Procurement and Contracting Services

Request for Proposals to provide parking permits for Parking & Transportation Services

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L191405
Due on February 6, 2014 no later than 2:00 PM, MST
# TABLE OF CONTENTS

For
REQUEST FOR PROPOSALS NO.L191405

<table>
<thead>
<tr>
<th>SECTION #</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Statement of Work</td>
</tr>
<tr>
<td>2.0</td>
<td>Definitions</td>
</tr>
<tr>
<td>3.0</td>
<td>General Information and Instructions to Proposers</td>
</tr>
<tr>
<td>4.0</td>
<td>Agreement Terms and Conditions</td>
</tr>
<tr>
<td>5.0</td>
<td>Scope of Work, Specifications, Technical Requirements</td>
</tr>
<tr>
<td>6.0</td>
<td>Certifications and Forms (Vendor to complete and return with proposal)</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, is soliciting proposals from interested vendors to furnish the University Parking and Transportation with various types of parking permits.

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

2.0 DEFINITIONS

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

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

2.3 Contractor. Same as Successful Vendor.

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

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

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

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

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

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

2.11 **Respondent.** Same as Vendor.

2.12 **Response.** Same as Proposal.

2.13 **Responsible Vendor.** A person who has the capability, including necessary experience, to perform the contract requirements; who has the integrity and reliability which will ensure good faith performance and appropriate quality of the materials, services, construction or construction services, to be provided; and who is in compliance with any and all licensing requirements of the State of Arizona.

2.14 **Responsive Vendor.** A person who submits a proposal which conforms in all material respects to the Request for Proposals.

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

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

2.17 **Supplier.** Same as Vendor.

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

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

2.20 **Vendor's Proposal.** Same as Proposal.

2.21 **Vendor's Response.** Same as Proposal.

### 3.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

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

3.2 **University Demographics.** For information about the University of Arizona, please visit the University’s Internet web page at: [www.arizona.edu](http://www.arizona.edu). For specific demographic information, visit [http://oirps.arizona.edu/UAFactBook.asp](http://oirps.arizona.edu/UAFactBook.asp).
3.3 **Schedule of Events.** The following is the tentative schedule that will apply to this RFP, but may change in accordance with the University's needs.

- 01/22/14 Issuance of RFP
- 01/29/14 Technical Questions/Inquiries due no later than 12:00 PM/MST
- 02/06/14 RFP is Due, February 6, 2014, no later than 2:00 PM, MST

3.4 **Pre-Proposal Conference.** N/A

3.5 **Pre-Proposal Site Visit.** N/A

3.6 **Accommodations for People with Disabilities.** If the vendor or any of the vendor's employees participating in this RFP need, or have questions about the University's accommodations for people with disabilities, please make arrangements with Celeste Kanzig at telephone # 520-621-3067, facsimile # 520-621-5179, email address CDKanzig@email.arizona.edu. Such requests should be made as early as possible to allow time to arrange the accommodation(s).

3.7 **PROPOSAL PREPARATION INSTRUCTIONS**

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

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

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

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

For U.S. Mail – Only (Please note that all U.S. Mail, including Express Mail, is delivered to the University’s Postal Services office and is then distributed to
University Departments, including Procurement and Contracting Services, which may delay it by a day or more):

The University of Arizona
Procurement and Contracting Services
PO Box 210300
Tucson, Arizona 85721
Attn: Celeste Kanzig RFP L191405

For other methods of delivery (e.g. FedEx, UPS, etc.):

The University of Arizona
Procurement and Contracting Services
University Services Annex, Bldg. 300A
220 W. 6th Street, 5th Floor
Tucson, Arizona 85701
Attn: Celeste Kanzig RFP L191405

Telephone No. 520-621-3067
Facsimile No. 520-621-5179
Email Address: CDKanzig@email.arizona.edu

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

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

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

- Questions concerning this RFP must be submitted in writing, and be received no later than January 29, 2014 by 12:00PM MST.
- Errors and omissions in this RFP and enhancements. Vendors shall bring to the University’s attention any discrepancies, errors, or omissions that may exist within this RFP. Vendors shall recommend to the University any enhancements in respect to this RFP, which might be in the University’s best interests. These must be submitted in writing, and be received no later than January 29, 2014 by 12:00PM MST.
- Inquiries about technical interpretations must be submitted in writing, and be received no later than January 29, 2014 by 12:00PM MST.
- Inquiries for clarifications / information that will not require addenda may be submitted verbally to the Buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

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

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

All addenda will be posted to our web site only:

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

- Vendors who want the addenda supplied to them in another form must notify Celeste Kanzig 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 January 29, 2014 by 12:00PM MST.

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

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

http://pacs.arizona.edu/RFP-BID_Opportunities
Vendors that want the revisions supplied to them in another way must notify the Buyer listed in this document of that request. Otherwise, it will be the vendor’s responsibility to check the web site for any additional information and addenda concerning this RFP.

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

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

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

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

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

3.7.11 **Collusion Prohibited.** In connection with this RFP, vendor collusion with other vendors or employees thereof, or with any employee of the University, is prohibited and may result in vendor disqualification and/or cancellation of award. Any attempt by the vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.
3.7.12 Improper Business Relationships / Conflict of Interest Prohibited. In connection with this RFP, each vendor shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between or among the vendor, the University, and any other party to this RFP. The University reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or not vendor disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

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

3.7.14 Proposal Bond. N/A

3.7.15 Performance and / or Payment Bonds N/A

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

3.8 PROPOSAL SUBMISSION AND SUBSEQUENT ACTION

Proposals must be 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, AZ 85701, no later than February 6, 2014 by 2:00PM MST.

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

Proposals must be delivered sealed to:

For U.S. Mail – Only (please note that all U.S. Mail, including Express Mail, is delivered to the University’s Postal Services office and is then distributed to University Departments, including Procurement and Contracting Services, which may delay it by a day or more):

The University of Arizona
Procurement and Contracting Services
P.O. Box 210300
Tucson, Arizona 85721
Attn: Celeste Kanzig RFP L191405

For other methods of delivery (e.g. FedEx, UPS, etc.):

The University of Arizona
Procurement and Contracting Services
University Services Annex, Bldg. 300A
220 W. 6th Street, 5th Floor
no later than February 6, 2014 by 2:00PM MST. The University shall not accept proposals received by facsimile or email. The University shall, at the specified Due date and time, accept all proposals that are otherwise in order. The University will allow interested parties to be present for purposes of identifying which vendors have responded. The University will make no immediate decision at such time, and there will be no disclosure of any information contained in any proposal until after formal notice of award and execution of any contract resulting from this RFP. When multiple solicitations have been scheduled to open at the same date and time, the University will open solicitations that have interested individuals present in sequential order by solicitation number. The University will hold unopened any proposals received after the Due date and time, and will not consider such proposals. The University reserves the right to retain or dispose of such proposals at its discretion; however, the University may return such proposals to their related vendors, but only at such vendor’s request and at no cost or expense whatsoever to the University.

If only one proposal is received, the University may extend the Due date in order to determine why other vendors did not respond and to encourage other vendors to respond.

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

3.8.2 Faxes and Emails Not Accepted. The University shall not accept proposals received by fax or email.

3.8.3 Number of Proposal Copies to be Furnished. (2) Vendors are to submit one (1) original, in hardcopy form, along with a copy in electronic form, on a CD, flash drive or other removable storage device, in either Microsoft Word or as an Adobe PDF file.

3.8.4 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.

3.8.5 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 # L191405
February 6, 2014 by 2:00PM MST

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

3.8.7 **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 enclosed in a separate envelope from the proposal and clearly designated and conspicuously labeled as proprietary, and the University concurs that the information is proprietary. The **envelope must also contain the reason(s) why the enclosed material is to be considered proprietary.** Trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with procedures promulgated by the Procurement Officer and subject to limitations in Arizona or Federal law. **Pricing information cannot be considered proprietary or confidential.** The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. **At no time will the entire proposal be considered proprietary and be kept confidential.**

3.9 **EVALUATION PROCESS AND AWARD**

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

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

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

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

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

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

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

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

**Evaluation Criteria**

- Quality of Finished Product
- Cost
- Production and Delivery Time
The contract will consist of the University’s RFP, the proposal with any and all revisions, award letter, and/or purchase order, and/or the signed agreement between the parties, as stated in that agreement.

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

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

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

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

3.9.12 Notification of Non-selection. The University reserves the right not to notify vendors whose RFP responses are not selected for further consideration or notice of award. If the University decides to notify such vendors in writing, it will send the notifications to the address indicated in each such vendor’s proposal. Once the award has been finalized, a notice of award may be posted on our website.

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

3.9.14 Public Record. After the award and execution of a contract resulting from this RFP, vendors’ proposals become public record and are available for review during the University’s regular office hours. The University will, in good faith and to the extent allowed by law, honor any vendor information that is clearly designated and conspicuously labeled as proprietary, and the University agrees that the information is proprietary. If the vendor needs to submit proprietary information with the proposal, the vendor shall ensure that it is enclosed in a separate envelope from the proposal and that it is clearly designated and conspicuously labeled as such. The envelope must also contain the reason(s) why the enclosed material is to be considered proprietary. At no time shall the entire proposal be considered proprietary and be kept confidential. The University shall not be liable in any manner or in any amount for disclosing
proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. **Pricing information cannot be considered proprietary or confidential.**

3.9.15 **Certification.** By signature on the “Proposal Certification” form included herein, the Vendor certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, Vendor certifies whether or not 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).

4.0 **AGREEMENT TERMS AND CONDITIONS**

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

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

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

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

4.4 **Conflict of Interest.** Pursuant to the provisions of Arizona Revised Statute § 38-511, the Arizona Board of Regents may, within three years after its execution, cancel the Agreement without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining the Agreement for or on behalf of the Arizona Board of Regents becomes an employee in any capacity of any other party or a consultant to any other party with reference to the subject matter of the Agreement while the Agreement or any extension thereof is in effect.
4.5 **Drug Free Workplace.** The Successful Vendor agrees that in the performance of the Agreement, neither the Successful Vendor nor any employee of the Successful Vendor shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by the Agreement. The University reserves the right to request a copy of the Successful Vendor’s Drug Free Workplace Policy. The Successful Vendor further agrees to insert a provision similar to this statement in all subcontracts for services required.

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

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

4.8 **Inspection and Audit.** Pursuant to the provisions of Arizona Revised Statute § 35-214, all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, The University of Arizona or the Auditor General of the State of Arizona, or their agents for five (5) years after completion or termination of the Agreement.

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

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

4.11 **Non-Discrimination.** The parties shall comply with all applicable state and federal statutes and regulations governing equal employment opportunity, non-discrimination, and immigration.

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

4.13 **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.

4.14 Small Business Utilization Program. The University is committed to its Small Business
Utilization Program and to the development of Small Business. If subcontracting is
necessary, the Successful Vendor will make every effort to use Small Businesses in the
performance of the Agreement.

4.15 Smoking 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.

4.16 Reserved

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

4.18 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.

4.19 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.

4.20 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.

4.21 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.

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

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

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

- If applicable, 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.

4.24 Intellectual Property. It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Request for Proposals belongs solely and exclusively to the Arizona Board of Regents on behalf of the University of Arizona. Documents/drawings used in this proposal belong to the Arizona Board of Regents on behalf of the University of Arizona and/or are being used with permission. Intellectual property as used herein, means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints. It is also understood and agreed that anything created as a result of an award of this proposal is considered a work for hire under the U.S. copyright laws and as such, the Arizona Board of Regents on behalf of the University of Arizona will own the copyright.
4.25 Labor Disputes. Successful Vendor shall give prompt notice to the University of any actual or potential labor dispute which delays or may delay performance of the Agreement.

4.26 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.

4.27 No Replacement of Defective Tender. Every tender of goods must fully comply with all provisions of the Agreement as to time of delivery, quantity, quality, and the like. If a tender is made which does not fully conform, this shall constitute a breach and Successful Vendor shall not have the right to substitute a conforming tender.

4.28 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.

4.29 Parking. The Successful Vendor shall obtain all parking permits and/or decals that may be required while performing project work on University premises. The Successful Vendor should contact Parking and Transportation Services located at 1117 E. Sixth St., Tucson, AZ 85721-0181.

4.30 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.

4.31 Performance and/or Payment Bonds. N/A

4.32 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.

4.33 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.

4.34 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.
4.35 **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.

4.36 **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.

4.37 **Right of Inspection.** University shall have the right to inspect the goods at delivery before accepting them.

4.38 **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.

4.39 **Shipment Under Reservation Prohibited.** Successful Vendor is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as a tender of the goods.

4.40 **Successful Vendor to Package Goods.** Successful Vendor will package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: (a) Successful Vendor’s name and address; (b) Consignee’s name, address and purchase order number; (c) Container number and total number of containers, e.g. box 1 of 4 boxes and (d) the number of the container bearing the packing slip. Successful Vendor shall bear cost of packaging unless otherwise provided.

4.41 **Termination**

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

4.41.2 **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.

4.41.3 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.

4.41.4 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.

4.41.5 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.

4.41.6 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.
4.41.7 **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.

4.42 **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.

4.43 **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to University until University actually receives the goods at the point or points of delivery.

4.44 **Warranties.** In addition to any implied warranties, Successful Vendor warrants that the goods furnished will conform to the specifications, drawings, and descriptions listed herein, and to the sample or samples furnished by the Successful Vendor, if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.

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

5.0 **SCOPE OF WORK, SPECIFICATIONS, TECHNICAL REQUIREMENTS**

1. **PROJECT SCOPE:**
   a. The Customer Relations section of Parking and Transportation Services (PTS) invites proposals from vendors specializing in parking permits. The services desired by PTS under this proposal include manufacturing Parking Permits

   b. Permits in this bid include:
      - Hang Tag Permits
      - Inside Window Application Decal Permits
      - Bumper Style Outside Application Decal Permits
      - Shuttle Pass Card Permits
      - Temporary Hang Tag Permits

   c. It is possible that permits not currently in our inventory will be required. These permits have not yet been identified. As our needs are known, the contracted vendor would be contacted to provide a price quotation on any future requirements.
REQUIRED VENDOR INFORMATION

II. FEE SCHEDULE:

a. Pricing for small and bulk quantity orders for each type of permit and laminated pass.
b. Minimum quantity that constitutes small and bulk quantity orders for each type of permit.
c. Time period that quoted prices for new permits will remain firm.
d. If escalation clause is included during the duration of the contract, how is the price escalation justified?
e. Identify charges by category, i.e. permit type, laminated passes, piggyback labeling, and packaging.
f. Identify miscellaneous costs.
g. A list of three (3) references (users from the Southeast or Southwest) for whom the vendor has produced parking permits of similar complexity and quantity with reverse reflective numbering, when necessary, must accompany the bid, as well as, the name of a contact person the user can contact to inquire as to their satisfaction with the vendor’s product and service.

h. Each bid must be accompanied by at least ten completed numbered parking permit samples that are similar in complexity to the type of permits that will be supplied under these specifications.

i. Please do not print letter in the upper left hand corner for items (D) and (C).

ii. The Bicycle permit will be the same overall style (wording and size will be different) as the Motorcycle permit so only the Bicycle samples are necessary.

III. EXISTING PERMITS and SHUTTLE PASSES: PTS currently uses the following permits and Shuttle Passes with the following properties:

a. Hang Tag Permits:
   1. Permit trim/final size: 4 3/4” H x 2 3/4” W with cut out of specific die cut shape of a rounded square with upper hump -- see artwork attached
   2. The hangtag permit should be manufactured using a heavy, durable, sunlight resistant 23mil, filled HP polyvinyI material. The material must exhibit no color change when tested 400 hours AATTC, 16-A method.
   3. A sample exposed to sunlight in use on an automobile rearview mirror shall not curl more than 3/8” in the 2 3/4” dimension. This measurement is the evaluation of the top of the arc to a place upon which sample rests. The permit must be guaranteed to perform satisfactorily in the heat and not to break in the cold and withstand the general intended use with daily handling and transferring
   4. All printing and numbering on permits must be done using sun resistant inks that will remain in good legible condition for a period of one year after permit has been in use on vehicle.
   5. All hangtags must be consecutively numbered in increments of 1, on the face. Erasures, strike-overs, and misprints will not be acceptable. A guarantee of no missing or duplicate numbers on all permits is required. Numbers are to be black 1/2” tall, printed on the front of the permit only and are to match the number/digits on the spreadsheet exactly.
   6. All permits must have a Silver 2D/3D hologram, on front only, which is unique to only the individual supplier and not available to the general public as an anticounterfeiting feature. The 2D/3D holographic foil should be opaque and hot stamped onto all permits.
7. Some hang tag permits will serve a dual function as permit and gate access card. The hangtag must incorporate a bar coded number. These black, \( \frac{1}{2} \)" tall numbers will be the bar coded equivalent of the permit number and will appear on the front of the hangtag only. This specific “3 of 9” bar code must be protected by a bar code security mask that will prevent the bar code from being photocopied or reproduced. The security mask must be tamper resistant destroying the bar code if alteration occurs.

8. Back of permit will be black wording. The back of each type of permit will reference a different lot and expiration date as per copy.

b. Temporary Hang Tag Permits:
   1. Permit trim/final size: 6" H x 3 3/4" W -- see artwork attached
   2. The temporary hang tag permit should be manufactured using a durable, sunlight resistant #100 White Coated Cover Stock.
   3. Lamination should be clear Mylar Partial LAM on Front only, to create a SELF-LAM permit. Leave 4 1/8" liner applied from bottom. Must be able to write on permit before fully laminating.
   4. A sample exposed to sunlight in use on an automobile rearview mirror shall not curl more than 3/8" in the 3 3/4" dimension. This measurement is the evaluation of the top of the arc to a place upon which sample rests. The permit must be guaranteed to perform satisfactorily in the heat and not to break in the cold and withstand the general intended use.
   5. All printing and numbering on permits must be done using sun resistant inks that will remain in good legible condition for a period of one year after the permit has been in use on a vehicle.
   6. All temporary hang tags must be consecutively numbered in increments of 1, on the face. Erasures, strike-overs, and misprints will not be acceptable. A guarantee of no missing or duplicate numbers on all permits is required. Numbers are to be black 1/2" tall, printed on the front of the permit only and are to match the number/digits on the spreadsheet exactly.
   7. The temporary hang tags must incorporate a bar coded number. These black, \( \frac{1}{2} \)" tall numbers will be the bar coded equivalent of the permit number and will appear on the front of the hangtag only. This specific “3 of 9” bar code must be protected by a barcode security mask that will prevent the bar code from being photocopied or reproduced. The security mask must be tamper resistant destroying the bar code if alteration occurs.

c. Repositionable Inside Window Decal Permits:
   1. Permit trim/final size: 3" H x 2 1/4" W -- see artwork attached
   2. The Repositionable Interior Window Permits are intended to give the user the flexibility to transfer a permit from one vehicle to another as needed. They are designed for inside-window application and are easy to remove and reapply to a smooth, contaminant-free, interior glass surface. These decals exhibit high heat, abrasion, solvent and/or sunlight resistance, and will not show discoloration, cracking, blistering or loss of adhesion for a period of one year.
   3. The permit material is to be a tough, tear resistant, flexible, transparent polymer film to be a minimum of 4mil in thickness with a specially treated printing surface backed by a colorless, low-tack (removable) pressure sensitive adhesive which is protected by an easy-release, moisture-resistant, transparent, lay-flat liner which resists curl and has a minimum thickness of 3mil. The liner should be slit for easy removal.
4. The print quality should be of an offset printer, and the permits are one spot color permit and black (Ex. Black and Blue for Zone 1, Black and Orange for Lot 2) along with a hologram for security.

5. Permits are digitally numbered, in accurate sequences, using number sequences of customer choice. Permit numbers are continuous (no breaks or spaces) and of the same size and type font. There are no erasures, strikeovers and misprints, and vendor must guarantee no missing or duplicate numbers on all permits.

6. Permit numbers can be printed “right reading” with black ink as the reading number. The category and number can also be reversed out of the graphic design.

7. Each permit shall have a “3 of 9” bar code. Code 39 is an alphanumeric character set symbology. The code will print five characters per inch. START and STOP symbols must be counted as characters when measuring.

8. The barcode is to be printed at a 2.4 to 1 ratio with narrow bard .012 inch wide and wide bars .029 inch in width. The bars shall have a ½ inch nominal height. The height of the bars can be made taller without affecting the length. Barcodes that do not fall within these width and height parameters will not be accepted. Barcode to be printed with digital quality graphic image. Dot matrix, inkjet or similar method for printing barcodes is not acceptable.

9. To prevent unauthorized reproduction, all permits shall have a “holographic foil” image incorporated into the permit design, which may be a considerable part of the design. This foil must be unique and exclusive to the individual vendor and not available to the general public. The foil must be applied using the “hot stamping” method.

10. Please identify the number of times a sticker can be repositioned and/or identify a failure standard in which replacement would be warranted upon failure.

d. Bumper Style Outside Application
  1. Motorcycle Permit trim/final size: 1 7/8" H x 2 1/2" W -- see artwork attached
  2. Bicycle Permit trim/final size: 2" H x 2" W-- see artwork attached
  3. RFID Permit trim/final size: 1 1/4" H x 2" W -- see artwork attached. Decals are for exterior use or for RFID units (radio frequency identification unit). The stickers must be manufactured from destructible vinyl sheeting.

4. Printing and design work on the face of the stickers must be done using sun resistant inks that will remain legible for a period of one year after application.

5. Stickers must withstand tests of destructibility after application. Once applied sticker must attain a tight bond to the surface that will remain affixed until it is intentionally or manually removed. If an attempt is made to transfer the sticker it should destruct through tearing or distortion.

6. The adhesive on the back of the stickers must be of a special formulated pressure sensitive adhesive which requires no water, solvent or other wetting agent for activation. Adhesive used on motorcycle, bicycle and RFID permits must be semi-permanent so as not to damage the application surface during removal of the permit. The adhesive bond should remain permanent for a minimum period of one year after application. The adhesive must have a protective liner placed over it, which will also serve as a carrier sheet. The liner will contain printed instructions on the face of the liner pertinent to application and removal.

7. All stickers must be consecutively numbered in increments of 1, on the face. Erasures, strike-overs, and misprints will not be acceptable. A guarantee of no missing or duplicate numbers on all permits is required. Serial numbers are to be estimated at 34pt size or as large printer bold as possible.

8. Permits will be displayed on the front wheel assembly of a motorcycle or bicycle.
RFID permits will be affixed to the front of the unit, which is displayed on the windshield.

9. Motorcycle and Bicycle permits must have a 2D/3D hologram, which is unique to only the individual supplier and not available to the general public as an anti-counterfeiting. The 2D/3D holographic foil should be opaque and hot stamped onto the sticker.

10. A transparent fixative must be applied over the permit surface, which will resist ultraviolet fading and permit deterioration. This layer shall be resistant to cleaning solutions, such as Windex or hot and cold soapy water.

11. The liner of each sticker must contain a slit for easy application.

e. Shuttle Pass Cards
   1. The shuttle pass size is: 2” H x 3 5/16” W -- see attached artwork
   2. The shuttle pass is made of a durable tryply material.
   3. Some hangtag permits must have a shuttle pass card inserted in the poly bag.
   4. An additional 700 shuttle pass cards will not be inserted. Each shuttle pass category must have unique background color which will be determined by the UA Parking and Transportation Services department.

IV. PACKAGING: The permits must be individually packaged with the following specifications:

a. Permits must be individually packaged in polyethylene, or other comparable material, envelopes which allow the user to easily view the permit type and number. The envelope must be heat sealed on three sides to prevent the loss of the permit. **Heat sealing less than three ends of the envelope is not acceptable.** Each envelope must contain a perforation at the top of the envelope, which will allow the user to easily detach an envelope from the continuous roll while all other envelopes remain intact. Each envelope must contain a perforation along the length of the envelope, which will allow the user to easily open and remove a permit.

b. Permits must be packaged in a continuous roll form in low to high numerical sequence, in a dispenser type box which is durable and sturdy.

c. A maximum number of 500 permits will be packaged per dispenser box.

d. Each dispenser box must be fitted with a perforated window, which may be removed by the user so that permits may be easily dispensed. Beginning and ending permit numbers must be denoted on each dispenser box along with the permit type by means of a label.

V. LABELS: The following labels need to be applied to each permit.

a. A label, printed with the 6 to 11 character permit code and a consecutive bar code matching the number on the permit contained in each poly bag, must be attached to the outside of each poly bag. The label must have an additional layer of adhesive and liner to facilitate applying the label to a form. Tab portion of the label must have no adhesive, for easy removal, and must be printed to indicate location of peel tab. The label material will consist of a bright, white, 60# Litho with permanent adhesive. Vendor must guarantee no missing or duplicate numbers. A listing of missing numbers is not acceptable. The bar code must be code “3 of 9” in an alphanumeric character set symbology. The code will print 5 characters per inch.

b. START & STOP symbols must be counted as characters when measuring. Human readable characters must be a minimum 1/8” in height. The code is 2.4 to 1 ratio with narrow bars .012” wide and wide bars .029” in width. The bars have a ½” nominal
VI. ANNUAL USAGE: The following quantities are needed.

a. Total Hang Tag Permit Quantity: __3850__
   Total Color Lots: __6__ Total Copy Lots: __7__ Total Number Lots: __13__

b. Total Inside Window Style Decal Permit Quantity: __11965__
   Total Color Lots: 8 Total Copy Lots: 47 Total Number Lots: 55

c. Total Motorcycle Bumper Style Decal Permit Quantity: __1000__
   Total Color Lots: 1 Total Copy Lots: 2 Total Number Lots: 3

d. Total Bicycle Bumper Style Decal Quantity: __1500__
   Total Color Lots: 1 Total Copy Lots: 1 Total Number Lots: 2

e. Total RFID Permit Quantity: __14150__
   Total Color Lots: 12 Total Copy Lots: 18 Total Number Lots: 30

f. Total Temporary Permits Quantity: __3495__
   Total Color Lots: __5__ Total Copy Lots: 21 Total Number Lots: 26

g. Total Shuttle Pass Card Quantity: __1100__
   Total Color Lots: 4 Total Copy Lots: 4 Total Number Lots: 8

The stated quantities are based on past experience and are not to be interpreted as actual quantities that may be purchased during the contract term.

VII. SECURITY OF FACILITIES:

a. The bidder must submit with his bid a notarized letter stating that all art work, composition, plate making, printing, numbering, counting, coating, die cutting, slitting and packaging will be done on the vendor’s premises and no portion of it will be sublet. They must also have means of securing all entrances to the printing plant so that all entrances will be recorded on camera. In addition, all employees must be bonded. The user reserves the right to enter the vendor’s premises at any time during the production of the permits to inspect the method of production in full compliance with all provisions of the RFP.

b. All bidders must furnish, with their bid, evidence of capacity and experience for completing the job including a detailed list of all cameras, permit production equipment, including camera, plate making equipment, presses, numbering machines, coating and drying machinery, slitting machine, die cutting machines and packaging facilities.

DESIRED SPECIFICATIONS: State ability to meet PTS’s desired specifications. State any costs involved in providing the desired specifications. Costs should be broken down as specifically as possible. (Per item or job basis)

VIII. VENDOR RESPONSE TIME

a. Ability to respond to emergencies/special orders. State the capability of vendor to respond to inventory emergencies, i.e. reorder of present permit or a new type of permit.

b. In the event there is an error in the bar code printing what is the response time to replace
defective permits?

IX. QUALITY CONTROL

a. Describe quality control checks provided by the vendor; i.e. permit numbers are in sequential order with no missing permits.
b. Describe what guarantees are provided on the quality and readability of the masked barcode on the permit.
c. Describe terms for replacement of poor quality permits or unreliable readability of the masked barcode on the permits.

X. ARTWORK

a. Artwork for the passes will change on a yearly basis. Any changes in cost of the permits must be agreed upon by the awarded vendor and the University.

XI. DELIVERY INFORMATION

a. State delivery time from final approval of proofs.
b. What carrier do you use to ship your products?
c. Please include your shipping options and cost or if shipping is included.

XII. PERMIT INVOICING

a. Describe how permits and shuttle passes will be billed, i.e., $$ per type,
b. Describe payment terms and any discounts available to the University, i.e. 2% discount if paid within 10 days, net 30.

5.1 Term of Agreement. This agreement if for a one year period with the option to renew for four (4) additional (1) one year periods upon the mutual agreement by both parties.

5.2 Detailed Pricing.
Please list pricing for each item below:

<table>
<thead>
<tr>
<th>Individual Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Hang Tag Permits:</strong> $_________ EA</td>
</tr>
<tr>
<td><strong>B. Temporary Hang Tag Permits:</strong> $_________ EA</td>
</tr>
<tr>
<td><strong>C. Repositionable Inside Window Decal Permits:</strong> $_________ EA</td>
</tr>
<tr>
<td><strong>D. Bumper Style Outside Application Permits:</strong></td>
</tr>
<tr>
<td>Motorcycle Permits: $_________ EA</td>
</tr>
<tr>
<td>Bicycle Permits: $_________ EA</td>
</tr>
<tr>
<td>RFID Permits: $_________ EA</td>
</tr>
<tr>
<td><strong>E. Shuttle Pass Cards:</strong> $_________ EA</td>
</tr>
</tbody>
</table>

Please list pricing for bulk orders:

Enter your categories for bulk pricing: (example) 1000-2000 2001-4000 4001-6000

<table>
<thead>
<tr>
<th></th>
<th>1000-2000</th>
<th>2001-4000</th>
<th>4001-6000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Hang Tag Permits:</strong></td>
<td>$_________ EA</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
</tr>
<tr>
<td><strong>B. Temporary Hang Tag Permits:</strong></td>
<td>$_________ EA</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
</tr>
<tr>
<td><strong>C. Repositionable Inside Window Decal Permits:</strong></td>
<td>$_________ EA</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
</tr>
<tr>
<td><strong>D. Bumper Style Outside Application Permits:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle Permits:</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
</tr>
<tr>
<td>Bicycle Permits:</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
</tr>
<tr>
<td>RFID Permits:</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
</tr>
<tr>
<td><strong>E. Shuttle Pass Cards:</strong></td>
<td>$_________ EA</td>
<td>$_________ EA</td>
<td>$_________ EA</td>
</tr>
</tbody>
</table>
5.3 **Method of Payment & Discount for Early Payment.** The University’s preferred method of payment is via credit card. The University would issue a Purchase Order and upon receipt of goods or services, pay subsequent invoices by credit card.

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

Do you offer an early payment discount?  Yes _____  No _____

If yes, what is your offer? _____% if paid within____days after the University receives a proper, accurate, and uncontested Invoice for Payment.

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

5.6 **References.** Vendor to provide *Three (3) customer* references, from comparable institutions for similar products or services specified in this RFP, including the names and telephone numbers of the contact persons.

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

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

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

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

This proposal is submitted in response to Request for Proposals # L191405 issued by the University of Arizona. The undersigned, as a duly authorized officer, hereby certifies that __________________________ (Vendor Name), located at __________________________________________________________ (address), agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Request for Proposals (RFP) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety (90) calendar days as of the Due Date for responses to the RFP.

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

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

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

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

The Undersigned further certifies that your business (check the appropriate areas) ☐ does or ☐ does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102). If it does, please “CHECK” one of the following: ☐ Small Business ☐ Small Disadvantaged ☐ Small Business Women-Owned ☐ Women-Owned Disadvantaged ☐ Veteran owned ☐ HUB Zone ☐ Disabled Veteran Owned ☐ Alaska Native Corp. ☐ Historically Black Colleges and Universities and Minority Institutions

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

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

Name: ___________________________________________ Title: ______________________________

Signature: _______________________________ Date: _________ Email: __________

Telephone #: ______________ Facsimile #: ______________ F.E.I.N: _______________