



NOTICE OF SOLICITATION

SERIAL # 240153-RFP

REQUEST FOR PROPOSALS FOR RENTAL, LEASE, AND PURCHASE OF EQUIPMENT AND ASSOCIATED SERVICES AND SUPPORT

Notice is hereby given that Maricopa County is conducting this Request for Proposals electronically through an outside agent e-procurement platform, Periscope S2G (formally known as BidSync), until **2:00 p.m. Mountain Standard Time (MST)** on **TUESDAY, JUNE 18, 2024** for **SERIAL# 240153-RFP REQUEST FOR PROPOSALS FOR RENTAL, LEASE, AND PURCHASE OF EQUIPMENT AND ASSOCIATED SERVICES AND SUPPORT** for Maricopa County.

ONLY RESPONSES THAT ARE SUBMITTED THROUGH THE E-PROCUREMENT PLATFORM (<https://www.periscopeholdings.com/s2g>) WILL BE CONSIDERED.

For submission instructions, see Exhibit 1.

For assistance with the e-procurement platform functionality, contact Periscope S2G's Vendor Support Department via phone or email, during regular business hours: 1-800-990-9339 or support@PeriscopeS2G.com, or visit the [Periscope S2G support portal](#).

All responses must be submitted **electronically** through the e-procurement platform prior to the bid closing. The bid will be listed under "**240153-RFP REQUEST FOR PROPOSALS FOR RENTAL, LEASE, AND PURCHASE OF EQUIPMENT AND ASSOCIATED SERVICES AND SUPPORT.**"

The Maricopa County Procurement Code (Code) governs this procurement and is incorporated by reference. Any protest concerning this Request for Proposals must be filed with the procurement officer in accordance with Section MC1-905 of the Code.

All standard terms and conditions concerning this Request for Proposals can be located at <https://www.maricopa.gov/DocumentCenter/View/6453>.

Any addenda to this Request for Proposals will be posted on the Maricopa County Office of Procurement Services website under the solicitation serial number. This information will also be posted online at <https://www.periscopeholdings.com/s2g>.

FAILURE TO REVIEW ANY ADDENDA DOES NOT NEGATE YOUR INITIAL OFFER AND HOLDS THE RESPONDENT RESPONSIBLE FOR ANY CHANGES PRIOR TO BID CLOSING.

INQUIRIES: SUBMIT ALL INQUIRIES ABOUT THIS REQUEST FOR PROPOSALS BY THE QUESTION DATE/TIME DEADLINE POSTED IN PERISCOPE S2G'S "Q&A" TAB FOR THIS SOLICITATION.

Administrative inquiries may be directed to:

ROBERT NAMOR, PROCUREMENT OFFICER

Telephone: (602) 506-8707

Email: robert.namor@maricopa.gov

THERE WILL BE A NON-MANDATORY PRE-BID TELECONFERENCE ON MONDAY, JUNE 3, 2024, AT 10:00 A.M. MST. TO CONNECT VIA COMPUTER, TABLET, OR SMARTPHONE, GO TO [HTTPS://TINYURL.COM/67VTNA2K](https://tinyurl.com/67VTNA2K). YOU MAY ALSO CALL IN AT 480-702-3496 AND ENTER CONFERENCE ID: 138 135 15#.

NOTE: Maricopa County publishes its solicitations online and they are available for viewing and/or downloading at <https://www.maricopa.gov/2190/Solicitations>.

TABLE OF CONTENTS

NOTICE OF SOLICITATION

TABLE OF CONTENTS

SECTIONS

- 1.0 INTENT
- 2.0 SCOPE OF SERVICES
- 3.0 PURCHASING REQUIREMENTS
- 4.0 CONTRACTUAL AND SPECIAL TERMS & CONDITIONS
- 5.0 INSTRUCTIONS TO RESPONDENTS (Note that this section does not become part of any resultant contract.)

ATTACHMENTS

- ATTACHMENT A VENDOR INFORMATION
- ATTACHMENT B AGREEMENT PAGE
- ATTACHMENT C REFERENCES
- ATTACHMENT D NATIONAL MARKET BASKET PRICING
- ATTACHMENT E PUBLIC PROMISE PROCUREMENT (PPP) (INCLUDING PPP APPENDICES 1-8)
 - APPENDIX 1 – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT
 - APPENDIX 2 – ADMINISTRATION AGREEMENT
 - APPENDIX 3 – SUPPLIER COMMITMENTS
 - APPENDIX 4 – SUPPLIER WORKSHEET
 - APPENDIX 5 – IMPLEMENTATION SCHEDULE
 - APPENDIX 6 – FEDERAL CONTRACT TERMS AND CONDITIONS
 - APPENDIX 7 – NEW JERSEY BUSINESS REQUIREMENTS
 - APPENDIX 8 – STATE NOTICE ADDENDUM

EXHIBITS

- EXHIBIT 1 PERISCOPE S2G ELECTRONIC SUBMISSION INSTRUCTIONS
- EXHIBIT 2 DRAFT CONTRACT
- EXHIBIT 3 SAMPLE INSURANCE CERTIFICATE

REQUEST FOR PROPOSALS FOR RENTAL, LEASE, AND PURCHASE OF EQUIPMENT AND ASSOCIATED SERVICES AND SUPPORT

1.0 INTENT

- 1.1 The intent of this request for proposals (RFP) is to award a contract(s) for the broadest possible selection of rental and lease equipment, used and new equipment for purchase, and related services and solutions to support Maricopa County (County) and Participating Public Agencies (PPAs).
- 1.2 The County is soliciting these services on behalf of itself and other government agencies. The resulting contract(s) may be available through Public Promise Procurement (PPP), powered by National Association of Counties (NACO).
- 1.3 Other governmental entities under agreement with County may have access to services provided hereunder (see also Sections 3.19 and 3.20 below).
- 1.4 The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractors are of an insufficient number or skill set to satisfy the County's needs or to ensure adequate competition on any project or task order work.
- 1.5 The County reserves the right to award this contract to multiple vendors. The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

2.0 SCOPE OF SERVICES

2.1 PRODUCTS AND SERVICES

To meet the various needs of the County and PPAs, suppliers are required to have the ability to respond to all of the categories listed below:

- 2.1.1 Aerial Equipment and Work Platforms: Equipment providing vertical and horizontal reach and lift for equipment and safe stable work platforms for workers. Examples of such equipment may include scissor lifts, boom lifts, telescopic handlers (telehandlers), low-level lifts, vertical lifts, stock-pickers, scaffolding and ladders.
- 2.1.2 Material Handling Equipment: Diverse range of tools, vehicles, and accessories involved in the transporting, storing, protecting, and distributing of various materials. Equipment such as forklifts, telehandlers, pallet jacks, and order pickers are examples.
- 2.1.3 Climate Solutions: Equipment used for heating, ventilating, and air conditioning (HVAC) and indoor air quality including dehumidification, purification, fluid control, and drying. Examples may include chillers, heaters, evaporative coolers, portable dryers, air filters, and purifiers.
- 2.1.4 Construction Tools, Lighting Solutions, and Site Equipment: Light, medium, and heavy-duty power tools and site illumination equipment such as towable light towers, sanders, augers, grinders, compactors, chain saws, hydraulic tools, portable generators, and portable air compressors.

- 2.1.5 Heavy Construction and Earthmoving Equipment: Equipment designed for manipulating and transporting heavy loads including dirt, rocks, and other materials during excavation and construction. Examples include excavators, backhoe loaders, bulldozers, skid steer loaders, dump trucks, and track loaders.
- 2.1.6 Hygiene Facilities, Portable: Individual and multi-unit toilet, shower, handwash, eyewash, and other facilities for personal, health, or industrial hygiene – including associated services and supplies.
- 2.1.7 Grounds Maintenance, Snow, Ice, and Debris Removal Equipment: Equipment designed for tree, lawn and landscape maintenance such as stump grinders, brush chippers, zero-turn and walk-behind mowers, blowers, spreaders and sprayers. Equipment for snow and ice management and removal such as snowplows (V, straight-blade, and wing), spreaders and sprayers, snow blowers/throwers including two- and three-stage, snow melting machines, salt-spreader trucks and rotary brushes and brooms including runway brooms.
- 2.1.8 Inspection and Screening Systems: Equipment and devices used to inspect and/or screen including metal detectors, x-ray, thermal, and infrared equipment and others.
- 2.1.9 Power Equipment: Services and equipment used to provide electrical power including generators, uninterrupt power supply (UPS), batteries, and all other equipment to provide power.
- 2.1.10 Trench and Shoring Safety: Safety equipment for trenching and excavation projects such as trench shields (trench boxes), hydraulic shoring, sheet piling, access barricades, and monitoring systems.
- 2.1.11 Fencing and Crowd Control Barriers: Materials and equipment to control access and flow including fencing of all types, retractable belt barriers, rope and stanchion systems, steel barriers, plastic barriers, and water-filled barriers.
- 2.1.12 Industrial Solutions: Maintenance services on various types of government owned plant and power generation equipment such as that listed herein.
- 2.1.13 Training and Certification Services: Provide Occupational Safety and Health Administration (OSHA) required training and all required operator certifications for equipment such as that listed herein.

2.2 ADDITIONAL PRODUCTS AND SERVICES

It is highly desirable that contractor(s) can respond to the categories listed below:

- 2.2.1 Portable Shelters: Versatile structures designed for temporary or semi-permanent for use in various settings such as heavy-duty portable shelters, ShelterCoat (or equivalent) portable buildings, tents (frames, clear-span, pole, and sail cloth), commercial fabric shelters, trailers, and related services including but not limited to installation, maintenance, repair, and removal.
- 2.2.2 Equipment Operators: Properly licensed, trained, and experienced personnel to operate equipment such as that listed herein.
- 2.2.3 Miscellaneous Products & Services: Solutions not otherwise listed herein regularly available for rent, lease or purchase.

2.3 PRODUCT AND SERVICE REQUIREMENTS

- 2.3.1 All products and services shall comply with all applicable industry standards, laws, and regulations. Additionally, the contractor(s) possess the ability to professionally market, distribute and support the equipment, products and services offered. Deviations from industry standards must be identified and approved by the purchaser prior to sale.
- 2.3.2 All equipment and products must be new, well-maintained used, current or recent model, and delivered fully operational, with full support while in service. When current or recent model equipment is not available, Contractor may propose older models that otherwise comply with the foregoing statement, Such equipment must be approved in writing by the County prior to delivery. Noncomplying or inoperable equipment shall be replaced and promptly removed upon notification to contractor(s) by the County or PPA.
 - 2.3.2.1 All equipment, products, and services may be refreshed by contractor(s) to comply with Section 2.3.2 including the incremental insertion of newer equipment, products, and services to replace obsolete or ineffective models, improve reliability, improve maintainability, reduce cost, and/or add performance enhancement.
- 2.3.3 All services must be provided in accordance with industry and professional standards, manufacturer requirements and all Federal, state, county and other government laws, regulations, policies, and procedures.
- 2.3.4 Turnkey solutions provide a combination of equipment, products and services, delivery and installation of equipment, systems, software, etc. to a properly operating status in accordance with mutually agreed upon operating requirements.
- 2.3.5 New equipment, products, and services may be added to the contract to enhance the offering to public agencies within the Scope of Services (Section 2.0) with the approval of the County. This includes the addition of new manufacturers and service providers, as necessary. All additions shall be treated as if contained herein.
- 2.3.6 Contractor(s) shall be responsible for maintaining contract product and service catalog, including current contract pricing. All required changes shall be in compliance with terms and conditions specified herein and provided directly to the County.
- 2.3.7 At the time of any rental of equipment under the terms of the resultant contract, County or PPA personnel may sign the company's standard rental agreement/delivery ticket as evidence of receipt of the equipment. The County or the PPA personnel accepting equipment will not be authorized to obligate or bind the respective agency to contractual terms and conditions; therefore, signature on a rental agreement/delivery ticket is solely an acknowledgement of receipt of the equipment. Any pre-printed terms on the rental agreement/delivery ticket shall govern the rental transaction only to the extent that such terms are not in addition to or in conflict of, the terms of the resultant contract which shall govern all transactions between parties.

2.4 CONTRACTOR QUALIFICATIONS

- 2.4.1 Required Experience
 - 2.4.1.1 Contractor shall have a minimum of five years of experience performing the work listed in the Scope of Services. Proof of such must accompany the bid packet.

2.4.1.2 Contractor's firm must have been in the business of providing services herein for a minimum of five years, and completely familiar with the specified requirements and methods needed for proper performance of this contract. Proof of such must accompany the bid packet and will be inspected prior to award.

2.4.2 Service Capabilities – Contractor(s) shall have the demonstrated capability of meeting all the County's local requirements for products, services, and solutions, and for offering products, services, and solutions nationally. Supplier shall have the demonstrated capability to comply with Section 2.0 Scope of Services.

2.4.3 Contract/Program Support – In addition to the requirements in Section 2.4.2, contractor(s) shall provide a representative who shall be the main point of contact for the Master Agreement (MA) and who shall be knowledgeable about all aspects of the contract, will manage contract administrative requests, and solve problems that may arise.

2.4.4 Federal Program Support – Contractor must have demonstrated ability to assist public agencies with Federal program documentation and other compliance reporting activities.

2.5 PRICING REQUIREMENTS

2.5.1 National Pricing – Prices offered under the contract shall be suppliers best pricing available to state and local government entities under the current market conditions. Pricing shall be the national not-to-exceed rate for each product and/ service. Pricing may be adjusted downward for volume, length of service, quick pay, and more.

2.5.2 Market Basket Pricing – The Market Basket is for evaluation purposes only. Any changes in pricing beyond the first 365 days shall be in accordance with Paragraph 4.0, Price Adjustments, of Exhibit 2 - Draft Contract. The Market Basket is intended for evaluation of the catalog of products listed in the Scope of Services in Section 2.0. Suppliers must identify under each category, all equipment, products, and services available and provide the required pricing for each item. All unit prices for the Market Basket must be based on the established catalog or list price in effect at the time of submission.

2.6 LEASE OR PURCHASE OF EQUIPMENT

Contractor(s) proposals may provide the County (or PPAs) with the options for lease or purchase of equipment. Lease offerings may include lease only or lease-to-purchase options. The purchase of equipment may include new or used equipment and any financing options that may be offered by the contractor to the County (or PPA).

2.6.1 Leased Equipment: Any equipment leased shall be guaranteed to be fully functional and capable of performing the task(s) it was designed to perform under the manufacturer's guidelines. All safety equipment and attachments shall be in place and functioning according to the manufacturer's design.

2.6.2 Lease or Purchase of New Equipment: All lease or purchases of new equipment shall be new, unused, fully functional, and capable of performing the task(s) it was designed to perform under the manufacturer's warranties shall apply. No cost may be charged to the County or PPA without a signed receipt of acceptance of the equipment.

2.6.3 Lease or Purchase of Used Equipment: All used equipment shall be fully functional and capable of performing the task(s) it was designed to perform under the manufacturers' guidelines. All available manufacturers' warranties shall apply. No cost may be charged to the County or PPA without a signed receipt of acceptance of the equipment. All safety equipment and attachments must function as per the manufacturer's design. Any visual or pre-existing damage to the equipment shall be clearly defined in writing and signed off by the County or PPA prior to purchase. The contractor and the County (or PPA) will review the condition of the equipment at point of delivery. No fees may be charged to the County or PPA without a signed receipt of acceptance of the equipment.

2.7 CUSTOMER SUPPORT/SERVICE REQUIREMENTS

Contractor(s) shall respond to the County's requirements for products and services, as well as a national demand for services with their comprehensive contract offering supported by corporate executives, national program management, field and internal sales personnel, customer service personnel, financial services personnel, contract support personnel, technical and technical support personnel, and others.

2.8 CATALOG REQUIREMENTS

Contractor(s) shall maintain a web-accessible electronic catalog of products and equipment offered populated with the current approved contract pricing. The catalog shall be available 24 hours, 365 days per year except for brief downtimes for pre-scheduled maintenance. The web-accessible electronic catalog shall also be downloadable or printable to agency users.

2.9 SECURITY REQUIREMENTS

Contractor(s) will be required to comply with security requirements for the County as well as for Participating Public Agencies (PPAs).

2.10 CONSULTING AND REPORTING

Contractor(s) shall provide reports to and consultation with the County, PPA's and/or PPP as required by the contract or Administrative Agreement.

2.11 TECHNICAL AND DESCRIPTIVE SALES LITERATURE

The contractor shall provide copies of its sales literature and brochures and copies of any manufacturer's technical and/or descriptive literature (e.g., PDF versions of sales literature, brochures, and/or webpages) specific to the material(s) the contractor proposes to provide. Literature shall be sufficient in detail to allow for full and fair evaluation of the material(s) submitted and must be included with the bid. Failure to include this information may result in the bid being rejected.

3.0 PURCHASING REQUIREMENTS

3.1 DELIVERY

3.1.1 Delivery is desired as soon as possible, and details shall be stipulated on the purchase order. Contractor shall notify the county representative listed on the order if the requested delivery date and/or the anticipated lead time cannot be met. Failure to communicate to County changes in the order status may result in default proceedings.

3.1.2 Delivery shall be F.O.B. Destination Freight Prepaid.

3.2 EXPEDITED DELIVERY

- 3.2.1 If the department determines that expedited delivery or other alternate shipping is required, it shall notify the contractor. The contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the department.
- 3.2.2 The department shall not advise the contractor to proceed with an expedited shipment until acceptable terms are agreed upon and a purchase order is issued. Upon agreeing to the additional costs, the department shall advise the contractor to proceed.
- 3.2.3 Upon receipt of material(s) and invoicing, the department shall ensure that any additional charges are in compliance with and do not exceed agreed to costs. The department shall retain all documents related to these costs.

3.3 PERFORMANCE

It shall be the contractor's responsibility to meet the proposed performance requirements. Maricopa County reserves the right to obtain services on the open market in the event the contractor fails to perform, and any price differential will be charged against the contractor.

3.4 SHIPPING DOCUMENTS

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- 3.4.1 Contract serial number
- 3.4.2 Contractor's name and address
- 3.4.3 Department name and address
- 3.4.4 Department purchase order number
- 3.4.5 A description of product(s) shipped, including item number(s), quantity(ies), number of containers, and package number(s), as applicable.

3.5 SHIPPING TERMS

Bid price(s) and terms shall be F.O.B. Destination Freight Prepaid at the location(s) stipulated on the purchase order. All delivery locations are within Maricopa County.

3.6 OPERATING MANUALS

Upon delivery, contractor shall provide comprehensive operational manuals, service manuals, and schematic diagrams, if required by the department.

3.7 INSTALLATION

The contractor shall be responsible to install and present for inspection all equipment in a complete and ready-for-use condition with all components functioning, cleaned, and tested. The contractor's price shall include delivery and installation as required of all equipment in complete operating condition.

3.8 ACCEPTANCE

Upon delivery and successful installation, the material(s) shall be deemed accepted and the warranty period shall begin. Successful installation shall be defined as a) the material(s)/equipment is installed (as necessary) and fully operational; and b) initial training, if any, is complete. All documentation shall be completed prior to final acceptance.

3.9 CONTRACTOR EMPLOYEE MANAGEMENT

3.9.1 Contractor shall endeavor to maintain the personnel proposed in their proposal throughout the performance of this contract.

3.9.2 If contractor personnel's employment status changes, contractor shall provide County a list of proposed replacements with equivalent or greater experience.

3.9.3 Under no circumstances shall the implementation schedule be impacted by a personnel change on the part of the contractor.

3.9.4 Contractor shall not reassign any key personnel identified in their proposal without the express consent of the County.

3.9.5 County reserves the right to immediately remove from its premises any contractor personnel it determines to be a risk to County operations.

3.9.6 County reserves the right to request the replacement of any contractor personnel at any time, for any reason.

3.10 TRAINING

The contractor shall provide training services to completely train County personnel in the use and care of the equipment, as needed. All training shall take place on-site in Maricopa County unless otherwise negotiated with County.

3.11 WARRANTY

3.11.1 All items furnished under this contract shall conform to the requirements of this contract and shall be free from defects in design, materials, and workmanship.

3.11.2 The warranty period for workmanship and materials shall be for a minimum initial period of 12 months and commence upon acceptance by County per Section 3.8 – Acceptance of this solicitation.

3.11.2.1 The contractor agrees that it will, at its own expense, provide all labor and parts required to remove, repair, or replace and reinstall any such defective workmanship and/or materials which becomes or is found to be defective during the term of this warranty. The contractor shall guarantee the equipment to be supplied complies with all applicable regulations.

3.12 MAINTENANCE

The contractor shall provide maintenance for the materials under this contract upon acceptance of materials by the department.

3.13 FACTORY AUTHORIZED SERVICE AVAILABILITY

The contractor shall have and maintain a factory authorized service facility and personnel that can provide service on-site that are capable of supplying and installing component parts, troubleshooting, repairing, and maintaining the equipment. Minimum service hours

shall be from 6:00 a.m. through 5:00 p.m. MST, Monday through Friday, excluding County holidays, with after-hours services available upon request .

3.14 USAGE REPORT

The contractor shall furnish the County a usage report, upon request, delineating the acquisition activity governed by the contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit of measure.

3.15 BACKGROUND CHECK

Bidders/proposers may be required to pass multiple background checks (e.g., Sheriff's Office, County Attorney's Office, Courts, as well as Maricopa County general government) to determine if the respondent is acceptable to do business with the County. This applies to, but is not limited to, the company, subcontractors, and employees, and the failure to pass these checks shall deem the respondent non-responsible.

3.16 INVOICES AND PAYMENTS

3.16.1 The contractor shall submit one legible copy of their detailed invoice before payment(s) will be made. Incomplete invoices will not be processed. At a minimum, the invoice must provide the following information:

- Company name, address, and contact information
- County bill-to name and contact information
- Contract serial number
- County purchase order number
- Project name and/or number
- Invoice number and date
- Payment terms
- Date of service or delivery
- Quantity
- Contract item number(s)
- Arrival and completion time
- Description of purchase (product or services)
- Pricing per unit of purchase
- Extended price
- Mileage with rate (if applicable)
- Freight (if applicable)
- Total amount due

3.16.2 Labor, services, and maintenance must be billed as a separate line item.

3.16.3 Problems regarding billing or invoicing shall be directed to the department as listed on the purchase order.

3.16.4 Payment shall only be made to the contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an electronic funds transfer (EFT) process. After contract award, the contractor shall complete the Vendor Registration Form that is accessible from the County Department of Finance Vendor Registration Website <https://www.maricopa.gov/5169/Vendor-Information>.

3.16.5 Discounts offered in the contract shall be calculated based on the date a properly completed invoice is received by the County.

- 3.16.6 EFT payments to the routing and account numbers designated by the contractor shall include the details on the specific invoices that the payment covers. The contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.17 APPLICABLE TAXES

- 3.17.1 It is the responsibility of the contractor to determine any and all applicable taxes and include those taxes in their proposal. The legal liability to remit the tax is on the entity conducting business in Arizona. Tax is not a determining factor in contract award.
- 3.17.2 The County will look at the price or offer submitted and will not deduct, add, or alter pricing based on speculation or application of any taxes, nor will the County provide contractor any advice or guidance regarding taxes. If you have questions regarding your tax liability, seek advice from a tax professional prior to submitting your bid. You may also find related information at <https://www.azdor.gov/Business.aspx>. Once your bid is submitted, the offer is valid for the time specified in this solicitation, regardless of mistake or omission of tax liability. If the County finds overpayment of a project due to tax consideration that was not due, the contractor shall be liable to the County for that amount, and by contracting with the County agrees to remit any overpayments back to the County for miscalculations on taxes included in a bid price.
- 3.17.3 Tax Indemnification: Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to their operation and any persons employed by the contractor. Contractor shall, and require all subcontractors to, hold Maricopa County harmless from any responsibility for taxes, damages, and interest, if applicable, contributions required under Federal and/or state and local laws and regulations, and any other costs including: transaction privilege taxes, unemployment compensation insurance, Social Security, and Workers' Compensation. Contractor may be required to establish, to the satisfaction of County, that any and all fees and taxes due to a municipality or the State of Arizona for any license or transaction privilege taxes, use taxes, or similar excise taxes are currently paid (except for matters under legal protest).

3.18 POST AWARD MEETING

The contractor may be required to attend a post-award meeting with the department to discuss the terms and conditions of this contract. This meeting will be coordinated by the procurement officer of the contract.

3.19 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (SAVE)

The County is a member of the SAVE cooperative purchasing group. SAVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the SAVE Cooperative Purchasing Agreement, and with the concurrence of the successful respondent under this solicitation, a member of SAVE may access a contract resulting from a solicitation issued by the County. If contractor does not want to grant such access to a member of SAVE, state so in contractor's bid. In the absence of a statement to the contrary, the County will assume that contractor does wish to grant access to any contract that may result from this bid. The County assumes no responsibility for any purchases by using entities.

3.20 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPAs)

County currently holds ICPAs with numerous governmental entities. These agreements allow those entities, with the approval of the contractor, to purchase their requirements under the terms and conditions of the County contract. It is the responsibility of the non-

County government entity to perform its own due diligence on the acceptability of the contract under its applicable procurement rules, processes, and procedures. Certain governmental agencies may not require an ICPA and may utilize this contract if it meets their individual requirements. Other governmental agencies may enter into a separate Statement of Work with the contractor to meet their own requirements. The County is not a party to any uses of this contract by other governmental entities.

3.21 CONFIDENTIALITY

In the course of the solicitation process, the County may disclose information that is proprietary or confidential. By submitting a bid to the solicitation, the offeror agrees that, except as necessary to prepare a response to this solicitation, neither it nor its agents or employees will communicate, divulge, or disseminate to any third-party persons or entities, any information that is disclosed to it by the County during the course of these discussions without the express written authorization of the County. If the offeror does disclose County proprietary or confidential information to a third party in preparing a response to this solicitation, it shall require the third party to acknowledge and comply with this provision.

3.22 PUBLIC RECORDS

Under Arizona law, all offers submitted and opened are public records and must be retained by the County at the Maricopa County Office of Procurement Services. Offers shall be open to public inspection and copying after contract award and execution, except for such offers or sections thereof determined to contain proprietary or confidential information by the Office of Procurement Services. If an offeror believes that information in its offer or any resulting contract should not be released in response to a public record request, under Arizona law, the offeror shall indicate the specific information deemed confidential or proprietary and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise from disclosure. The records manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.

3.23 RIGHTS IN DATA

3.23.1 The County shall have the use of data and reports resulting from a contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a contract and to the performance thereunder.

3.23.2 Data, records, reports, and all other information generated for the County by a third party as the result of a contract are the property of the County and shall be provided in a format designated by the County or shall be and remain accessible to the County into perpetuity.

3.24 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW

3.24.1 In accordance with Section MC1-372 of the Maricopa County Procurement Code, the contractor agrees to retain (physical or digital copies of) all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this contract for six years after final payment or until after the resolution of any audit questions, which could be more than six years, whichever is longest. The County, Federal or state auditors and any other persons duly authorized by the department shall have full access to and the right to examine, copy, and make use of, any and all said materials.

3.24.2 If the contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this contract are not sufficient to support and document that requested services were provided, the contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

3.25 INFLUENCE

3.25.1 As prescribed in MC1-1203 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct, may be grounds for disbarment or suspension under MC1-902.

3.25.2 An attempt to influence includes, but is not limited to:

3.25.2.1 A person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type of valuable contribution or subsidy that is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

3.25.3 If a person attempts to influence any employee or agent of Maricopa County, the chief procurement officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

3.25.4 ABSOLUTELY NO CONTACT BETWEEN THE RESPONDENT AND ANY COUNTY PERSONNEL, OTHER THAN THE OFFICE OF PROCUREMENT SERVICES, IS ALLOWED DURING THE SOLICITATION PROCESS UNLESS THE COMMUNICATION IS IN REGARD TO PRE-EXISTING BUSINESS WITH THE COUNTY. ANY COMMUNICATIONS REGARDING THE SOLICITATION, ITS PARTICIPANTS, OR ANY DOCUMENTATION PRIOR TO THE CONTRACT AWARD MAY BE GROUNDS FOR DISMISSAL OF THE RESPONDENT FROM THE EVALUATION PROCESS.

4.0 CONTRACTUAL AND SPECIAL TERMS & CONDITIONS

4.1 DRAFT CONTRACT SEE EXHIBIT 2

5.0 INSTRUCTIONS TO RESPONDENTS (Note that this section does not become part of any resultant contract.)

5.1 Proposers are solely responsible for submitting proposals, and any modifications or withdrawals, to be received by the designated time as indicated by the solicitation (RFP, ITN, or any other solicitation notice).

5.2 Any proposal, modification, or withdrawal received after the designated time is late, per Paragraph MC1-321 of the Maricopa County Procurement Code; late submissions will be rejected and not be evaluated.

5.3 SCHEDULE OF EVENTS

Request for Proposals Issued: May 16, 2024

Pre-Proposal Conference: June 3, 2024

Deadline for submitting written questions is by the end of business, 5:00 p.m. MST, two business days after Pre-Proposal Conference. Questions will *not* be responded to prior to the Pre-Proposal Conference. All written questions will be answered. All questions and

answers shall be posted to the e-procurement platform (www.periscopeholdings.com/s2g) in the "Q&A" tab for the solicitation.

Proposals Opening Date: June 18, 2024

Deadline for submission of proposals is 2:00 p.m. MST on **Tuesday, June 18, 2024**. All proposals must be received before 2:00 p.m. MST on this date via the e-procurement platform.

Proposed review of proposals and short list decision: Week of June 24, 2024

Proposed respondent presentations: (if required) Week of July 8, 2024

Proposed selection and negotiation: Week of July 15, 2024

Proposed Best & Final (if required) Week of July 22, 2024

Proposed award of contract: August 7, 2024

All responses to this RFP become the property of Maricopa County and (other than pricing) will be held confidential until the award of the contract, to the extent permissible by law. After award of contract, responses become public record, except for such offers or sections thereof determined to contain proprietary or confidential information by the Office of Procurement Services. The County will not be held accountable if material from proposal responses is obtained without the written consent of the respondent by parties other than the County. If a contract is not awarded as a result of this solicitation, responses to this RFP do not become public record.

5.4 INQUIRIES

5.4.1 Inquiries concerning information herein must be submitted prior to the question deadline date/time posted in Periscope S2G in the "Q&A" tab.

5.4.2 Administrative telephone/email inquiries shall be addressed to:

ROBERT NAMOR, PROCUREMENT OFFICER
TELEPHONE: (602) 506-8707
robert.namor@maricopa.gov

5.4.3 Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

5.5 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

5.5.1 Respondents **shall submit their proposals electronically via the County's the e-procurement platform** (see EXHIBIT 1 for Periscope S2G Electronic Submission Instructions) **prior to the bid closing and in accordance with Section 5.5 as follows:**

5.5.1.1 Respondents shall upload each response document individually.

5.5.1.2 There are documents related to this solicitation located in the "Documents" tab in the e-procurement platform. Respondents must follow instructions to view/accept these documents before an offer can be placed on this bid.

5.5.1.3 Attachments: **All attachments required to be submitted must be submitted with the bid or the bid will be non-responsive to the solicitation and will not be considered for award.**

- 5.5.1.4 All documents shall be uploaded in their native file format (Word, Excel, etc.).
- 5.5.1.5 The following naming convention shall be utilized for each document:
Vendor Name – Document Name.
- 5.5.1.6 In the event that the respondent would like to request that certain documents be held confidential, they shall include “Confidential” in the document name. See Section 11.40 - Public Records of Exhibit 2 – Draft Contract for more information.
- 5.5.1.7 Proposals shall be signed by an owner, partner, or corporate official who has been authorized to make such commitments (see Attachment B – Agreement Page)

5.5.2 All prices shall be held firm for a period of one year after the RFP closing date.

5.6 FORMAT AND CONTENT

- 5.6.1 To aid in the evaluation, it is desired that all proposals follow the same general format. Responses are limited to 50 pages, 10-point font type. The proposal must be submitted electronically and have documents clearly labeled as indicated below:
 - 5.6.1.1 Proposal – This section shall contain an executive summary (an outline of the general approach utilized in the proposal) and a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing respondent’s best offer and must include, at a minimum, the following:
 - 5.6.1.1.1 A brief description of the company and its history and experience working with public agencies of the size and scope of Maricopa County, as well as supporting public agencies nationwide through a national cooperative contract program.
 - 5.6.1.1.2 Identify the primary point of contact for matters pertaining to the proposal and the primary point of contact for any resulting national cooperative contract.
 - 5.6.1.1.3 Describe the organizational structure with specific information on the alignment and numbers of sales personnel and include an organizational chart.
 - 5.6.1.1.4 Identify any state or local contracts that were terminated for cause by the public agency within the past three years.
 - 5.6.1.1.5 Identify any past (within the last 5 years) and any ongoing litigation relative to state and local government contracts.
 - 5.6.1.1.6 Describe your market position relative to serving public agencies for the products, services and solutions requested.
 - 5.6.1.1.7 Describe in detail your experience working with public agencies, including during emergency response situations and what your role was in serving the agency.

- 5.6.1.1.8 Describe in detail your experience working with government purchasing cooperatives and your current strategy for leveraging cooperatives.
- 5.6.1.1.9 Describe your experience working with public agencies in the use of federal funds and health and safety requirements – specifically compliance with Federal Uniform Guidance (2 CFR § 200) and OSHA compliance.
- 5.6.1.1.10 Describe how the organization will be leveraged to support the resultant contract nationally.
- 5.6.1.1.11 Provide a summary of your organization’s executive commitment to this contract and national cooperative opportunity and how it fits in your market strategy.
- 5.6.1.1.12 Describe how your organization will implement the resultant contract, acquire new customers, and transition existing customers.
- 5.6.1.1.13 Describe how your organization will train the sales and customer service teams on the resultant contract and its benefits.
- 5.6.1.1.14 Describe your organization’s approach to working with small, women- & minority-owned and other disadvantaged and local businesses in fulfilling the resultant contract.
- 5.6.1.1.15 Provide a link to your organization’s website used for product selection and ordering.
- 5.6.1.1.16 Describe ordering and fulfillment process, fill rate and on-time delivery rate.
- 5.6.1.1.17 Describe equipment return and restocking process.
- 5.6.1.1.18 Describe your customer service support/problem resolution process, including manufacturer backorders, discontinuation of equipment, late shipping deadlines, etc.
- 5.6.1.1.19 Describe your invoicing process including payment terms and acceptable methods of payments (ACH, credit card, check, etc.)
- 5.6.1.1.20 Describe when and why shipping charges might apply to a public agency order.
- 5.6.1.1.21 Provide any standard agreements public agencies will be required to sign for equipment rental, product support, maintenance, or other services.
- 5.6.1.1.22 Describe in detail the products and services available to respond to each category listed in Section 2.0 Scope of Services, including manufacturers, subcontractor service providers, and other partners proposed to fulfill the resultant contract.

- 5.6.1.1.23 Provide details on opportunities for additional discounts for volume orders, special manufacturer's offers, special programs, etc.
- 5.6.1.1.24 Provide any additional information related to products and services which will enhance and add value to the resultant contract.
- 5.6.1.1.25 Describe how the customer can verify they are receiving Contract pricing.
- 5.6.1.1.26 The proposal response shall include a sample of any service agreement or contract that the County or PPA will be required to sign. The service agreement shall clearly indicate and describe any and all charges that will be assessed at the time of rental. Documents produced for signature after an award is made, which were not substituted with the proposal response, will not be considered or made part of any resultant contract(s).
- 5.6.1.1.27 Provide a listing of the manufacturers and equipment that will be offered for sale under this contract.
- 5.6.1.2 Qualifications – This section shall describe the respondent's ability and experience related to the programs and services proposed. All project personnel, as applicable, shall be listed, including a description of assignments and responsibilities, a resume of professional experience, an estimate of the time each would devote to this program, and other pertinent information.
- 5.6.1.3 Exceptions to the Solicitation (See Section 5.7 – Exceptions to the Solicitation for instructions and formatting information)
- 5.6.1.4 Attachment A – Vendor Information (A fillable webform on the e-procurement platform in the "Documents" section for this bid and which must be completed as part of a bid packet submission)
- 5.6.1.5 Attachment B – Agreement Page (Sign and upload as part of bid packet submission)
- 5.6.1.6 Attachment C – References (Upload as part of bid packet submission). Provide a minimum of five current public sector references of similar size and scope to Maricopa County.
- 5.6.1.7 Attachment D – National Market Basket Pricing (An Excel spread sheet that must be downloaded from the document section of PeriscopeS2G, completed, and uploaded as part of a bid packet submission)
- 5.6.1.8 Attachment E – Public Promise Procurement (PPP) (INCLUDING PPP APPENDICES)
 - 5.6.1.8.1 Appendix 2 – PPP Administration Agreement. Sign and upload as part of response packet.
 - 5.6.1.8.2 Appendix 4 – Supplier Worksheet. Complete, sign, and upload as part of response packet.

- 5.6.1.8.3 Appendix 6 – Federal Contract Terms and Conditions. Complete, sign, and upload all required forms as part of the response packet.
- 5.6.1.8.4 Appendix 7 – New Jersey Business Requirements. Complete, sign, and upload all required forms as part of response packet.

NOTE: The proposal should be specific and complete in every detail. It should be practical and provide a straightforward, concise delineation of capabilities to satisfactorily perform the contract being sought.

The respondent should not necessarily limit the proposal to the performance of the services in accordance with this Review of Qualifications but should outline any additional services and their costs if the respondent deems them necessary to accomplish the program.

5.7 EXCEPTIONS TO THE SOLICITATION

5.7.1 **The respondent shall identify and list all exceptions taken to all sections of the RFP for SERIAL # 240153, RENTAL, LEASE, AND PURCHASE OF EQUIPMENT AND ASSOCIATED SERVICES AND SUPPORT, referencing the section (paragraph) where the exception exists and, if applicable, providing any proposed alternatives to the requirement under the heading, “Exception to the RENTAL, LEASE, AND PURCHASE OF EQUIPMENT AND ASSOCIATED SERVICES AND SUPPORT Solicitation, SERIAL # 240153.”**

5.7.2 **Exceptions that surface elsewhere and that do not also appear under the heading, “Exceptions to the RENTAL, LEASE, AND PURCHASE OF EQUIPMENT AND ASSOCIATED SERVICES AND SUPPORT Solicitation, SERIAL # 240153” shall be considered invalid and void and of no contractual significance.**

5.7.3 The County reserves the rights to accept any exception, discuss the exception with the offeror, or reject any exception.

5.8 EVALUATION OF PROPOSAL – SELECTION FACTORS

5.8.1 A proposal evaluation committee shall be appointed, chaired by the procurement officer, to evaluate each proposal. At the County’s option, respondents may be invited to present their solution to the evaluation committee. Best & Final offers and/or negotiations may be conducted, as needed, with the highest rated respondent(s). Proposals will be evaluated on the following criteria, which are listed in descending or equal order of importance.

- 5.8.1.1 Respondent’s qualifications, experience, performance, and capabilities
- 5.8.1.2 Price
- 5.8.1.3 Program and contract approach, customer support, and quality control
- 5.8.1.4 Breadth, depth, and quality of products, services, and solutions

NOTES: RESPONDENTS ARE REQUIRED TO USE PROVIDED FORMS (ATTACHED OR AVAILABLE VIA THE E-PROCUREMENT PLATFORM) TO SUBMIT THEIR PROPOSAL.

RESPONDENTS ARE STRONGLY ENCOURAGED TO REVIEW MARICOPA COUNTY’S “STANDARD TERMS AND CONDITIONS” PRIOR TO SUBMITTING A BID. FOR THIS INFORMATION, GO TO <https://www.maricopa.gov/DocumentCenter/View/6453>.

ATTACHMENT A: VENDOR INFORMATION

Attachment A – Vendor Information is a fillable webform on Periscope S2G in the “Documents” section for this bid.
It must be completed as part of a bid packet submission.

ATTACHMENT B: AGREEMENT PAGE

Respondent hereby certifies that respondent has read, understands, and agrees that acceptance by Maricopa County of the respondent's offer will create a binding contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific agreement.

BY SIGNING THIS PAGE, THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED MARICOPA COUNTY'S "STANDARD TERMS AND CONDITIONS," A COPY OF WHICH CAN BE FOUND AT <https://www.maricopa.gov/DocumentCenter/View/6453>.

RESPONDENT (FIRM) SUBMITTING PROPOSAL

FEDERAL TAX ID #

DUNS #

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE #

FAX #

CITY STATE ZIP

DATE

WEBSITE

EMAIL

ATTACHMENT C: REFERENCES

RESPONDENT SUBMITTING BID: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

4. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

5. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

ATTACHMENT D: NATIONAL MARKET BASKET PRICING

Attachment D – National Market Basket Pricing is an Excel spreadsheet that must be downloaded from the document section of the e-procurement platform, completed, and uploaded as part of a bid packet submission.

ATTACHMENT E: PUBLIC PROMISE PROCUREMENT PPP (INCLUDING PPP APPENDICES 1-8)

Attachment E - PUBLIC PROMISE PROCUREMENT (PPP) (INCLUDING PPP APPENDICES 1-8) is a Microsoft Word Document that must be downloaded from the document section of the e-procurement platform, completed, and uploaded as part of a bid packet submission.

EXHIBIT 1: PERISCOPE S2G ELECTRONIC SUBMISSION INSTRUCTIONS

NOTE: The e-procurement platform, Periscope S2G, was formally known as BidSync. Any reference to BidSync on the site or in past/current/future bid documents is a reference to Periscope S2G.

When submitting a response (proposal, quote or bid) electronically through the e-procurement platform, it is the sole responsibility of the vendor to ensure that the response, including all necessary attachments, is received prior to the indicated closing date and time, Mountain Standard Time.

Be aware that submitting a password in the e-procurement platform acts as an electronic signature which is just as legal and binding as an original signature (see Electronic Signatures in Global and National Commerce Act for more information).

Vendors must be registered in [Periscope S2G](#) in order to participate in the bidding process for this solicitation.

Vendors can register for a free S2G Limited account at <https://prod.bidsync.com/maricopa-county>. Registered users will be able to search for bids, access bid information and documents, receive notifications about bids, and submit bids via [Periscope S2G](#) (periscopeholdings.com/s2g) for all open Maricopa County bids.

ONLY RESPONSES THAT ARE SUBMITTED THROUGH PERISCOPE S2G WILL BE CONSIDERED.

For assistance with the e-procurement platform, contact Periscope S2G Vendor Support during regular business hours: Phone: 1-800-990-9339, Email: S2G-support@periscopeholdings.com; or visit the [Periscope S2G support portal](#).

FINDING A SOLICITATION AT PERISCOPE S2G

Use the filter function on the left side of the screen to locate a bid (solicitation).

1. Enter keyword(s) and click Search.
 - a. If searching by bid number, be sure to enter the number AND any added letters with NO spaces (e.g., 200104-RFP).
 - b. If searching by bid name, enter the entire bid name.
 - c. If respondent does not know the entire bid number or name, enter "Maricopa" as the keyword to limit the search results to open bids for Maricopa County.
2. Select the name of the desired bid from the search results.
3. General information about the bid will display, such as a brief summary, the name of the procurement officer assigned to the bid and their contact information, the "Bid End Date" (the due date for submission), affiliated NIGP codes, a pre-bid conference date (if any), and a deadline for submitting questions.
4. Select **See Bid Details** at the bottom of the screen to access the bid.

(NOTE: If a respondent has been invited to a private bid, they will need to use the link in the invitation email to access the bid. Private bids are not accessible using the search option in Periscope S2G.)

SUBMITTING A BID

Complete steps as indicated in order to place an offer.

Regardless of which tab the bidder selects, the following is displayed on the screen:

- "Fill out qualifications for this agency. **Click here:**" If required to provide qualifications, click on the link and provide information as indicated. When all information has been added, enter the respondent's Periscope S2G password and click **Submit** to send the response.
- Addendums: Any addendum to the bid will be listed on this page. Bidder is responsible for reading and acknowledging all related addendums.

- **“Place offer/Place No Bid:”** When all required information has been uploaded and acknowledgements have been completed, select **“Place offer”** to submit the bid. If no bid will be submitted, select Place **“No Bid.”**

A RESPONDENT’S BID WILL NOT BE ACCEPTED AS RESPONSIVE BY THE COUNTY UNLESS ALL REQUIRED INFORMATION HAS BEEN PROVIDED. THIS INCLUDES VIEWING/ACCEPTING ALL DOCUMENTS, UPLOADING REQUIRED ATTACHMENTS/QUALIFICATIONS, AND PROVIDING AN OFFER/PROPOSAL.

Details tab

- **TURN ON “Notifications”** by selecting “Notify me about this Bid” in the upper right corner of the screen. This must be turned on in order to receive notifications about Addendums, submitted questions and related answers, and pre-bid conference information about the bid. (NOTE: If the respondent opts not to turn ON notifications in the Details tab, they will *not* receive a confirmation email that their offer is received.)
- Read through the entire details page for critical information about the bid and submission requirements.

Documents tab

- Read the instructions to view/accept documents.
- Some documents require that after viewing, the bidder provide their Periscope S2G password in acknowledgement that the document has been viewed. The password acts as an electronic signature and is as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information).
- Some documents require only that the respondent view the document. Closing the document will signal that it has been viewed.
- Some documents are attachments that must be included with a respondent’s bid in order to be “responsive” to this bid.
- **All documents must be viewed/accepted prior to placing a bid. Attachments requiring uploads should be done at the line item level.**
- Respondent should **Save** their work at least every 30 minutes to avoid losing any data that has been entered.

Line items tab

- Select **Place offer** to be able to open a window where the respondent can provide pricing.
- A window will open displaying all line items. Provide all pertinent information for line items on which the respondent wishes to bid:
 - Enter the Unit Price
 - Include an **Alternate Offer** if applicable.
 - Enter any applicable notes to individual line items.
 - Upload any attachments related to line items.
- Enter any note that applies to the bid as a whole.
- **Save work** at least once every 30 minutes to avoid losing any data that has been entered.
- **Review response** (link below the last line item) when all items have been entered. Respondent’s offer for all line items will display. (If respondent has entered any alternate offers, the Base Price Differential between initial offers and any alternate offers will display.)
- **IMPORTANT: Check the offer summary. If a mistake has been made on an offer, click on the “Back” button and change the offer information.**
- Addendums for the bid are displayed below the offer summary. The respondent will be asked to accept them if this has not yet been done. Addendums must be accepted for the bid to be accepted.

- To receive confirmation of receipt of the offer, select the box next to “Please send me a confirmation email.” (NOTE: If the respondent has opted not to turn ON notifications in the Details tab, they will **not** receive a confirmation email.)
- Confirm and submit response. The respondent must provide their Periscope S2G password in order to **Confirm and submit** their response. The password acts as an electronic signature and is as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information).
- The respondent has the ability to change their offer and resubmit any time before the due date and time for the bid. Select **Return to offer** at the bottom of the screen to return to the line items to make changes. The offer that is last submitted prior to the due date/time is the offer that will be considered by the County.
- To return to the Bid Information screen, select the **Go to Bid Information** link on the upper left side of the “Line items” screen.

Q&A tab

- Inquiries about the bid must be submitted via the e-procurement platform by the question deadline posted in the “Q&A” tab:
 - Select **Ask Question** to post a question.
- All questions and answers already submitted about the bid are visible.
- Only written answers provided through the e-procurement platform are binding.
- Inquiries may be submitted by telephone to the procurement officer for the solicitation but must be followed up in writing for the answer to be binding. No oral communication is binding on Maricopa County.
- Questions about the e-procurement platform’s functionality must be directed to Periscope. Phone: 800-990-9339. Email: S2G-support@periscopeholdings.com.

Pre-bid conference tab (if applicable)

- Date, time, and type of pre-bid conference(s) are given
- Pre-bid conferences may be in-person or presented online or as a teleconference (dial-in). Details are presented in this tab.
- Pre-bid conferences may be mandatory or non-mandatory. Details are in this tab.
- When a pre-bid conference is held online or as a dial-in teleconference, the conference in session may be accessed by selecting **Join**.

Vendor ads tab

Vendor ads allow:

- Vendors to seek sub-contractors for participation on an awarded contract.
- Sub-contractors to seek a vendor with whom they can sub-contract on awarded a contract.

Planholder’s list tab

A planholder’s list contains names of suppliers of materials and services which are possible sources from whom bids may be solicited. The planholder’s list is made up of business firms that want to bid on a particular item and have supplied data showing their ability to fulfill contracts for the item, service, or project.

Prime contractors and subcontractors can add themselves to the planholder’s list by agreeing to allow Periscope S2G to release company information to any interested Prime or subcontractor looking to partner on this bid.

ADDITIONAL INFORMATION

When the respondent clicks “**Confirm and submit** response,” they acknowledge that the information and documents entered in the e-procurement platform are accurate and represent the supplier’s actual proposal, quote, or bid.

The e-procurement platform registers the date and time the offer has been received. Receipt of a respondent's offer does not necessarily mean that an offer is finalized. **ACCEPTANCE OF A RESPONDENT'S OFFER BY THE E-PROCUREMENT PLATFORM IS NOT AN INDICATION THAT THE COUNTY HAS ACCEPTED A RESPONDENT'S OFFER. THE COUNTY WILL DEEM A RESPONSE NON-RESPONSIVE IF RESPONDENT HAS FAILED TO INCLUDE ALL REQUIRED INFORMATION, INCLUDING ATTACHMENTS, WITH THEIR SUBMISSION.**

Be aware that entering information and uploading documents into the e-procurement platform may take considerable time. Allow sufficient time to complete the online forms and upload documents. **It is recommended that suppliers submit responses a minimum of 24 hours prior to the closing deadline.** The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into the e-procurement platform before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

Responses submitted in the e-procurement platform are completely secure. No one (including County purchasing staff) can see responses until after the deadline. Suppliers may modify or change their response at any time prior to the closing deadline. However, all modifications or changes must be completed and acknowledged (Confirm) in the e-procurement platform prior to the deadline. The e-procurement platform will post a notice that the modification/change (new offer) has been received. This notice from the e-procurement platform **MUST** be recorded prior to the closing date and time MST or the response will be considered late and will not be accepted.

EXHIBIT 2: DRAFT CONTRACT

SEE PERISCOPE S2G FOR DOCUMENT "EXHIBIT 2 – DRAFT CONTRACT"

EXHIBIT 3: SAMPLE INSURANCE CERTIFICATE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (City, St, Cdn):	FAX (City, St, Cdn):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	

COVERAGES: CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDL INDR	TERM END	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROP/JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADY INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COVERED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Maricopa County c/o of Risk Management 301 W Jefferson St, Suite 910 Phoenix, AZ 85003	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--