Procurement and Contracting Services

Request for Proposals to Furnish The University of Arizona With a Qualified Operator of a Comprehensive, Self-Serve Print Kiosk Program on Campus

Please mark all proposal submission Envelopes with the following information
Sealed RFP # L181909
Due on 4/19/19 no later than 2:00 PM, MST
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<td>Scope of Work, Specifications, Technical Requirements</td>
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<td>6.0</td>
<td>Certifications and Forms (Vendor to complete and return with proposal)</td>
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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 with a qualified operator of a comprehensive, self-serve print kiosk program on campus. The print kiosk program should include the provision of card operated (via magnetic stripe and contactless chip) self-serve print kiosks at all existing University print kiosk locations. Print kiosk services should include single- and double-sided printing in color and black and white ink.

The University will require that interested vendors accept the University’s computerized Stored Value Account, CatCa$h, loaded on the CatCard (University Identification Card), as a form of payment for print kiosk services.

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 the 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, which take 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.

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/. For specific demographic information, visit http://factbook.arizona.edu.

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Time, MST</th>
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<tbody>
<tr>
<td>03/20/19</td>
<td>Issuance of RFP</td>
<td></td>
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<tr>
<td>04/03/19</td>
<td>Pre-Proposal Conference, Mandatory at 9:00 AM</td>
<td>9:00 AM, MST</td>
</tr>
<tr>
<td>04/04/19</td>
<td>Technical Questions/Inquiries due no later than 12:00 PM</td>
<td>12:00 PM, MST</td>
</tr>
<tr>
<td>04/19/19</td>
<td>RFP is Due April 19, 2019, no later than 2:00 PM</td>
<td>2:00 PM, MST</td>
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3.4 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 should be made to Jeff Sembar, at telephone # 520-626-7439, or facsimile # 520-621-5179, or email: jsembar@email.arizona.edu.

Date: April 3, 2019
Time: 9:00 AM, MST
Place: The University of Arizona
Student Union Memorial Center
Picacho Room, Level 3
1303 E University Blvd.
Tucson, AZ 85719

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.

3.5 Pre-Proposal Site Visit. Not Applicable

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 Jeff Sembar at telephone # 520-626-7439, facsimile # 520-621-5179, email address jsembar@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: Jeff Sembar

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: Jeff Sembar

Telephone No. 520-626-7439
Facsimile No. 520-621-5179
Email Address: jsembar@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 4/4/19 by 12:00 PM, 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 4/4/19 by 12:00 PM, MST.**
- Inquiries about technical interpretations must be submitted in writing, and be received **no later than 4/4/19 by 12:00 PM, 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 Jeff Sembar 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 4/4/19 at 12:00 PM, 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. Not Applicable

3.7.15 Performance and / or Payment Bonds. Not Applicable

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 4/19/19 by 2:00 PM, 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: Jeff Sembar

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: Jeff Sembar

no later than 4/19/19 by 2:00 PM, 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 the University determines that due to an insufficient number of proposals received, it would be in the University’s best interest, 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. Vendors are to submit one (1) original, in hardcopy form, along with a copy in electronic form, on a 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 # L181909  
4/19/19 by 2:00 PM, MST  
Jeff Sembar  
Vendor Name

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 Recomence 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 errors, omissions, or other problematic information. The University may decide upon the materiality of such errors, omissions, or other problematic information.

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

➢ Financial (30%)
   The proposal that offers the best financial value to the University and/or provides the largest financial contribution to the University, including:
   a. A guaranteed revenue share with the University of “per click” (per copy) retail pricing from available print services purchased at the self-serve print kiosks (i.e. a 50% revenue share of retail price per click, etc.)
   b. Any other creative opportunities may be suggested.

➢ Quality, Variety and Pricing of Print Services (25%)
   Proposals should demonstrate the quality and variety of print services offered and detail the retail pricing for all available services. Pricing should include any recommended annual increases, volume discounts, etc.

➢ Equipment Quality (20%)
   Vendors must provide detailed specifications for all self-serve print kiosk equipment. All proposed equipment must be energy efficient and meet or exceed performance specifications as listed in Section 5.3.
   a. Additional points will be awarded to Vendors who can guarantee the provision of energy efficient and/or Energy Star Certified equipment and kiosks.

➢ Quality of Service and Support (15%)
   Proposals should demonstrate Vendor’s ability to deliver consistent and effective service to all print kiosks on campus. Locations accessible to students 24/7 (residence halls, main library) will require service as needed 24/7. Vendors should detail their service and support plan for all print kiosks on campus and specify whether or not they will provide a qualified service staff/personnel dedicated to the University’s account. If a qualified service staff/personnel will be provided for the University’s account, please include the value of this dedicated service.

➢ Vendor Qualification (10%)
   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 address:
   a. Any promotional marketing activities that the University should expect from a self-serve print kiosk (i.e. advertising and/or other strategies that highlight self-serve print kiosk options in multiple locations on campus).
   b. The level of management and staff that will be actively involved in the operation, including an organizational chart for the proposed staff.
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 any employee of the University has, or has a relative who has, a substantial interest in any Agreement that may result from 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 and Rehabilitation Act.** The Successful Vendor will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, and all applicable federal regulations.

All electronic and information technology and products and services to be used by University faculty/staff, students, program participants, or other University constituencies must be compliant with the Americans with Disabilities Act as amended and the Rehabilitation Act. Compliance means that a disabled person can acquire the same information, engage in the same interactions, and enjoy the same services as a nondisabled person, in an equally effective and integrated manner, with substantially equivalent ease of use.

4.3.1 **Electronic and Information Technology.** Any acquisition considered electronic and information technology (EIT) as defined by the Access Board at 36 CFR 1194.4 and in the FAR at 2.101 must comply with Section 508 (36 CFR Part 1194) and, for web-based applications, WCAG 2.0, Level AA Guidelines. In addition, the submission of a completed Voluntary Product Accessibility Template (VPAT) is required so the University of Arizona may ascertain conformance. Proposals or bids without a completed VPAT may be disqualified from competition. The UA Guide to the VPAT and the templates themselves are available to assist vendors in this process. See information at [http://itaccessibility.arizona.edu/guidelines/purchasing/vpat](http://itaccessibility.arizona.edu/guidelines/purchasing/vpat).
EIT is information technology (IT) and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. EIT includes, but is not limited to:

- telecommunication products, such as telephones;
- information kiosks and transaction machines;
- World Wide Web sites;
- software;
- multimedia (including videotapes); and
- office equipment, such as copiers and fax machines.

The University of Arizona reserves the right to perform real-world testing of a product or service to validate vendor claims regarding Section 508 conformance. To facilitate testing, the vendor will, upon request, provide the University with access to the product being considered for purchase for a period of at least 30 calendar days.

4.3.2 Services and Products. An accessible service or product is one that can be used by as many people as possible, taking into account their physical, cognitive, emotional, and sensory differences.

Services provided include, but are not limited to:

- education and training;
- cultural and athletic events;
- vehicle rentals
- event space and lodging; and
- parking and transportation.

Products include, but are not limited to:

- office equipment;
- office and classroom furniture; and
- kiosks

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 **Prohibited 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 and Tobacco Policy.** This policy applies to the University of Arizona main campus in Tucson, the Arizona Health Sciences Center, the Phoenix Biomedical Center, UA South and all University vehicles. This policy applies to University students, faculty, employees, contractors, volunteers, and visitors on its campuses and in its vehicles. To view the complete policy, click on [http://www.hr.arizona.edu/policy/classified-staff/408.0](http://www.hr.arizona.edu/policy/classified-staff/408.0). The Successful Vendor is expected to respect this tobacco free policy and fully comply with it.

4.16 **Export Control.** The Parties acknowledge that any goods, materials, or services specified in this solicitation may be subject to the export control laws of the United States, specifically including, but not limited to, the requirements of the International Traffic in Arms Regulations (ITAR), 22 C.F.R. 120 et seq., and the Export Administration Regulations, 15 C.F.R. 730-774. Vendor shall inform the designated Buyer of the export classification in their response. The University may elect not to receive certain export controlled items.

4.17 **No Boycott of Israel.** As required by ARS §§ 35-393 to 35-393.01, Entity certifies it is not currently engaged in a boycott of Israel and will not engage in a boycott of Israel during the term of this Contract. However, unless and until the District Court's injunction in Jordahl v. Brnovich et al., Case No. 3:17-cv-08263 (D. Ariz.) is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. 35-393.01 (A)) is unenforceable and the State will take no action to enforce it.

4.18 **Arbitration.** The parties agree to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to ARS § 12-133.

4.19 **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.

4.20 **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.

4.21 **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.

4.22 **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.

4.23 **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.

4.24 **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.

4.25 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 (CGL) insurance with minimum limits of ONE MILLION DOLLARS ($1,000,000) each occurrence and TWO MILLION DOLLARS ($2,000,000) general aggregate.
- 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, Worker’s Compensation insurance in accordance with applicable Arizona Statutes, for any employees engaged in the performance of Agreement; and
- Employer’s Liability insurance with a minimum limit of FIVE HUNDRED THOUSAND DOLLARS ($500,000).

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.

4.26 Additional Insurance Requirements (Consultants, Lawyers, Architects and Engineers Agreements). Not Applicable

4.27 Additional Insurance Requirements (Medical Services Agreement). Not Applicable

4.28 Additional Insurance Requirements (Handling Hazardous Wastes). Not Applicable

4.29 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.

4.30 **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.

4.31 **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.

4.32 **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.

4.33 **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.

4.34 **Performance and / or Payment Bonds.** Not Applicable

4.35 **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.

4.36 **Price Adjustment for Multi-Year Contracts.** 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.

4.37 **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.

4.38 **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.

4.39 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.

4.40 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.

4.41 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.

4.42 Termination

4.42.1 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.

4.42.2 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.

4.42.3 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.

4.42.4 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.

4.42.5 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.

4.42.6 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.

4.42.7 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.

4.43 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.

4.44 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.

4.45 Data Use, Ownership, and Privacy. The terms of this section apply if Supplier receives, has access to, stores, or analyzes any UA Data (as defined below). As between the parties, UA will own, or retain all of its rights in, all data and information that UA provides to Supplier, as well as all data and information managed by Supplier on behalf of UA, including all output, reports, analyses, and other materials relating to, derived from, or generated pursuant to the Agreement, even if generated by Supplier, as well as all data obtained or extracted through UA’s or Supplier’s use of such data or information (collectively, UA Data). UA Data also includes all data and information provided directly to Supplier by UA students and employees, and includes personal data, metadata, and user content.

UA Data will be UA’s Intellectual Property and Supplier will treat it as UA Confidential Information (as defined below). Supplier will not use, access, disclose, or license, or provide to third parties, any UA Data, except: (i) to fulfill Supplier’s obligations to UA hereunder; or (ii) as authorized in writing by UA. Without limitation, Supplier will not use any UA Data, whether or not aggregated or de-identified, for product development, marketing, profiling, benchmarking, or product demonstrations, without, in each case, UA’s prior written consent. Supplier will not, directly or indirectly: (x) attempt to re-identify or de-aggregate de-identified information; or (y) transfer de-identified and aggregated information to any third party unless that third party agrees not to attempt re-identification or de-aggregation. For UA Data to be considered de-identified, all direct and indirect personal identifiers must be removed, including names, ID numbers, dates of birth, demographic information, location information, and school information. Upon request by UA, Supplier will deliver, destroy, and/or make available to UA, any or all UA Data.

Notwithstanding the foregoing, if the Agreement allows Supplier to provide aggregated and de-identified data to third parties, then Supplier may provide such data solely to the extent allowed in the Agreement, and, unless otherwise stated herein, only if such data is aggregated with similar data of others (i.e. is not identified as UA, ABOR, or Arizona-specific).

4.46 PCI DSS AND PABP COMPLIANCE. Contractor acknowledges, warrants and will maintain all applicable PCI DSS requirements to the extent the service provider handles, has access to, or otherwise stores, processes, or transmits the customer’s cardholder data and/or sensitive authentication data and/or can affect security of those entities that store, process, or transmit cardholder data (e.g. Managed Services).

Furthermore, Contractor must certify at time of contract/agreement to be in compliance and continue to meet all applicable requirements by providing validation either by appearing on the VISA Global Registry of Service Providers (CISP), Payment Card Industry Security Standards Council Validated Payment Applications list (if applicable), or provide a completed and signed Attestation of Compliance (AOC) signed by a PCI approved Quality Security Assessor (QSA). Any change in Contractor’s certification requires prompt (within thirty (30) days) written notification to the University of Arizona.

Furthermore, Contractor agrees to provide to the University of Arizona upon request, any supporting compliance documentation such as but not limited to Approved Scan Vendor (ASV) Attestation of Compliance (AOC), external scan results, penetration testing results, and/or a
completed Service Provider Self-Assessment Questionnaire (SAQ) D (if not completing a third-party assessment).

Contractor agrees to indemnify the University of Arizona for any breach of its cardholder data attributed to the application, system, or Contractor controlled interface to CHD or service provided by the Contractor. Contractor agrees to notify the University of Arizona authorized representative within 24 hours in the event of unauthorized release of cardholder data.

Contractor must provide written documentation, which outlines the specific PCI DSS compliance responsibilities of both the Contractor and the University of Arizona.

4.47 Information Security. All systems containing University Data must be designed, managed, and operated in accordance with information security best practices and in compliance with all applicable federal and state laws, regulations and policies. To diminish information security threats, Licensor will (either directly or through its third party service providers) meet the following requirements:

4.47.1 Access Control. Control access to the University’s resources, including sensitive University Data, limiting access to legitimate business need based on an individual’s job-related assignment. Licensor will, or will cause the system administrator to, approve and track access to ensure proper usage and accountability, and Licensor will make such information available to the University for review, upon the University’s request.

4.47.2 Incident Reporting. Report information security incidents immediately to the University (including those that involve information disclosure incidents, unauthorized disclosure of University Data, network intrusions, successful virus attacks, unauthorized access or modifications, and threats and vulnerabilities).

4.47.3 Off Shore. Direct services under this Agreement will be performed within the borders of the United States. Any services that are described in this Agreement that directly serve the University and may involve access to secure or sensitive University Data or personal client data or development or modification of software for the University will be performed within the borders of the United States. Unless stated otherwise in this Agreement, this requirement does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of this Agreement. This provision applies to work performed by subcontractors at all tiers and to all University Data.

4.47.4 Patch Management. Carry out updates and patch management for all systems and devices in a timely manner and to the satisfaction of the University. Updates and patch management must be deployed using an auditable process that can be reviewed by the University upon the University’s request.

4.47.5 Encryption. All systems and devices that store, process or transmit sensitive University Data must use an industry standard encryption protocol for data in transit and at rest.

4.47.6 Notifications. Notify the University immediately if Licensor receives any kind of subpoena for or involving University Data, if any third-party requests University Data, or if Licensor has a change in the location or transmission of University Data. All notifications to the University required in this Information Security paragraph will be
sent to UA Information Security at infosec@email.arizona.edu, in addition to any other notice addresses in this Agreement.

4.47.7 **Security Reviews.** Complete SOC2 Type II or substantially equivalent reviews in accordance with industry standards, which reviews are subject to review by the University upon the University’s request. Currently, no more than two reviews per year are required.

4.47.8 **Scanning and Penetration Tests.** Perform periodic scans, including penetration tests, for unauthorized applications, services, code and system vulnerabilities on the networks and systems included in this Agreement at regular intervals in accordance with industry standards and best practices. Licensor must correct weaknesses within a reasonable period of time, and Licensor must provide proof of testing to the University upon the University’s request.

4.47.9 **University Rights.** The University reserves the right (either directly or through third party service providers) to scan and/or penetration test any purchased and/or leased software regardless of where it resides.

4.47.10 **Secure Development.** Use secure development and coding standards including secure change management procedures in accordance with industry standards. Perform penetration testing and/or scanning prior to releasing new software versions. Licensor will provide internal standards and procedures to the University for review upon the University’s request.

4.47.11 **Data.** An explicit acknowledgement that the contract allows the contract partner access to confidential information.
- A stipulation that the confidential information will be held in strict confidence and accessed only for the explicit business purpose of the contract.
- A guarantee from the contract partner that it will ensure compliance with the protective conditions outlined in the contract.
- A guarantee from the contract partner that it will protect the confidential information it accesses according to commercially acceptable standards and no less rigorously than it protects its own customer’s confidential information.
- A provision allowing for the return or destruction of all confidential information received by the contract partner upon completion of the contract.
- A stipulation allowing the entry of injunctive relief without posting bond in order to prevent or remedy breach of the confidentiality obligations of the contract.
- A stipulation that any violation of the contract's protective conditions amounts to a material breach of contract and entitles the University to immediately terminate the contract without penalty.
- A provision allowing auditing of the contract partners' compliance with the contract safeguard requirements.
- A provision ensuring that the contract's protective requirements shall survive any termination of the agreement.

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

The University of Arizona invites proposals from interested and qualified vendors to furnish the University with a qualified operator of a comprehensive, self-serve print kiosk program on campus. The print kiosk program should include the provision of card operated (via magnetic stripe and contactless chip) self-serve print kiosks at all existing University print kiosk locations. Print kiosk
services should include single- and double-sided printing in color and black and white ink at minimum. Vendors are welcome to include other print kiosk services in their proposals for consideration.

The University’s goal is to provide reliable and high quality print services from various self-serve print kiosks on campus to support the basic printing needs of the campus community. The University desires a full service contract under which the Successful Vendor provides all equipment and products required to deliver print services from self-serve kiosks and pays a portion of the kiosk revenues to the University. Since this contract is viewed as a service to the University community, the University and the Successful Vendor will establish the retail prices of the print services together.

5.1 Term of Agreement. The initial term will be for a period of five (5) years beginning July 1, 2019 with the option to renew for five (5) additional one (1) year periods upon mutual agreement of both parties. The term of this agreement will end on May 30 of the last year of this agreement.

5.2 Print Kiosk Location. There are currently 43 self-serve print kiosks at 25 locations on the University’s main campus. In addition, there are 3 self-serve print kiosks at 3 locations off-campus. See Attachment A, Section 1 for a complete list.

5.2.1 New print kiosk locations must be agreed upon by both parties. Data and electricity required for new locations will be provided at the expense of the University department/building requesting the print kiosk. Any installation work required for new locations may be supervised by the University’s Facilities Management and Information Technology Systems Departments.

5.2.2 In order to ensure that the self-serve printing service provided on Campus is equally available to individuals with disabilities, the University must provide accessible self-serve units at all current and future locations where the service is offered to others. Compliance can be attained in the following ways:

5.2.2.1 Where there is more than one unit clustered together in one location, 50% are required to be accessible.

5.2.2.2 Where there is more than one unit in a building, but they are not clustered, 50% are required to be accessible with signage noting the locations of the accessible units in the building.

5.2.2.3 Where there is only one unit in a building, either an accessible unit needs to be added in addition or the location can opt to just have one unit, but it must be the accessible model.

5.3 Equipment. All existing self-serve print kiosk locations must be retained, and all current and future print kiosks must be able to produce single- and double-sided prints in color and black and black and white ink at minimum.

5.3.1 The Vendor will be responsible for the installation and removal of all the necessary equipment used to provide self-serve print kiosk services on campus.

5.3.2 At the time of initial installation, all equipment will be new and original factory manufactured in 2016 or thereafter. Within thirty days after the start of this contract, the vendor will submit a list of all print kiosks by location to the designated University representative. This list will include the brand name, model, number, serial number, date of manufacture, manufacturer’s name and address, and manufacturer’s telephone number. The University expects that all print kiosk equipment provided is reliable with
proven performance in high-volume settings (i.e. other universities or settings with similar high-volume usage).

5.3.3 The University prefers equipment and self-serve print kiosks that are Energy Star Certified or inclusive of any type of energy saving technology now available for self-serve print kiosks.

5.3.4 The Vendor will have full responsibility for the costs of any damage to or loss of self-serve print kiosk equipment located at the University. The Vendor will also have full responsibility for cost to repair damage to the University’s premises which results from negligence or accidents by the Vendor or its employees.

5.3.5 The self-serve print kiosks and related auxiliary equipment must be color and style coordinated, approved as acceptable to the University, be of proved efficiency, and be decor treated with appropriate University branding. The University reserves the right to require the removal and replacement of machines that the University deems not to meet this standard.

5.3.6 The purchase, storage, stocking, and re-stocking of the supplies required for the operation and function of all self-serve print kiosks (i.e. paper, ink, etc.) must be addressed and valued in all submitted proposals. If the Vendor does not wish to carry the sole responsibility for these duties, their proposal should detail the Vendor’s recommended management of each.

5.3.7 The Vendor will maintain a continual program of equipment replacement especially in high volume locations, in order to maintain the highest level of service quality and sales.

5.3.8 Any self-serve print kiosk equipment not removed from University locations on expiration or termination of this contract, or after ten (10) days written notice to the Vendor, may be removed and placed in storage by the University. Vendor will be responsible for costs of removal, storage, and product and revenue loss caused by this necessary action.

5.3.9 The Successful Vendor must ensure that all self-serve print kiosk equipment provided to the University conforms to current University standards, including: internet access to facilitate printing from the cloud (i.e. Google Drive, Box, the University’s D2L site, etc.), all necessary equipment installed (i.e. card reader with a cellular/mobile antenna) to render each print kiosk as fully compatible with and ready to accept credit card payments and payments from the existing University Stored Value Account, CatCa$h, via CatCard, and unique machine identification number that is easily visible for reference when service calls are placed. In addition, the Successful Vendor must provide a designated print kiosk program contact person and contact information at which this person can be reached for all print kiosk program needs (i.e. service calls, machine refills, etc.).

5.3.10 The University’s computerized stored value account, CatCa$h, which is currently on the CatCard (University identification card), and other debit/credit card plans (University Department Charge Cards) are required to be accepted by the Successful Vendor as a form of payment at all self-serve print kiosks on campus via the card’s magnetic stripe or contactless chip. Costs associated with the operation of the CatCard will be borne by the Vendor. These costs include, but are not limited to: purchase of appropriate card readers (must be compatible with the campus card system, currently Blackboard Transact), maintenance costs associated with access readers, cost of installation and maintenance of data lines, and any established transaction fees on sales transacted via the CatCard debit card. The transaction fee in the past has been 2.50% of sales.
transacted via the CatCard. Applicable transaction fees will remain comparable to fees charged to other vendors to accept payment via CatCard.

5.3.11 It is the sole responsibility of the vendor to verify each CatCard transaction. Unauthorized use of a CatCard will be refunded to the owner of the card and charged to the Vendor only after the card is reported as lost or stolen. In the event of a University stored value account system malfunction, it will be the Vendor’s option whether or not they accept the card for purchase. Any and all losses resulting from acceptance of the CatCard will be the sole responsibility of the Vendor.

5.4 Installation, Maintenance & Operations. It is critical that all equipment supplied for the University self-serve print kiosk program be maintained in optimum working order. The Successful Vendor will be responsible for any and all costs associated to install their equipment. Any costs for future modifications to print kiosks, required by law, will be borne by the Vendor. Upon termination of the agreement, the Vendor will be required to remove their print kiosk machines and restore their respective machine locations to a condition equal to the condition prior to the beginning of the contract period. Minimum requirements for the maintenance and operations of equipment are as follows:

5.4.1 The maximum response time on all equipment problems is two days. This means that the University will receive a response from the Vendor within 24 hours of a fault being reported, and the machine will be visited and either the fault corrected and/or the machine restocked within 48 hours. If the fault is mechanical and cannot be corrected within 48 hours, the Vendor will replace the machine with a comparable backup machine as soon as possible. Vendor must provide some means by which messages or service calls can be recorded after their normal working hours or on weekends. (Please describe in your response how this will be handled, especially for those locations with 24/7 access.) The Vendor must guarantee that the frequency of preventive maintenance will meet or exceed that which is recommended by the manufacturer of the equipment. The University can only provide limited storage space for materials, but it is unlikely that space for equipment can be provided.

5.4.2 The Vendor will affix a decal or sticker to each machine to show the machine identification number, the telephone number to call for machine service, and instructions for how customers request a refund.

5.4.3 The Vendor will maintain all equipment in a clean and sanitary condition. The University will provide normal custodial service, to consist of cleaning the walls, hallways, and other University property. Vendor will be responsible for cleaning under machines, top of machines and behind machines on a regular basis. Vendor will also be required to remove any and all trash which pertains to the servicing of the machines.

5.5 Staff. Any on-site service employees of the Vendor must wear identifying uniforms and a picture ID at all times. Personnel relations of employees on the Vendor’s payroll will be the Vendor’s responsibility. The Vendor will comply with all applicable government regulations related to the employment, compensation, and payment of personnel. The University reserves the right to request that any employee be removed from this account at any time.

5.6 Parking and Access Permits. All Vendor vehicles on campus will be required to purchase and display approved vendor parking permits as required by University Parking and Transportation Services.
5.7 **Service Hours.** The Vendor will work with the University to request building hours and coordinate access to service the print kiosk machines as needed. Arrangements for access to Residence Halls must be coordinated with the University Housing and Residential Life Department and their respective building managers.

5.8 **University Access/Keys.** The Vendor must purchase CatCards ($25) for any employee who will need access to any University facility. The CatCard is used for keyless access and is necessary to check out keys (if needed) from the University’s Facility Management Department for University Buildings. The Vendor should note that they must notify the University’s Facility Management Department and/or Housing and Residential Life within 24 hours of the discovery of lost or stolen keys. The unauthorized duplication or use of a card/key to a public building is a punishable offense under the Arizona Revised Statutes, Section 13-3715, and the Vendor will be assessed a re-keying charge for lost or stolen card/keys.

5.9 **Refunds.** Each proposal must explain the proposed method of providing refunds to the public where the machine is not in good working order. Refunds will not be deducted from gross receipts for the purposes of computing revenue share payments due to the University.

5.10 **Standard Business Operations.** The Successful Vendor will be responsible for all aspects of their business operations which may include, but is not limited to: storage, stocking, re-stocking, security, fire safety inspections, sanitation, etc.

5.11 **Utilities.** Currently there is no charge for electricity at print kiosk locations. The cost to install or extend any new utilities for a new print kiosk location, including data/internet service, will be borne by the University department/building requesting the print kiosk.

5.12 **Inspections & Review.**

5.12.1 **Right to Inspect Machines.** The University representative will have the right to inspect any machine with the Vendor at any time.

5.12.2 **Review.** In order to insure a mutually beneficial business relationship, the University expects to review its print kiosk program routinely. Product and equipment changes and advances will also be reviewed. This process will allow both the University and the Successful Vendor the opportunity to maintain the highest quality standards expected in this type of relationship.

5.12.3 **Pre-occupancy Inspection.** A physical pre-occupancy inspection and inventory of all current print kiosk locations will be conducted prior to the Vendor taking possession of said print kiosk locations. Any deficiencies will be noted and corrected by the University or accepted as is by both parties. Upon completion of this contract and all options, a post-occupancy inspection and inventory will occur. Any new deficiencies noted, will be the responsibility of the Vendor to correct back to the original condition identified during the pre-occupancy inspection.

5.13 **Accountability.**

5.13.1 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 commission report that includes the recap of total sales of individual products for the month, a breakdown of total sales by location, and a recap of sales by tender. If the CatCa$h sales exceed the amount due to the University, a payment will be issued from the University to the
vendor. If the non-CatCa$h sales exceed the amount due to the vendor, a payment will be issued from the vendor to the University.

5.13.2 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 are 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 Vendor agrees to pay all taxes, licenses, and other expenses, if any.

5.13.3 If monthly revenue share payments are due and not received by the University on the due dates as noted above, the unpaid commissions will accrue interest at the lesser of two and one-half percent (2.5%) per month or the highest contractual interest rate allowed by the State of Arizona. All such amounts will be calculated monthly and will be due and owing in the same manner and at the same time as the revenue share payments.

5.13.4 The Vendor 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 Vendor’s expense, to request that the revenue share 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.

5.13.5 The University will have the right to review the Vendor’s internal controls and accounting procedures relative to the Vendor’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 Vendor from the University.

5.14 Subcontracts. The Vendor will have the responsibility for the total self-serve print kiosk program of the contract awarded. 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 Vendor. If a subcontract is approved, the Vendor will be responsible for any subcontractor activities the same as if the Vendor were directly furnishing the service. All other terms of this agreement remain the same.

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

5.16 Print Services & Pricing. The Vendor should describe all print services that will be available from their self-serve print kiosks in their proposal. This description will include print sizes, formats, etc. of the services provided from the kiosks and their suggested retail price. Any change of the proposed print services or pricing must be approved by the University’s representative before being implemented by the Vendor. The Successful Vendor’s prices will not exceed any of the Vendor’s national or advertised pricing at similar institutions.

5.17 Awards. The RFP will be awarded based on the Evaluation Criteria noted in Section 3.9.8, the Vendor’s ability to provide the services requested in the RFP, and on the total value of the Proposal according to the proposed revenue share of retail pricing. Proposals may include
other revenue sharing plans, however, the University reserves the right to reject any and all such plans in favor a guaranteed revenue share of retail pricing.

5.17.1 All proposals should include a retail pricing schedule by proposed print service/type for each year of the agreement, with cumulative retail pricing increases as recommended by the Vendor (see Attachment A, Section 2).

5.18 Proposal Response: The Vendor’s proposal response should address the Evaluation Criteria noted in Section 3.9.8 and 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.

5.18.1 Financial. Vendor must detail their financial package to the University.

5.18.2 Quality, Variety, and Pricing of Print Services. Vendor must demonstrate the quality and variety of all proposed print services and detail their corresponding retail prices by size, type, etc. using the format provided in Attachment A, Section 2.

5.18.3 Equipment Quality. Vendor must identify and provide specifications for all proposed self-serve print kiosk equipment as detailed in Section 5.3. Highlight all energy saving certifications.

5.18.4 Quality of Service and Support. Vendor must fully detail the type of service, support, response time, etc. as detailed in Section 5.4.

5.18.5 Vendor Qualification. Vendor must specifically address their qualifications and experience in providing the level of service required to fulfill the terms of their proposal. In addition, vendor must:

5.18.5.1 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.

5.18.5.2 Include five (5) customer references from comparable locations/institutions for similar products or services as those specified in this RFP, including the names and telephone numbers of the contact persons.

5.18.5.3 Provide the name and location of three (3) current self-serve print kiosk locations. The University will reserve the right to make site inspections of any and all locations for the purpose of inspecting the quality of the print services provided and the standards of each unit.

5.18.5.4 Designate who in its organization is authorized to represent and speak for the vendor in all business and contractual matters relating to this RFP.

5.18.6 Transition Time. Proposals should include a proposed timescale for the installation of equipment in order that the impact on University operations is minimized and the self-serve print kiosk program is fully operational by August 1, 2019.

5.19 Exclusivity. Unless proposals specifically address campus-wide exclusivity none is assured. Any proposal which calls for campus-wide exclusivity will be expected to address the scope of that exclusivity, scope of services to be provided, and the total financial package (including, but
not limited to up-front cash payments) that will be guaranteed to the University in exchange for that exclusivity. Vendors proposing campus exclusivity should detail additional financial advantages for the University to consider such a request for guaranteed exclusivity and first right of refusal for expansion opportunities.

5.20 **Furnish and Install.** The items specified in this solicitation will be provided on a furnished and installed basis. The Successful Vendor shall have the complete responsibility for the items or system until it is in place and working. Any special installation preparation and requirements must be submitted to the University. All transportation and coordination arrangements will be the responsibility of the Successful Vendor. Delivery of equipment will be coordinated so that items or system will be delivered directly to the installation site. This effort will minimize risk of damage and avoid double handling.

5.21 **Accessibility.**

5.21.1 Address compliance with WCAG 2.0 AA and UA Rehabilitation Act Section 508.

a. Address accessibility for both user and administrator/staff functionality.

5.21.2 Provide your VPAT for accessibility (Voluntary Product Accessibility Template) or your WCAG 2.0 Conformance Statement. Templates to be completed can be provided upon request.

a. Include specific information regarding the accessibility of platform, keyboard navigation, and screen reader accessibility.

5.21.3 Has your product been verified for accessibility with assistive technologies for all functionality? If so, was verification through in-house testing or via third tester/vendor?

a. Please list OS, assistive technologies and applications (browsers) tested, including version numbers.

5.21.4 Discuss where and how accessibility is included in your product development process.

5.21.5 If you are designing digital content such as email, Web-based or Social Media content, discuss your efforts to ensure accessibility.

5.21.6 Specific to these self-serve printing units:

5.21.6.1 All operable mechanisms, touch screen locations and payment points must be located no higher than 48” to comply with ADA reach range requirements.

5.21.6.2 The area to retrieve the copies must also be accessible not only in reach range but the copies must also be able to be taken from the retrieval point without necessitating pinching or grasping. Currently, the finished copies go to a depressed area that has a lip in front which does not allow easy retrieval by just sliding the copies forwards.

5.21.6.3 During installation, insure that accessible units are placed where there is an available 30” X 48” area along the front to provide the space needed for a side approach to the unit.
5.22 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 _____

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

6.1 Certification of Proposal

6.2 Legal Workers Certification (Required for all Contracts for: Services; Construction or Maintenance of Structure, Building or Transportation Facility; or Improvements to Real Property costing $100K and over)
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 # L181909, 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.

In accordance with Purchasing Policy 4.3 – Small Business Utilization Program, 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: _______________

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6.2. LEGAL WORKER CERTIFICATION

Required for all Contracts for: Services; Construction or Maintenance of any Structure, Building or Transportation Facility; or Improvements to Real Property costing $100K and over.

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(s) 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(s) and employee(s) who perform work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor(s) who perform work under 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) ______________________________

(November 3, 2009)