimated that the University's financial impact on the state is about $2.3 billion.

The University of Arizona, a public, land-grant, research institution, has a three-fold mission of teaching, research and public service and is dedicated to preparing students for an increasingly diverse and technological world and to improving the quality of life for the people of Arizona and the nation. The University provides distinguished undergraduate, graduate and professional education; excels in basic and applied research, and creative achievement; and integrates these activities and achievements of regional, national and international significance into everyday life.
The University of Arizona provides top quality educational programs and support services to attract an excellent and diverse student body. As a highly ranked research institution, the UA carries out, in selected areas, significant scholarly and creative research and integrates the new knowledge into the educational experience. The University's educational, research and public service programs are linked to local, state, national and international needs in a spirit of collaboration. The UA offers 131 undergraduate programs, 119 master's, 88 doctoral, four professional and five specialist programs in 18 colleges and 12 schools.

In athletics, the University of Arizona has won 18 National Team Championships and 37 Pac-10 Conference Championships. The University has been ranked in the Top 10 of the Sears Directors Cup every year since its inception in 1993-94. The University's men's basketball team has been ranked in every top 25 Associated Press and Coaches Poll for the past 13 years and McKale Center has been sold-out for men's basketball games since the 1987-88 season.

The new 405,000 square foot Student Union Memorial Center is a comprehensive activity and services facility for the students, faculty and staff of The University of Arizona. Completed in December 2002, the facility hosts over 20,000 meetings and events and serve as the center for out-of-the-classroom activities for over 70,000 daily visitors. Included in the Center is the UA Bookstore, fourteen dining locations, numerous lounges, the Center for Student Involvement and Leadership, Career Services, ASUA (student government), and a variety of entertainment and support service locations. Retail lease operations include a hair salon, student travel agency, educational testing service, and national food franchises for Chick-fil-A (chicken), Panda Express (Asian), Papa John's (pizza), and Burger King (hamburgers).

For any additional information about the University of Arizona, please visit the University’s Internet web page at: www.arizona.edu or visit the Arizona Student Unions' site at: www.union.arizona.edu.

### 2.3 SCHEDULE OF EVENTS

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-7-10</td>
<td>Issuance of RFP</td>
</tr>
<tr>
<td>6-16-10</td>
<td>Pre-Proposal Conference (Mandatory)</td>
</tr>
<tr>
<td>6-16-10</td>
<td>Vendors Visit University Site(s) (Mandatory)</td>
</tr>
<tr>
<td>6-17-10</td>
<td>Technical Questions/Inquiries due by 12 PM, MST</td>
</tr>
<tr>
<td>7-2-10</td>
<td>RFP Closes at 2:00 PM, MST</td>
</tr>
<tr>
<td>8-1-10</td>
<td>Contract Commencement</td>
</tr>
</tbody>
</table>

### 2.4 PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP. Notification of attendance or nonattendance should be made to Tom Fiebiger C.P.M. at telephone # 520-621-5933, facsimile # 520-621-5179, e-mail address: fiebiger@u.arizona.edu

**Date:** June 16, 2010  
**Time:** 10:00 A.M. MST  
**Place:** The University of Arizona  
Student Union Memorial Center  
Administration Conference Room (403)

The University will not accept a proposal from any vendor who did not have a representative attend the mandatory pre-proposal conference.
The buyer may choose to call for additional pre-proposal conference(s) if, in the sole judgment of the buyer, there is a need for such conference(s) in order to promote competition.

2.5 **PRE-PROPOSAL SITE VISIT.** A mandatory pre-proposal site visit will be held for vendors who intend to respond to this RFP. The purpose of the site visit is to acquaint the vendors with the conditions under which the work must be performed. The University will not be responsible for additional compensation if the vendor does not acquaint themselves with all the available conditions and information nor shall it relieve the vendor from any responsibility for properly performing the project work.

Notification of attendance or nonattendance should be made to: Tom Fiebiger C.P.M. at telephone # 520-621-5933, facsimile # 520-621-5179, e-mail address fiebiger@u.arizona.edu

**Date:** June 16, 2010  
**Time:** Following meeting noted above  
**Place:** The University of Arizona  
Student Union Memorial Center Loading Dock  
Park Student Union

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

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

2.6 **ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES.** If the vendor or any of the vendor's employees participating in this RFP need, or have questions about the University's accommodations for people with disabilities, please make arrangements with Tom Fiebiger at telephone # 520-621-5933, facsimile # 520-621-5179, e-mail address fiebiger@u.arizona.edu. Such requests should be made as early as possible to allow time to arrange the accommodation(s).

2.7 **PROPOSAL PREPARATION INSTRUCTIONS**

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

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

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

2.7.4 Questions, Communications and Inquiries between the University and Vendors. All Vendor inquiries, questions and requests for clarification related to this RFP are to be directed, in writing (e-mail and facsimile are also acceptable), ONLY to Tom Fiebiger C.P.M. Once this RFP has been sent out, Vendors are not to contact any University Department, other than Procurement and Contracting Services, concerning this RFP, or risk disqualification (see 2.7.1 above):

For U.S. Mail:
The University of Arizona
Procurement and Contracting Services
University Services Annex, Bldg. 300A
Tucson, Arizona 85721
Attn: Tom Fiebiger C.P.M.

For FedEx, DHL, UPS and other methods of next day delivery:
The University of Arizona
Procurement and Contracting Services
University Services Annex, Bldg. 300A
220 W. 6th Street, 6th Floor
Tucson, Arizona 85701
Attn: Tom Fiebiger C.P.M.

Telephone No. 520-621-5933
Facsimile No. 520-621-5179
E-Mail Address: fiebiger@u.arizona.edu

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

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

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

• Questions concerning this RFP must be submitted in writing (e-mail and facsimile are also acceptable), and be received no later than June 17, 2010 at 12 p.m. MST.
• Errors and omissions in this RFP and enhancements. Vendors shall bring to the University’s attention any discrepancies, errors, or omissions that may exist within this RFP. Vendors shall recommend to the University any enhancements in respect to this RFP, which might be in the University’s best interests. These must be submitted in writing (e-mail and facsimile are also acceptable), and be received no later than June 17, 2010 at 12 p.m. MST.
• Inquiries about technical interpretations must be submitted in writing (e-mail and facsimile are also acceptable), and be received no later than June 17, 2010 at 12 p.m. MST.
• Inquiries for clarifications / information that will not require addenda may be submitted verbally to the Buyer named above at any time during this process.
• Verbal and/or written presentations and pre-award negotiations under this RFP.
• Addenda to this RFP.

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

2.7.5 Addenda and the University's Response to Communications from Vendor. The University will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within three (3) University business days.

All addenda will be posted to our web site only:
http://www.pacs.arizona.edu/RFP-BID_Opportunities

• Vendors who want the addenda supplied to them in another form must notify Tom Fiebiger C.P.M. of that requirement. Otherwise, it will be the vendor's responsibility to check the web site for any additional information and addenda concerning this RFP.

The University will not respond to any questions / requests for clarification that require addenda, if received by the University after June 17, 2010 at 12:00 p.m. MST.

2.7.6 Pricing and/or Revenue Proposal. Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP. Vendors shall ensure that any departure from this condition results in an offer that is clearly cross-referenced to the applicable sections within this RFP. For any material departure from this condition, vendors shall provide clear and unambiguous explanations how the departure relates in detail to the applicable sections within this RFP. If the vendor responds with an "All or None" proposal, it shall be clearly and unambiguously marked as such.

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

2.7.7 Revisions to the RFP. The University may revise any part of this RFP for any reason by issuing addenda. The University will communicate additional information and addenda to this RFP by posting them on our web site at: http://www.pacs.arizona.edu/RFP-BID_Opportunities

- Vendors who want the revisions supplied to them in another way must notify Tom Fiebiger C.P.M. of that request. Otherwise, it will be the vendor’s responsibility to check the web site for any additional information and addenda concerning this RFP.

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

2.7.8 Attention to Terms and Conditions. Vendors are cautioned to thoroughly understand and comply with all matters covered under the Terms and Conditions section of this RFP. The successful Vendor is expected to enter into a form of agreement approved by the Arizona Board of Regents. The University agreement terms and conditions included in this RFP are intended to be incorporated into this agreement. Proposals that are contingent upon any changes to these terms and conditions may be deemed to be non-responsive and may be rejected.

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

2.7.10 Proposal Organization. Vendors shall present proposals in a format that can be readily incorporated into a contract. Vendors may present narrative proposals provided that such proposals follow the same outline and numbering scheme of this RFP, including full descriptive cross-references to all requirements listed in Section 5. Vendors shall ensure that their proposals include page numbers and are organized in a manner that will facilitate the University's evaluation of them. The University reserves the right to reject without prior notice and without liability of any kind or amount any proposal that it deems overly complex, disorganized, or difficult to evaluate. The University reserves the right to make such a decision without any input or communication from any other party. Vendors shall ensure that, at a minimum, their proposals contain the components set forth in the following list.

- Original required sections from this RFP
- Any additional responses in corresponding sequence order
- Any additional supporting data
2.7.11 **Collusion Prohibited.** In connection with this RFP, vendor collusion with other vendors or employees thereof, or with any employee of the University, is prohibited and may result in vendor disqualification and/or cancellation of award. Any attempt by the vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

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

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

2.7.14 **Proposal Bond.** (Not Applicable) A proper proposal security (a certified or cashier’s check, or a surety bond utilizing the form contained in this RFP) in an amount equal to five percent (5%) of the total proposal price (base plus all options) must accompany each proposal when submitted.

2.7.15 **Performance and/or Payment Bonds.** (Not Applicable) The Successful Vendor shall provide and pay for performance and/or payment bonds. Such bonds shall cover the faithful performance (100%) of the Agreement and the payment of all obligations (100%) arising thereunder, in such form as is contained in this RFP. The Successful Vendor shall deliver the required bonds to the University prior to the date of executing the Agreement. The Successful Vendor shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power. Surety shall be a company licensed to do business in the State of Arizona and shall be acceptable to the University. The bond amount shall be increased to include any change order added to the Agreement to one hundred percent (100%) of the total of each change order.

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

2.8 **PROPOSAL SUBMISSION AND SUBSEQUENT OPENING**

Proposals must be: delivered sealed; be received; and be date/time stamped at the University’s Procurement and Contracting Services office reception desk, which is located on the 5th floor of the University Services Annex building, 220 W. 6th Street, Tucson, Arizona 85701, no later than July 2, 2010 at 2:00 p.m. MST.

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

2.8.2 Faxes and E-Mails Not Accepted. The University shall not accept proposals received by fax or e-mail.

2.8.3 Number of Proposal Copies to be Furnished. Vendors are to submit one (1) original, marked “original” and six (6) copies, marked “copy” in hardcopy form, along with a copy in electronic form, on a CD, in either Microsoft Word or as an Adobe PDF file.

2.8.4 Binding and Marking. Vendors shall ensure that the original and each copy are individually bound. When submitting more than one (1) proposal, vendors shall ensure that units are clearly marked; for example, as "Original of Proposal One," "Copy One of Proposal One," "Original of Proposal Two," "Copy One of Proposal Two;" and so on.

2.8.5 Marking of Envelopes. Vendors shall ensure that the submittal envelope(s) clearly and conspicuously display the following identifying information in
addition to any other information otherwise required for transmittal, and are sealed.

Sealed RFP# L061034
Due date and time: July 2, 2010 at 2:00 p.m. MST.
Attention: Tom Fiebiger C.P.M.

2.8.6 Withdrawal of RFP. Vendors may withdraw their proposals any time prior to the RFP closing date. Vendors may request to withdraw their proposals after the RFP closing date and any time prior to selection and notice of award. The University shall have sole authority to grant or deny such a request. In the event the University grants such a request, it may withhold issuing future RFP’s to such vendors.

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

The University shall have the right to use any ideas that are contained in any proposal received in response to this RFP, along with any adaptation of such ideas. Selection or rejection of the proposal shall not affect the University’s right of use. Provided, however, that the University will, in good faith, honor any vendor information that is clearly designated and conspicuously labeled as proprietary, and the University concurs that the information is proprietary, that trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with procedures promulgated by the Procurement Officer and subject to limitations in Arizona or Federal law. **Pricing information cannot be considered proprietary.** The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary.

2.9 EVALUATION PROCESS AND AWARD

2.9.1 Contractual Intent/Right to Terminate and Recommence RFP Process. The University intends to contract with one or more vendors whose proposal(s) are considered to be in the best interests of the University. However, the University may terminate this RFP process at any time up to notice of award, without prior notice, and without liability of any kind or amount. Further, the University reserves the right to commence one or more subsequent RFP processes seeking the same or similar products or services covered hereunder.

2.9.2 Effective Period of Proposals. Under this RFP, the University shall hold that vendors’ responses to this RFP shall remain in effect for a period of ninety (90) days following the opening date, in order to allow time for evaluation, approval, and award of the contract. Any vendor who does not agree to this condition shall specifically communicate in its proposal such disagreement to the University, along with any proposed alternatives. The University may accept or reject such proposed alternatives without further notification or explanation.

2.9.3 Proposal Acceptance/Rejection. The University reserves the right to reject any or all proposals. Such rejection may be without prior notice and shall be without any liability of any kind or amount to the University. The University shall
not accept any proposal that the University deems not to be in its best interests. The University shall reject proposals submitted after the due date and time.

2.9.4 Errors and Omissions in Vendors Proposals. The University may accept or reject any vendor's proposal, in part or in its entirety, if such proposal contains errors, omissions, or other problematic information. The University may decide upon the materiality of such errors, omissions, or other problematic information.

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

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

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

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

2.9.8 Method of Award/Evaluation Criteria. The evaluation of each response to this RFP will be based on its overall competence, compliance, format, and organization. The award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the University of Arizona, taking into consideration the following evaluation criteria listed in order of importance.

A. Operational: (50% value)
   1. Vendor must detail and address each operational requirement and ability to perform as detailed in section 5.6 of this RFP.
   2. Total value of equipment provided at no cost to the University

B. Financial: (40% value)
The proposal that best minimizes any required, associated and/or related costs and/or charges to the University.

C. Vendor Qualification: (10% value)
Each proposal should specifically address the vendor's qualifications and experience in providing the level of service required to fulfill the terms of their proposal. In addition, they should also address the issues of customer satisfaction and consumer preferences.

Vendors whose proposals are not accepted will be notified after a contractual agreement exists between the University and the selected vendor or when the University rejects all proposals.

The contract will consist of the following, in the order of precedence: Award Letter or signed Agreement between the parties, as stated in that Agreement; Purchase Order; University's RFP, with any and all revisions; Proposal.

2.9.9 Selection, Negotiation, Additional Information. Although the University reserves the right to negotiate with any vendor or vendors to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive vendor or vendors without further discussion, negotiation, or prior notice. The University may presume that any proposal is a best-and-final offer.

2.9.10 Pre-Award Presentations. The University reserves the right to require presentations from the highest ranked vendors, in which they may be asked to provide information in addition to that provided in their proposals.

2.9.11 Pre-Award Negotiations. The University reserves the right to negotiate prior to award with the highest ranked vendors for purposes of addressing the matters set forth in the following list, which may not be exhaustive.

- Resolving minor differences and scrivener's errors
- Clarifying necessary details and responsibilities
- Emphasizing important issues and points
- Receiving assurances from vendors
- Obtaining the lowest and best pricing and/or revenue agreement

2.9.12 Notification of Non-selection. The University reserves the right not to notify vendors whose RFP responses are not selected for further consideration or notice of award. If the University decides to notify such vendors in writing, it will send the notifications to the address indicated in each such vendor's proposal. Once the award has been finalized, a notice of award may be posted on the following website: http://www.pacs.arizona.edu/RFP-BID_Results

2.9.13 Vendor's Need to Use Proprietary Rights of the University. All information proprietary to the University and disclosed by the University to any vendor shall be held in confidence by the vendor and shall be used only for purposes of the vendor's performance under any contract resulting from this RFP.

2.9.14 Public Record. After the award and execution of a contract resulting from this RFP, vendors' proposals become public record and are available for review during the University's regular office hours. The University will, in good faith and to the extent allowed by law, honor any vendor information that is clearly
designated and conspicuously labeled as proprietary, and the University agrees that the information is proprietary. The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. **Pricing information cannot be considered proprietary.**
3.0 DEFINITIONS

3.1 Agreement / Contract. All types of agreements entered into by the Arizona Board of Regents, regardless of what they may be called, for the procurement of materials, services or construction, or the disposal of materials. Meaning is interchangeable.

3.2 Customer. Unless otherwise implied by the context of the specific provision within this RFP, "Customer" means a customer of the vendor, other than the University.

3.3 Due Date and Time. This is the point in time that all proposals must be received and be date/time stamped by at the University's Procurement and Contracting Services office reception desk which is located on the 5th floor of the University Services Annex building; 220 W. 6th Street; Tucson, Arizona 85701. Proposals received after this date and time will not be opened or considered for award.

3.4 May, Should. Indicates something that is not mandatory but permissible, recommended or desirable.

3.5 MST. Mountain Standard Time. We do not observe Daylight Savings Time.

3.6 Must, Shall, Will. Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in rejection of your proposal as non-responsive.

3.7 Opening Date and Time. Same as Due Date and Time.

3.8 Proposal. The entirety of the vendor's responses to each point of this RFP, including any and all supplemental offers or information not explicitly requested within this RFP.

3.9 Proprietary Information. Information held by the owner that, if released to the public or anyone outside the owner's organization, would be detrimental to its interests. It is an issue of fact rather than opinion. Pricing and/or revenues cannot be considered proprietary.

3.10 Provider. Same as Vendor.

3.11 Request for Proposal (RFP). A competitive negotiation process. It is not to be confused with a Request for Bid (RFB), in which goods or services are precisely specified and price is substantially the only competitive factor. This RFP provides the University the flexibility to negotiate to arrive at a mutually agreeable relationship. Price will be considered, but will not be the only factor of evaluation.

3.12 Respondent. Same as Vendor.

3.13 Response. Same as Proposal.

3.14 Successful Vendor. Any vendor selected by the University to receive a notice of award as a result of this RFP and to enter into a contract to provide the University with the products or services sought by this RFP.

3.15 Supplemental Agreement. Any supplemental terms and conditions agreed to by the parties in writing taking precedence over all other documents governing the transaction.

3.16 Supplier. Same as Vendor.

3.17 University. Arizona Board of Regents (ABOR), a body corporate, for and on behalf of the University of Arizona, and the other institutions named in Section 1.2 of this RFP.

3.18 Vendor. For purposes of this RFP, "Vendor" means any entity responding to this RFP with the intention of winning the resulting award of contract, performing the work, and/or delivering the goods specified herein.

3.19 Vendor's Proposal. Same as Proposal.

3.20 Vendor's Response. Same as Proposal.
4.0 AGREEMENT TERMS AND CONDITIONS

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

4.1 Actions of Successful Vendor. The University is under no obligation whatsoever to be bound by the actions of any Successful Vendor with respect to third parties. The Successful Vendor is not a division or agent of the University.

4.2 Advertising. The Successful Vendor shall not advertise or publish information concerning the Agreement without prior written consent of the University. The University shall not unreasonably withhold permission.

4.3 Americans With Disabilities Act. The Successful Vendor shall comply with all applicable provisions of the Americans With Disabilities Act and applicable federal regulations under the act.

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

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

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

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

4.7 Equal Opportunity. The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.4.41 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to the Agreement unless the Agreement is exempted under the rules, regulations or orders of the U.S. Secretary of Labor.

4.8 Federal, State, and Local Taxes, Licenses and Permits. Successful Vendor is solely responsible for complying with all laws, ordinances, and regulations on taxes, licenses and permits, as they may apply to any matter under this RFP. The Successful Vendor
must demonstrate that they are duly licensed by whatever regulatory body may so require during the performance of the Agreement. Prior to the commencement of Agreement, the Successful Vendor shall be prepared to provide evidence of such licensing as may be requested by the University. Successful Vendor shall, at no expense to the University, procure and keep in force during the entire period of the Agreement all such permits and licenses.

4.9 **Inspection and Audit.** All books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, The University of Arizona or the Auditor General of the State of Arizona, or their agents for five (5) years after completion or termination of the Agreement.

4.10 **Liens.** Each Successful Vendor shall keep the University free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Successful Vendor.

4.11 **Modifications.** The Agreement can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.

4.12 **Non-Discrimination.** The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination.

4.13 **Sales and Use Tax.** The Successful Vendor agrees to comply with and to require all of his subcontractors to comply with all the provisions of applicable law. The Successful Vendor further agrees to indemnify and hold harmless the University from any and all claims and demands made against it by virtue of the failure of the Successful Vendor or any subcontractors to comply with the provisions of any and all said laws. The University is not exempt from state sales and use tax, except for equipment purchased for research or development. Any equipment ordered as tax exempt shall be invoiced separately from taxable systems, even if purchased on the same purchase order as issued by the University.

4.14 **Sexual Harassment.** Federal law and the policies of the University prohibit sexual harassment of University employees or students. Sexual harassment includes any unwelcome sexual advance toward a University employee or student, any request for a sexual favor from a University employee or student, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive working environment for University employees, or a hostile or offensive academic environment for University students. University vendors, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of University employees and students. The employer of any person who the University, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of the Agreement to cause such person to be removed from the project site and from University premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

4.15 **Small Business Program.** The University is committed to its Small Business Program and to the development of Small Business, Women Owned Business and Small Disadvantaged Business (SB, WO & SDB) suppliers. If subcontracting is necessary, the Successful Vendor will make every effort to use SB, WO & SDB in the performance of the Agreement.

4.16 **Smoking Policy.** All facilities of Arizona are smoke free. Smoking is not permitted inside University buildings or within 25 feet of doorways and air intakes. The Successful Vendor is expected to respect this smoke free policy and fully comply with it.

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

4.18 Administrative Remedies. The Arizona Board of Regents has promulgated Administrative Remedies for alleged breaches or disputes arising from the Agreement. These remedies are exclusive and must be exhausted before the filing of any legal action.

4.19 Assignment-Delegation. No right or interest in the Agreement shall be assigned or delegation of any obligation made by Successful Vendor without the written permission of the University. Any attempted assignment or delegation by Successful Vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

4.20 Assignment of Anti-Trust Overcharge Claims. The parties recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the ultimate purchaser; therefore, Successful Vendor hereby assigns to the University any and all claims for such overcharges.

4.21 Date for Reckoning Prompt-Payment Discount. For purposes of determining whether a prompt-payment discount, if applicable, may be taken by the University, the starting date of such reckoning period shall be the later of the date of a properly executed invoice or the date of completion of service and/or delivery of product.

4.22 Force Majeure. Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of the Agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

4.23 Indemnification / Hold Harmless. The Successful Vendor shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents and the University, its officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys’ fees and/or litigation expenses, which may be brought or made against or incurred on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Successful Vendor, its employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of the Agreement, or arising out of Workers Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of Successful Vendor and/or its subcontractors of claims under similar such laws and obligations. Successful Vendor’s obligation under this provision shall not extend to any liability caused by the sole negligence of the State of Arizona, Arizona Board of Regents, University or its officers, agents, and employees. Such indemnification shall specifically include infringement claims made against any and all intellectual property supplied by Successful Vendor and third party infringement under the Agreement.

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

- Commercial General Liability insurance with a minimum combined single limit of ONE MILLION DOLLARS ($1,000,000) each occurrence. (Over $50,000 need $2,000,000)
- Commercial Automobile Liability insurance with a minimum combined single limit of ONE MILLION DOLLARS ($1,000,000) each occurrence. (Over $50,000 need $2,000,000)

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

- If applicable, Workmen’s Compensation insurance to cover requirements imposed by Federal and State statutes having jurisdiction of its employees engaged in the performance of Agreement, and Employer’s Liability insurance with a minimum limit of ONE HUNDRED THOUSAND DOLLARS ($100,000).

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

4.25 Additional Insurance Requirements (Consultants, Lawyers, Architects and Engineers Agreements). In addition to the minimum insurance coverage and endorsement requirements stated in the paragraphs above, the Successful Vendor shall provide and maintain the minimum insurance coverage listed below unless otherwise agreed to in writing:

- Professional Liability/Errors and Omissions insurance with a minimum combined single limit of ONE MILLION DOLLARS ($1,000,000) each occurrence.

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

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

- Professional Liability/Medical Malpractice insurance with a minimum combined single limit of ONE MILLION DOLLARS ($1,000,000) each occurrence.

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

4.27 Intellectual Property Rights. It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Request for Proposal belongs solely and exclusively to the Arizona Board of Regents on behalf of the University of Arizona. Documents/drawings used in this proposal belong to the Arizona Board of Regents on behalf of the University of Arizona and/or are being used with permission. Intellectual property, as used herein, means all forms of legally protectible intellectual property, including copyrights, trademarks, inventions, patent applications,
patents and mask works, drawings and/or blueprints. It is also understood and agreed that anything created as a result of an award of this proposal is considered a work for hire under the U.S. copyright laws and as such, the Arizona Board of Regents on behalf of the University of Arizona will own the copyright.

4.28 **Labor Disputes.** Successful Vendor shall give prompt notice to the University of any actual or potential labor dispute which delays or may delay performance of Agreement.

4.29 **Laws and Regulations.** Successful Vendors are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify the University, its officers and agents against any claims of liability arising from or based on any violation thereof.

4.30 **No Waiver of Right by the University.** No waiver by University of any breach of the provisions of the Agreement by the Successful Vendor shall in any way be construed to be a waiver of any future breach or bar the University’s right to insist on strict performance of the provisions of the Agreement.

4.31 **Performance and / or Payment Bonds.** (If Applicable) The Successful Vendor shall provide and pay for performance and/or payment bonds. Such bonds shall cover the faithful performance (100%) of the Agreement and the payment of all obligations (100%) arising thereunder, in such form as the University may prescribe and with approved sureties. The Successful Vendor shall deliver the required bonds to the University not later than the date of executing the Agreement. The Successful Vendor shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power. Surety shall be a company licensed to do business in the State of Arizona and shall be acceptable to the University. The bond amount shall be increased to include any change order added to the Agreement to one hundred percent (100%) of the total of each change order.

4.32 **Parking.** The Successful Vendor shall obtain all parking permits and/or decals that may be required while performing project work on University premises. The Successful Vendor should contact Parking and Transportation (520-626-7275) located at 1117 E. 6th Street.

4.33 **Payment Terms.** Payments by the University shall be subject to the provision of Title 35 of Arizona Revised Statutes relating to time and manner of submission of claims. The University’s obligation is payable only and solely from funds appropriated for the purpose of the Agreement. Unless otherwise stated herein, the payment terms for the Agreement are Net 30 days.

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

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

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

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

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

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

4.40 **Termination**

4.40.1 **Convenience.** The University reserves the right to terminate the Agreement in whole or in part at anytime when in the best interests of the University without penalty or recourse. Upon receipt of the written notice, the Successful Vendor shall immediately stop all work as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the University. In the event of termination under this provision, all documents, data and reports prepared by the Successful Vendor under the Agreement shall become the property of and delivered to the University. The Successful Vendor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of termination. Such compensation shall be the Successful Vendor’s sole remedy against the University in the event of termination under this provision.

4.40.2 **Default.** The University reserves the right to terminate the Agreement in whole or in part due to the failure of the Successful Vendor to comply with any term or condition of the Agreement, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Agreement. The University shall provide written notice of the termination and the reasons for it to the Successful Vendor. Upon termination under this provision, all goods, materials, documents, data and reports prepared by the Successful Vendor under the Agreement shall become the property of and be delivered to the University on demand. The University may, upon termination of the Agreement, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under the Agreement. The Successful Vendor shall be liable to the University for any excess costs incurred by the University in re-procuring the materials or services.

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

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

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

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

4.40.7 Suspension or Debarment. The University may by written notice to the Successful Vendor immediately terminate the Agreement if the University determines that the Successful Vendor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor Vendor of any public procurement unit or other governmental body.

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

4.42 Sudan or Iran Scrutinized Business: Pursuant to A.R.S. #35-391.06(A) and 35-393.06(B), Vendor certifies that it does not have a "scrutinized" business operation in either Sudan or Iran, as that term is defined in A.R.S #35-391(15) and 35-393(12) respectively.
5.0 SCOPE OF WORK, SPECIFICATIONS, REQUIREMENTS

The University of Arizona invites proposals from interested and qualified vendors to furnish the University of Arizona Student Unions with trash, waste and recycling services for the Student Union Memorial Center (SUMC), 1303 E. University Blvd., and Park Student Union (PSU), 615 N. Park Avenue. The Unions typically currently recycle glass, plastic (#1 & #2), tin (#10 steel cans), newsprint, white paper, and cardboard.

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

5.1.1 The first term of the contract begins August 1, 2010 and ends June 30, 2013. The Term of this Agreement will end on June 30, of the last year of this Agreement.

5.2 Payment. The University will pay on invoice to vendor for trash, waste and recycling services provided on a monthly billing cycle.

5.3 Subcontracts. The vendor will not subcontract the performance of any part of the contract without obtaining the prior written approval for each subcontractor from the University, which approval the University may refuse at its discretion and without recourse to the contractor. If a subcontract is approved, the contractor will be responsible for any subcontractor activities the same as if the contractor were directly furnishing the service. All other terms of this agreement remain the same.

5.4 Contract Changeover. Following contract award, if supplier is changed during the contract period, a period of thirty (30) days will be used to make an orderly transition to the new contractor. This transition period will begin thirty (30) days prior to the expiration of the contract agreement.

5.5 Awards. The RFP will be awarded based on the Evaluation criteria noted in Section 2.9.8.

5.6 Maintenance, Equipment & Operations. It is critical that all equipment supplied by Vendor for trash and recycling services as defined in this RFP, be maintained in optimum working order. The successful Vendor will be responsible for any and all costs associated to install their equipment and completion of recycling spaces as designated herein (and where applicable). Vendor is also required to meet all operational specifics as detailed herein.

5.6.1 Hours. The vendor will be required to make pick-ups during the designated “OFF HOURS” time period (6pm to 6:30am) for the SUMC, and (5am to 9am) for PSU. The SUMC Underground loading dock receives approximately 25-40 deliveries each day (Union Vendors and Support Services) from the hours of 7am to 5pm. This number is expected to rise significantly as services expand to meet the needs of the campus community. Peak delivery times and restricted maneuvering space in the underground loading dock are expected to produce a great deal of congestion. The Vendor awarded the contract will be required to service trash and recycling bins during “OFF HOURS” as defined herein. Successful Vendor and the Arizona Student Unions will mutually decide most advantageous times with designated hours.

5.6.2 Access. Vendor will be issued cards for access to the underground loading dock during off hours. PSU does not require special access.
5.6.3 Equipment. Vendor must provide collection and storage units for all recyclables, to be located in the existing underground loading dock at SUMC and the pad areas located on the north side of PSU. (See Attachment 1 and 2) Vendor will provide all necessary equipment for designated trash each area at SUMC and PSU.

Vendor is responsible to maintain units in good working order and will maintain sanitary requirements. Any needed repairs/ replacements will be done immediately upon need within 24 hours of notification. Vendor is to be inclusive of all associated costs (i.e. installation, setup, ongoing preventative maintenance, disposal, pull charges (both scheduled and unscheduled), recycle dump fees, and any future charges that may be applicable in the near future) Vendor is to project potential estimated revenue stream from recycling program. (See Attachment 3–Recycle MRF)

The following equipment is required for trash and recycling efforts:

5.6.3.1 Solid Waste. Two (2) 30 cubic yard (CY) self-contained compactors (SCC) to be serviced twice per week. (One each at SUMC and PSU). The compactor must be rated to store up to 650 gallons of liquid (Leak Free) for putrescible food waste from main kitchen and all food outlets per load. Unit dimensions (prescribed by underground loading dock dimensions) are not to exceed: Length 283” (23’7”); Width 96” (8’); Height 108” (9’). Both locations (SUMC & PSU) will require an Ozone machines (see Section

5.6.3.2 SUMC Recyclable Materials: Cardboard—All cardboard is to be recycled utilizing stationary compactor (1-3CY SC) of 30 cubic yards (CY) self contained compactor (SCC). The larger unit will be used to defray additional hauling costs. Unit dimensions are not to exceed (SC): Length 152” (12’8”); Width 60” (5’); Height 54.5”(4’6”). The attached 30CY CC dimensions are not to exceed: Length 283” (23’7”); Width 96” (8’); Height 108” (9’). Note recycle units will require padlocks (All keyed alike) to minimize contamination and will be provided by Vendor at no cost to the University.

5.6.3.3 SUMC Recyclable Materials: White Paper, Plastic, Glass, Tin, Aluminum—One (1) 24 cubic yard, multi-bin, two (2) compartment recycling container (MBRC) with moveable compartment dividers is required to maximize flexibility and balance newsprint and white paper loads. Unit dimensions are not to exceed: Length 216” (18’); Width 96” (8’); Height 77”(6’5”).

5.6.3.4 PSU Recyclable Materials: Cardboard, Newspaper, White Paper, Plastic, Glass, Tin, Aluminum—One (1) 24 cubic yard, multi-bin, two (2) compartment recycling container (MBRC) with moveable compartment dividers is required to maximize flexibility and balance newsprint and white paper loads. Unit dimensions are not to exceed: Length 216” (18’); Width 96” (8’); Height 77”(6’5”).

5.6.4 Service Heights. The trash compactor/storage unit rests approximately 48” above ground level on the loading dock. The cardboard compactor/storage rests at approximately 48” above ground level on the loading dock. The recycling bin rests at approximately 48” above ground level on the loading dock. The maximum pulling height inside the underground loading dock is approximately 15’
6". A successful vendor must be able to service these units in these locations without exceeding the maximum ceiling height.

5.6.4.1 Power for these units have been specified as 460V service.

5.6.5 Pulls.

5.6.5.1 SUMC—The Vendor shall provide two (2) pulls per week on trash (Tuesday and Thursday), one (1) pull per week on cardboard (Wednesday), and twice per month on single stream recyclables (Wednesday). This requirement may increase/decrease based upon volumes. Vendor is expected to do a swap and drop in order to minimize downtime due to volume at our facilities.

5.6.5.2 PSU—The Vendor shall provide one (1) pull every three (3) weeks on trash (Tuesday or Wednesday), one (1) pull per week for recyclables (Thursday). This requirement may increase/decrease based upon volumes. Vendor is expected to do a swap and drop in order to minimize downtime due to volume at our facilities.

5.6.6 Service Calls. Vendor is required to respond to service calls on same Business Day. Vendor to submit name and phone number of primary contact and after hours contact for emergencies and/or service calls.

5.6.7 Odor Management. Vendor is required to provide a detailed plan showing how Odor management will be accomplished. **Minimum requirements are:**

1. Two (2) 110v ozone machines for the Trash compactor units at SUMC and PSU
2. Units will be power washed at least twice per month
3. Odor crystal products will be used in trash unit at PSU as necessary

5.6.8 Licenses. Vendor is required to supply copies of all applicable licenses and or permits associated with Trash and Recycling. Vendor must also provide letter of compliance to insure that recycled goods are truly being recycled versus dumped in a landfill.

5.6.9 Sustainability Initiatives. Outcomes or opportunities for recycled goods should be noted as it pertains to the University of Arizona sustainability initiatives.

5.6.10 Statements. Vendor will also be expected to provide monthly statement of total tonnage by product group, ie: cardboard, trash, recycled volume and will be required to provide weekly numbers during the Recycle Mania 2010 (last year’s event was 10 weeks in duration). *(See Attachment 4)*

5.6.11 Signage. All signage requests (if applicable) must be approved by the Unions prior to installation and must conform to University and Student Union policies.

5.6.12 UA Branding. Vendor may not use any University logo, trademark, brand or identity in its marketing materials, websites, signage, or for any other use without the written approval of the Director of Marketing for Student Affairs.

5.6.13 Inspections & Review. A designated University Representative will have the right to inspect any location and related equipment with the vendor at any time.

5.7 Accountability.

5.7.1 The vendor will submit to the University representative within fifteen (15) days following the conclusion of each accounting period (last day of each month) a
financial report that includes a recap of all monthly costs inclusive of all fees for payment. Vendor must also submit all associated weight tickets and associated bills on monthly basis.

5.7.2 Unless otherwise agreed in writing, the accounting period is defined as the last day of each month. The University’s fiscal year begins on July 1 and ends on June 30. The term gross receipts is defined as the total amount received for each item before deducting all cost of sales, licenses, taxes of every kind and description, or overhead expense. The contractor agrees to pay all taxes, licenses, and other expenses, if any.

5.7.3 The contractor is required to maintain accurate and complete records as necessary for the proper operation of this contract. These records must be available for audit inspection by the University at any reasonable time. The University has the right, at contractor’s expense, to request that the commission statements for the contract year be examined in accordance with generally accepted auditing standards by an independent certified public accountant. The scope of this examination should be such that an auditor’s opinion would be issued. The University may exercise this right no more than once per contract year.

5.7.4 The University will have the right to review the contractor’s internal controls and accounting procedures relative to the contractor’s operation at the University. This includes the ability to accompany route collections. Significant weaknesses will be rectified as soon as possible, but not later than thirty (30) days after written notice, specifically describing such condition is received by the contractor from the University.

5.8 Proposal Response (required). **The vendor’s proposal response should include the following information in the order specified.** If the vendor fails to provide any of the information requested, the University may, at its sole option, ask the vendor to provide the missing information or evaluate the proposal response without the missing information.

A. **Financial.** Vendor must provide detailed report be inclusive of all installation, setup, ongoing preventative maintenance, disposal, pull charges, and any potential future charges. Vendor to also project potential estimated revenue stream from recycling program based upon attached volumes (See Attachment 3 Recycle MRF). Vendor should identify maximum contamination levels per type (i.e. Cardboard and Single stream). Vendor must also specify any additional pull costs associated with unscheduled pulls should they be required.

B. **Operational:** Vendor must detail and address each operational requirement as detailed in section 5.6 of this RFP.

C. **Vendor Qualification.** Vendor must specifically address their qualifications and experience in providing the level of service required to fulfill the terms of their proposal, and address customer satisfaction and consumer preferences. In addition, vendor must:
   a. present evidence that the firm or its officers have been profitably engaged for at least the past three (3) years in providing services and/or goods as listed in the RFP at locations of similar customer volume.
   b. include at least five (5) business references from comparable locations for similar products or services specified in this RFP, including the names and telephone numbers of the contact persons.
5.9 **Exclusivity.** Limited to proposed locations only. There are no additional exclusivity options available.
6.0 CERTIFICATION OF PROPOSAL (vendor to complete and return with proposal)

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

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

This proposal is submitted in response to Request For Proposal # L061034, issued by the University of Arizona. The undersigned, as a duly authorized officer, hereby certifies that ________________ (vendor’s name), located at ________________ (address), agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Request For Proposal (RFP) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety- (90) calendar days as of the Due Date for responses to the RFP.

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

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

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

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

The undersigned further certifies that your business (please check the appropriate areas) ( ) does or ( ) does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102)? If it does, please “CHECK” one of the following:

[] Small Business
[] Small Disadvantaged
[] Small Business Women-Owned
[] Women-Owned Disadvantaged
[] Veteran owned
[] Small Disadvantaged Veteran Owned
[] AZ. Small
[] AZ. Women Owned
[] AZ Disadvantaged
[] AZ Disadvantaged Women-owned

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

Name:___________________________________________ Title:________________________
Signature:______________________________________ Date:________________________
Phone #:___________________________ Facsimile #:__________________________ F.E.I.N: __________________

The University of Arizona
Recycling Services RFP# L061034
7.0 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)

(Vendor to complete and return with proposal, only used for federal grants or contracts over $100,000)

In accordance with FAR 52.203-11 and FAR 52.203-12 entitled "Limitation on Payments to Influence Certain Federal Transactions (Jun 1997), the following certification and disclosure regarding these FAR provisions are hereby incorporated and made a part of this bid/proposal solicitation requirement.

(a) The definitions and prohibitions contained in the clause, at FAR 52.203.12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer (RFP# L061034), hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989

(1) No 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 on his or her behalf 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 (including profit or fee received under a covered Federal transaction) 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 on his or her behalf in connection with this solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

(NAME OF FIRM) ____________________________ (STREET ADDRESS) ____________________________

(SIGNATURE) ____________________________ (MAILING ADDRESS) ____________________________

(TYPED OR PRINTED NAME) ____________________________ (CITY, STATE, ZIP) ____________________________

(DATE) ____________________________

The University of Arizona Recycling Services RFP# L061034 29
8.0 PROPOSAL BOND (Not Applicable)

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned,

_________________________ as Principal, and _____________________________ as Surety,

are hereby held and firmly bound unto the Arizona Board of Regents for and on behalf of The University of Arizona as Owner in the penal sum of __________________________________________________________________________________

for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns. Signed, this _____________ day of ______________, 200__.

The condition of the above obligation is such that whereas the Principal has submitted to the Owner a certain Proposal, attached hereto and hereby made a part hereof to enter into a contract in writing, for RFP #061034, Project No. ____________________________, (insert project title).

NOW THEREFORE,

(a) If said Proposal shall be rejected, or in the Alternate,

(b) If said Bid shall be accepted and the principal shall execute and deliver a contract in the Form of Contract provided (property completed in accordance with said Proposal) and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Proposal, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Proposal; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

SEAL: _____________________________________________
Principal (signature)

SEAL: _____________________________________________
Surety (signature)
9.0 ARIZONA BOARD OF REGENTS PERFORMANCE BOND (Not Applicable)

Pursuant to Board of Regents Policy
(Penalty of this bond must be 100% of the contract amount.)

KNOW ALL MEN BY THESE PRESENTS:

THAT, ________________________________________________, (hereinafter called 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 the Arizona Board of Regents, (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 entered into a certain written contract with the Obligee, dated the ________ day of ________________________, 200__, to construct and complete a 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 said Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extension thereof, with or without notice to the Surety and during the life of any guaranty required under the contract, and shall also perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Surety being hereby waived; then the above obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Arizona Board of Regents Policy, and all liabilities on this bond shall be determined in accordance with provisions of this section, to the extent as if copied at length herein.

The prevailing party in a suit on this bond, including any appeal thereof, 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 ______________, 200__.

______________________________________________
Principal

By _____________________________________________
Print Name _______________________________________

______________________________________________
Surety

By _____________________________________________
Print Name _______________________________________
Address ____________________________________________

Telephone # ________________________________________
KNOW ALL MEN BY THESE PRESENTS:

THAT, _____________________________________________
(hereinafter called 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
the Arizona Board of Regents, (hereinafter called the Obligee) in the amount of
_____________________________________________________(Dollars) ($ ___________________)
for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators,
exectors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the
______ day of _________________________, 200__, to construct and complete a 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 said
Principal shall promptly pay all monies due to all persons supplying labor or materials to him or his
subcontractors in the prosecution of the work provided for in said contract, then this obligation shall be
void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions of Arizona Board
of Regents Policy, and all liabilities on this bond shall be determined in accordance with the provisions
of this section, to the same extent as if copied at length herein.

The prevailing party in a suit on this bond, including any appeal thereof, shall recover as a part
of this judgment such reasonable attorneys’ fees as may be fixed by a judge of the Court.

Witness our hands this ______ day of____________, 200__.

Principal
By _____________________________________________
Seal
Print Name _____________________________________________

Surety
By _____________________________________________
Seal
Print Name _____________________________________________
Address _____________________________________________
Telephone # ___________________________________________
11.0 LEGAL WORKER CERTIFICATION

(Date)

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

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

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

________________________________________
(Firm)

________________________________________
(Address)

________________________________________
(Signature Required) ________________________
(Phone)

________________________________________
(Print Name) ______________________________
(Fax)

________________________________________
(Print Title) ________________________________
(Federal Taxpayer ID Number)
Recycling MRF Quote

The University of Arizona Student Unions (UASU) and successful Vendor are accepting quotes for the acceptance of recycling materials for a period of one year that may be extended at the mutual discretion of the UASU and the Municipal Recycling Facility (MRF).

The UASU generates a significant volume of clean corrugated cardboard (OCC), office paper, newsprint, aluminum, plastic (#1 & #2 HDPE & PET), and #10 tin cans.

The OCC will be delivered by our contract hauler (Arizona Town Hauling) to your facility compacted in clean source separated OCC loads estimated weekly at 3 to 4 tons per load.

The fiber products (NP, & OP) will be mixed together in a separate compartment of our MBR container in approximate volume of 8 to 9 CY’s.

The aluminum, plastic, glass and tin will be commingled in the remaining 16 to 17 CY compartment of the same MBR container.

I am requesting that you state what your payment tonnage amount to us will be based on from the recycling market commodity price sheets each month (and for what city i.e. Los Angeles, Denver Yellow sheets, Waste New Recycle Commodity Prices etc.)

Expected annual tonnage based on Fiscal 2008/2009 volumes:
- OCC 138.71
- Singlestream 7.68

All revenues are to be paid directly to the Arizona Student Union see below for correct information:

All Revenues will be made to: **University of Arizona**
1303 E. University Blvd
Tucson, AA 85721-0017
ATTN: Larry D. Jones

All revenues will be paid directly to the UASU. Our contract hauler will only provide weight tickets to match up against revenue checks for those tons dumped at the selected facility and these should compare with those listed on the check breakdown (By Material delivered).

We are aware that the recycling market is in a constant state of change, however, we wish to compare how you will be paying us from a substantiated reliable source of materials for that market area the at the end of each month.

If you have any questions please contact Larry Jones at 621-1417.
### Monthly Reports (sample)

**Weekly Log with Monthly totals: SUMC (SAMPLE)**

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<th>Trash</th>
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**Weekly Log with Monthly totals: PSU (SAMPLE)**

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