



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No. P10-0037 Page 1 of 1
Description: Printing Services
Amendment No. Five (5) Date: 12/16/14

Buyer: Christine Finney

In accordance with the Contract Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 02/28/15.

CONTRACT EXTENSION FIVE (5) MONTH TO MONTH

This contract is being extended on a month to month basis not to exceed six months or until a new contract is in place. Contract Term: 03/01/15 to 09/01/15

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Barbara A. Knight
Signature Date 12-24-14

Barbara A. Knight, President
Typed Name and Title

Century Graphics, Inc.
Company Name

2960 Grand Ave.
Address

Phoenix
City

AZ
State

85017
Zip Code

Attested By:

Rhonda Geriminsky
Rhonda Geriminsky, City Clerk

Bo Larsen
Director: Bo Larsen, Office of Communication

Mike Iverson
Department Rep: Mike Iverson, Graphic Designer

CC Number

ACON08610E
Contract Number

Stephen M. Kemp
Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed

January 7, 2015 at Peoria, Arizona
Dan Zenko
Dan Zenko, Materials Manager

City Seal

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Official File

ACON08610E



CONTRACT AMENDMENT

Materials Management Procurement

9875 N 85th Ave, 2nd Fl
Peoria, AZ 85345
Telephone (623) 773-7115
Fax (623) 773-7118

Solicitation No P10-0037 Page 1 of 1
Description Printing Services
Amendment No Four (4) Date 1/9/14

Buyer Christine Finney

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 02/28/14 **LAST YEAR OF CONTRACT**

THE NEW CONTRACT TERM 03/01/14 to 02/28/15

Contractor hereby acknowledges receipt and agreement A signed copy shall be filed with the City of Peoria, Materials Management Division

Barbara A. Knight
Signature

1-27-14
Date

Barbara A Knight, President
Typed Name and Title

Century Graphics, Inc
Company Name

2960 Grand Ave
Address

Phoenix
City

AZ
State

85017
Zip Code

Attested By

Rhonda Geriminsky
Rhonda Geriminsky, City Clerk

Bo Larsen
Director Bo Larsen, Office of Communication

Mike Iverson
Department Rep Mike Iverson Graphic Designer

CC Number

ACON08610D
Contract Number

Stephen M Kemp
Approved as to Form Stephen M Kemp City Attorney

The above referenced Contract Amendment is hereby Executed

Jan 30 2014 at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Manager



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ACON08610D



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No. P10-0037 Page 1 of 1
Description: Printing Services
Amendment No. Three (3) Date: 1/23/13

Buyer: Christine Finney

In accordance with the Contract Special Terms and Conditions, **Contract Extension**, the above referenced contract shall expire on 02/28/13.

THE NEW CONTRACT TERM: **03/01/13 to 02/28/14**

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Barbara A. Knight
Signature

2-12-13
Date

Barbara A. Knight, President
Typed Name and Title

Century Graphics, Inc.
Company Name

2960 Grand Ave.
Address

Phoenix
City

AZ
State

85017
Zip Code

Attested By:

Verida Blas
City Clerk

Susan Daluddung
DCM: Susan Daluddung, Deputy City-Manager

Department Rep: Sherine Zaya, Public Information Officer

CC Number

ACON08610C
Contract Number

Stephen M. Kemp
Approved as to Form: Stephen M. Kemp, City Attorney

The above referenced Contract Amendment is hereby Executed

Feb 26, 2013 at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Management Supervisor

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A CON 08610C



CONTRACT AMENDMENT

Materials Management Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No. P10-0037 Page 1 of 1
Description: Printing Services
Amendment No. Two (2) Date: 11/23/11

Buyer: Christine Finney

In accordance with the Contract Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 02/28/12.

THE NEW CONTRACT TERM:

Contract Term: 03/01/12 to 02/28/13

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Barbara A. Knight
Signature

3-5-12
Date

Barbara A. Knight, President
Typed Name and Title

Century Graphics, Inc.
Company Name

2960 Grand Ave.
Address

Phoenix
City

AZ
State

85017
Zip Code

Attested By:

Wanda Nelson

Wanda Nelson, City Clerk

DCM: *Susan Daluddung*
Susan Daluddung, Deputy City Manager

Department Rep: *Sherine Zaya*, Public Information Officer

Approved as to Form: *Stephen M. Kemp*, City Attorney



CC Number
ACON08610B
Contract Number

The above referenced Contract Amendment is hereby Executed

March 19, 2012 at Peoria, Arizona

Dan Zenko
Dan Zenko, Materials Management Supervisor

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SCANNED

A CON 08610B



CONTRACT AMENDMENT

Materials Management

Procurement

9875 N. 85th Ave., 2nd Fl.
Peoria, AZ 85345
Telephone: (623) 773-7115
Fax: (623) 773-7118

Solicitation No. P10-0037 Page 1 of 1

Description: Printing Services

Amendment No. One (1) Date: 11/23/10

Buyer: Christine Finney

In accordance with the Contract Special Terms and Conditions, Contract Extension, the above referenced contract shall expire on 02/28/11.

THE NEW CONTRACT TERM:

Contract Term: 03/01/11 to 02/28/12

Contractor hereby acknowledges receipt and agreement. A signed copy shall be filed with the City of Peoria, Materials Management Division.

Barbara A. Knight
Signature

12-29-10
Date

Barbara A. Knight, President
Typed Name and Title

Century Graphics, Inc.
Company Name

2960 Grand Ave.
Address

Phoenix
City

AZ
State

85017
Zip Code

Attested By:

Wanda Nelson

City Clerk

Susan J. Daluddung
DCM: Susan Daluddung, Deputy City Manager

Department Rep: Sherine Zaya, Public Information Officer

CC Number

ACON08610A
Contract Number

Approved as to Form: Stephen M. Kemp, City Attorney
Ellen Van Riper, Assistant City Attorney

The above referenced Contract Amendment is hereby Executed

Jan 6, 2011 at Peoria, Arizona

Herman F. Koebergen
Herman F. Koebergen, Materials Manager



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Official File

ACON08610A



City of Peoria, Arizona Notice of Invitation for Bid



Invitation for Bid No **P10-0037** Bid Due Date **February 11, 2010**
 Materials and/or Services **Printing Services** Time **2 00 P M, AZ Time**
 Contact **Christine Finney**
 Location **City of Peoria, Materials Management** Phone **(623) 773-7115**
 Mailing Address **9875 N 85th Avenue, 2nd Floor, Peoria, AZ 85345**

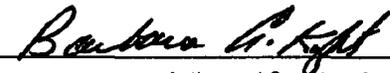
In accordance with City of Peoria Procurement Code competitive sealed bids for the material or services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Bids received by the correct date and time shall be publicly opened and the bid price read. Bids shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late bids will not be considered, except as provided in the City of Peoria Procurement Code. Bids shall be submitted in a sealed envelope with the invitation for Bid number and the bidder's name and address clearly indicated on the front of the envelope. All bids shall be completed in ink or typewritten. Bidders are strongly encouraged to carefully read the entire invitation for Bid Package.

OFFER

To the City of Peoria

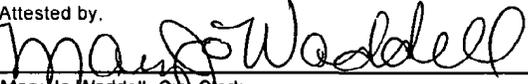
The undersigned hereby offers and agrees to furnish materials and/or services in compliance with all terms, conditions, specifications and amendments in the Notice of Invitation for Bid except for any written exceptions in the offer. The signature below also certifies his or her understanding and compliance with paragraph one of The City of Peoria Standard Terms and Conditions (COP Form 202)

For clarification of this offer contact

Name <u>Barbara A Knight</u>	Telephone <u>602-271-4060 X100</u> Fax <u>602-271-4064</u>
<u>Century Graphics, Inc</u>	
Company Name	Authorized Signature for Offer
<u>2960 Grand Avenue</u>	<u>Barbara A Knight</u>
Address	Printed Name
<u>Phoenix AZ 85017</u>	<u>President</u>
City State Zip Code	Title

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

Your office is hereby accepted. The Contractor is now bound to sell the materials and/or services listed by the attached award notice based upon the solicitation, including all terms conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the City. The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until Contractor receives an executed Purchase Order.

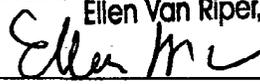
Attested by, 
 Mary Jo Waddell, City Clerk

City of Peoria, Arizona Eff. Date 2/26/2010
 Approved as to form Ellen Van Riper, Assistant City Attorney

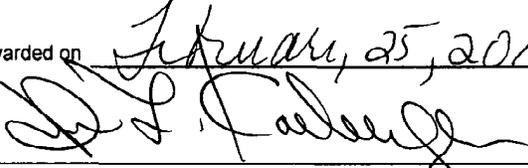


City Seal

cc
ACON08610
 Contract Number


 Stephen M. Kemp, City Attorney

Awarded on February 25, 2010


 Herman F. Koebergen, Materials Manager



SOLICITATION AMENDMENT

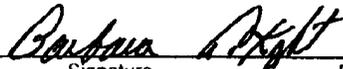
Solicitation No: P10-0037
Description: Printing Services
Amendment No: Two (2)
Solicitation Due Date: February 12, 2010
Solicitation Due Time: 2 00 P M Arizona Time

Materials Management Procurement
 9875 N 85th Avenue
 Peoria, Arizona 85345-6560
 Telephone (623) 773-7115
 Fax (623) 773-7118

Buyer: Christine Finney

I The Solicitation Due date and time is hereby changed to **February 12, 2010** at 2:00 P.M., AZ Time

Vendor hereby acknowledges receipt and agreement with the amendment

 February 12, 2010

 Signature Date

Barbara A Knight - President

Typed Name and Title

Century Graphics, Inc

Company Name

2960 Grand Avenue

Address

Phoenix

AZ

85017

City

State

Zip

The above referenced Solicitation Amendment is hereby Executed

February 5, 2010

at Peoria, Arizona



 Christine Finney
 Buyer



SOLICITATION AMENDMENT

Solicitation No: P10-0037
Description: Printing Services
Amendment No: One (1)
Solicitation Due Date: February 11, 2010
Solicitation Due Time: 2 00 P M Arizona Time

Materials Management Procurement
 9875 N 85th Avenue
 Peoria, Arizona 85345-6560
 Telephone (623) 773-7115
 Fax (623) 773-7118

Buyer: Christine Finney

A signed copy of this Amendment shall be received by the City of Peoria, Materials Management no later than the Solicitation Due Date and Time

The following changes are hereby made to the solicitation:

- I. Page 16, Specifications, Paragraph II, Detailed Specifications, Subparagraph A, for the "Peoria Focus" Finished Size, ADD "no bleeds".
- II. Page 16, Specifications, Paragraph II, Detailed Specifications, Subparagraph A, for the "Peoria Focus", Finishing, ADD "Staple/saddle stitch".
- III. Page 16, Specifications, Paragraph II, Detailed Specifications, Subparagraph B, for the "City of Peoria Council District Newsletter", DELETE "Finished Size: 5.5" x 8.5" (one 8 5" x 11" sheet folded in half once)" and REPLACE with "Finished Size: 8.5" x 11" (one 11" x 17" sheet folded in half once, no bleeds)"
- IV. Page 17, Specifications, Paragraph II, Detailed Specifications, Subparagraph C, for the "City of Peoria Contact Brochure", DELETE "Finished Size: 8 25" x 3.5" (one 8.5" x 14" sheet, half-folded twice, trimmed for bleed) and REPLACE with "One 8.5" x 11" sheet, trimmed for bleed & trifolded for six panels".
- V. Page 17, Specifications, Paragraph II, Detailed Specifications, Subparagraph E, Mailing Services, DELETE entire paragraph and replace with the following "The contractor shall provide mailing services for Specification Items A & B. This service shall include skid balance to bulk mailing house, and delivering publications to the Peoria Post Office located at 83rd Avenue & Thunderbird Road for for carrier route sort delivery to Peoria residents Pricing for mailing services shall be included in the cost per piece on the Price Sheet.
- VI. Price Sheet is hereby DELETED and REPLACED with the attached "REVISED PRICE SHEET"

Vendor hereby acknowledges receipt and agreement with the amendment

Barbara A Knight February 12, 2010
 Signature Date

Barbara A Knight - President
 Typed Name and Title

Century Graphics, Inc
 Company Name

2960 Grand Avenue
 Address

Phoenix AZ 85017
 City State Zip

The above referenced Solicitation Amendment is hereby Executed

February 2, 2010

at Peoria, Arizona

Christine Finney
 Christine Finney
 Buyer



REVISED PRICE SHEET

Materials Management
Procurement
9875 N 85th Ave, 2nd Fl
Peoria, Arizona 85345-6560
Phone (623) 773-7115
Fax (623) 773-7118

Solicitation Number: P10-0037

Item	Description of material and/or services	Quantity	Unit	Unit Price	Est Annual Frequency	Extended (Annual) Price
<p>Bidders must multiply the unit price given by the quantity and the estimated annual frequency to calculate the extended annual price</p> <p>In case of error in the extension of prices, the unit price shall govern</p>						
A	<p>Peoria Focus (12-pages) - saddle stitch only</p> <p>8-pages/cost per book \$ <u>0 09218 /per book</u></p> <p>16-pages/cost per book \$ <u>0 14055 / per book</u></p>	66,000	ea	<p>\$ <u>0 13512 / per book</u></p> <p>\$8,918 00/per issue</p>	4	\$ <u>35,672 00</u>
B	Council District Newsletter	10,000	ea	<p>\$ <u>0 1377 /per book</u></p> <p>\$1,377 00/per issue</p>	12	\$ <u>16,524 00</u>
C	City of Peoria Contact Brochure	10,000	ea	<p>\$ <u>0 0785 /per book</u></p> <p>\$785 00/per issue</p>	1	\$ <u>785 00</u>
Subtotal:						\$ <u>52,981 00</u>
Tax Rate <u>8.3</u> % Taxes						\$ <u>4,397 42</u>
Grand Total:						\$ <u>57,378 42</u>
<p>Vendor will deliver final proof to City of Peoria staff within <u>10-14</u> calendar days of receipt of final artwork</p> <p>Optional Services</p> <p>16 pages cost per book \$ <u>0 09085 / per book</u></p> <p>8-pages cost per book \$ <u>0 09085 / per book</u></p> <p>16 pages cost per book \$ <u>0 14015 / per book</u></p>						
	<p>16 pages cost per book \$ <u>0 14015 / per book</u></p>	66,000	ea	<p>\$ <u>0 1349 /per book</u></p> <p>\$8,904 00/per issue</p>	4	\$ <u>35,616 00</u>
<p>Discount <u>-0-</u> % Off Price List</p>						

A CON 08610



STANDARD TERMS AND CONDITIONS

**Materials Management
Procurement**
9875 N. 85th Ave , 2nd Fl.
Peoria, Arizona 85345-6560
Phone (623) 773-7115
Fax: (623) 773-7118

1 PREPARATION OF BID:

- a All bids shall be on the forms provided in this *Invitation to Bid* package. It is permissible to copy these forms if required. Telegraphic (facsimile) or mailgram bids will not be considered.
- b The Offer and Contract Award document (COP Form 203) shall be submitted with an original ink signature by a person authorized to sign the offer.
- c Erasures, interlineations, or other modifications in the bid shall be initialed in original ink by the authorized person signing the Vendor Offer.
- d If price is a consideration and in case of error in the extension of prices in the bid, the unit price shall govern. No bid shall be altered, amended, or withdrawn after the specified bid due date and time.
- e Periods of time, stated as a number of days, shall be calendar days.
- f It is the responsibility of all Offerors to examine the entire *Invitation For Bid* package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a bid. Negligence in preparing a Bid confers no right of withdrawal after bid due date and time.

2 **INQUIRIES:** Any question related to the *Invitation For Bid* shall be directed to the Buyer whose name appears on the front. The Offeror shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. The Buyer may require any and all questions be submitted in writing at the Buyer's sole discretion. Any correspondence related to a *Invitation For Bid* should refer to the appropriate *Invitation For Bid* number, page, and paragraph number. However, the Offeror shall not place the *Invitation For Bid* number on the outside of any envelope containing questions since such an envelope may be identified as a sealed bid and may not be opened until after the official *Invitation For Bid* due date and time.

3 **PROSPECTIVE OFFERORS CONFERENCE:** A prospective offerors conference may be held. If scheduled, the date and time of this conference will be indicated on the cover page of this document. The purpose of this conference will be to clarify the contents of this *Invitation For Bid* in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this *Invitation For Bid* or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine if any action is necessary and may issue a written amendment to the *Invitation For Bid*. Oral statements or instructions will not constitute an amendment to this *Invitation For Bid*.

4 **LATE BIDS:** Late Bids will not be considered, except as provided by the **City of Peoria Procurement Code**. A vendor submitting a late bid shall be so notified.

5 **WITHDRAWAL OF BID:** At any time prior to the specified bid due date and time, a Vendor (or designated representative) may withdraw the bid. Telegraphic (facsimile) or mailgram bid withdrawals will not be considered.

6 **AMENDMENT OF BID:** Receipt of a Solicitation Amendment (COP Form 207) shall be acknowledged by signing and returning the document prior to the specified bid due date and time.

7 **PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any bid that requires payment in less than thirty (30) calendar days shall not be considered.

8 **NEW:** All items shall be new, unless otherwise stated in the specifications.

9 **DISCOUNTS:** Payment discount periods will be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date Buyer's payment is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.

10 **TAXES:** The City of Peoria is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.

11 **VENDOR REGISTRATION:** After the award of a contract, the successful Vendor shall have a completed Vendor Registration Form (COP Form 200) on file with the City of Peoria Materials Management Division.

12 AWARD OF CONTRACT:

a Unless the Offeror states otherwise, or unless provided within this *Invitation For Bid*, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

b Notwithstanding any other provision of this *Invitation For Bid*, the City expressly reserves the right to

- i Waive any immaterial defect or informality or
- ii Reject any or all bids, or portions thereof, or
- iii Reissue a *Invitation For Bid*.

c A response to a *Invitation For Bid* is an offer to contract with the City based upon the terms, conditions and specifications contained in the City's *Invitation For Bid* and the written amendments thereto, if any. Bids do not become contracts unless and until they are accepted by the City Council. A contract is formed when written notice of award(s) is provided to the successful Offeror(s). The contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the procurement contract are contained in the *Invitation For Bid*, unless modified by a Solicitation Amendment (COP Form 207) or a Contract Amendment (COP Form 217).



STANDARD TERMS AND CONDITIONS

**Materials Management
Procurement**
9875 N 85th Ave, 2nd Fl
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

THE FOLLOWING TERMS AND CONDITIONS ARE AN EXPLICIT PART OF THE SOLICITATION AND ANY RESULTANT CONTRACT.

1. **CERTIFICATION:** By signature in the Offer section of the Offer and Contract Award page (COP Form 203), the Vendor certifies.
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Vendor shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11456.
 - c. 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 offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the vendor may be debarred.
2. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event this contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity. Paying the expense of normal business meals which are generally made available to all eligible city government customers shall not be prohibited by this paragraph.
3. **APPLICABLE LAW:** In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona and City of Peoria including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this agreement.

Contractor specifically understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the City. The City may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the City in regard to any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

The provisions of this Paragraph must be included in any contract Contractor enters into with any Subcontractors who provide services under this agreement or any subcontract. "Services" is defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.



STANDARD TERMS AND CONDITIONS

**Materials Management
Procurement**
9875 N 85th Ave., 2nd Fl
Peoria, Arizona 85345-6560
Phone: (623) 773-7115
Fax: (623) 773-7118

Contractor warrants, for the term of this agreement and for six months thereafter, that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities

This contract shall be governed by the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in statutes pertaining specifically to the City. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the City may cancel this contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

4. **LEGAL REMEDIES:** All claims and controversies shall be subject to resolution according to the terms of the City of Peoria Procurement Code.
5. **CONTRACT:** The contract between the City and the Contractor shall consist of (1) the Solicitation, including instructions, all terms and conditions, specifications, scopes of work, attachments, and any amendments thereto, and (2) the offer submitted by the Vendor in response to the solicitation. In the event of a conflict in language between the Solicitation and the Offer, the provisions and requirements in the Solicitation shall govern. However, the City reserves the right to clarify, in writing, any contractual terms with the concurrence of the Contractor, and such written contract shall govern in case of conflict with the applicable requirements stated in the Solicitation or the Vendor's offer. The Solicitation shall govern in all other matters not affected by the written contract.
6. **CONTRACT AMENDMENTS:** This contract may be modified only by a written Contract Amendment (COP Form 217) signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.
7. **CONTRACT APPLICABILITY:** The Offeror shall substantially conform to the terms, conditions, specifications and other requirements found within the text of this specific Solicitation. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City are not applicable to this Solicitation or any resultant contract.
8. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the contract will forthwith be physically amended to make such insertion or correction.
9. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.
10. **RELATIONSHIP TO PARTIES:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Contractor should make arrangements to directly pay such expenses, if any.
11. **INTERPRETATION-PAROL EVIDENCE:** This contract represents the entire agreement of the Parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified or rescinded except as provided for herein, absent a written agreement signed by both Parties. Any attempt at oral modification of this contract shall be void and of no effect.



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12. **NO DELEGATION OR ASSIGNMENT:** Contractor shall not delegate any duty under this Contract, and no right or interest in this Contract shall be assigned by Contractor to any successor entity or third party, including but not limited to an affiliated successor or purchaser of Contractor or its assets, without prior written permission of the City. The City, at its option, may cancel this Contract in the event Contractor undertakes a delegation or assignment without first obtaining the City's written approval. Contractor agrees and acknowledges that it would not be unreasonable for the City to decline to approve a delegation or assignment that results in a material change to the services provided under this Contract or an increased cost to the City.
13. **SUBCONTRACTS:** No subcontract shall be entered into by the contractor with any other party to furnish any of the material, service or construction specified herein without the advance written approval of the City. The prime contractor shall itemize all sub-contractors which shall be utilized on the project. Any substitution of sub-contractors by the prime contractor shall be approved by the City and any cost savings will be reduced from the prime contractor's bid amount. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract and if the Subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not Subcontractors are used.
14. **RIGHTS AND REMEDIES:** No provision in this document or in the vendor's offer shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of the City to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the City's acceptance of and payment for materials or services, shall not release the Contractor from any responsibilities or obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
15. **INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable.
- The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
16. **OVERCHARGES BY ANTITRUST VIOLATIONS:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
17. **FORCE MAJEURE:** Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force Majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; acts of terror, hate crimes affecting public order, riots, strikes, mobilization, labor disputes; civil disorders, fire, floods; lockouts, injunctions-intervention-acts, or failures or refusals to act by government authority, events or obstacles resulting from a governmental authority's response to the foregoing, and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure.



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and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract

Force majeure shall not include the following occurrences

- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences
- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this Force Majeure term and Condition

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *Certified-Return Receipt* and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this contract.

18. **RIGHT TO ASSURANCE:** Whenever one party to this contract 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 this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
19. **RIGHT TO AUDIT RECORDS:** The City may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the City. This right to audit also empowers the City to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.
20. **RIGHT TO INSPECT PLANT:** The City may, at reasonable times, inspect the part of the plant or place of business of a Contractor or Subcontractor which is related to the performance of any contract as awarded or to be awarded.
21. **WARRANTIES:** Contractor warrants that all material, service or construction delivered under this contract shall conform to the specifications of this contract. Unless otherwise stated in Contractor's response, the City is responsible for selecting items, their use, and the results obtained from any other items used with the items furnished under this contract. Mere receipt of shipment of the material/service specified and any inspection incidental thereto by the City shall not alter or affect the obligations of the Contractor or the rights of the City under the foregoing warranties. Additional warranty requirements may be set forth in the solicitation.
22. **INSPECTION:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of this Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:
 - a. Waive the non-conformance
 - b. Stop the work immediately
 - c. Bring material into complianceThis shall be accomplished by a written determination for the City
23. **TITLE AND RISK OF LOSS:** The title and risk of loss of material and/or service shall not pass to the City until the City actually receives the material or service at the point of delivery, unless otherwise provided within this Contract
24. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach of the Contract as a whole



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25. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment of lot of this Contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the City, shall constitute a breach of the Contract as a whole
26. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials
27. **LIENS:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City
28. **LICENSES:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this Contract.
29. **PATENTS AND COPYRIGHTS:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
30. **PREPARATION OF SPECIFICATIONS BY PERSONS OTHER THAN CITY PERSONNEL:** All specifications shall seek to promote overall economy for the purposes intended and encourage competition and not be unduly restrictive in satisfying the City's needs. No person preparing specifications shall receive any direct or indirect benefit from the utilization of specifications, other than fees paid for the preparation of specifications.
31. **COST OF BID/PROPOSAL PREPARATION:** The City shall not reimburse the cost of developing presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner
32. **PUBLIC RECORD:** All offers submitted in response to this solicitation shall become the property of the City and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code. However, subsequent to the award of the contract, any information and documents obtained by the City during the course of an audit conducted in accordance with Paragraph 19 above for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the City is ordered or otherwise directed to do so by a court of competent jurisdiction
33. **ADVERTISING:** Contractor shall not advertise or publish information concerning this Contract, without prior written consent of the City
34. **DELIVERY ORDERS:** The City shall issue a Purchase Order for the material and/or services covered by this contract All such documents shall reference the contract number as indicated on the Offer and Contract Award (COP Form 203).
35. **FUNDING:** Any contract entered into by the City of Peoria is subject to funding availability. Fiscal years for the City of Peoria are July 1 to June 30 The City Council approves all budget requests. If a specific funding request is not approved, the contract shall be terminated
36. **DISCLAIMER:** The City of Peoria, Arizona provides current and complete solicitation information for registered Plan Holders only Updates, amendments and related information regarding the solicitation contained herein will be delivered only to registered Plan Holders The City assumes no liability or duty to so update or send any update to persons who are not Plan Holders Any person who acquires these documents from any source other than the City website or directly from the Materials Management Division, has no assurance that the solicitation is valid No person may amend this document, nor may any person publish it without this disclaimer
37. **PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment will be issued prior to receipt of material and/or services and correct invoice



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- 1 **Purpose:** Pursuant to provisions of the City Procurement Code, the City of Peoria, Materials Management Division intends to establish a contract for **Printing Services**.
- 2 **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City Materials Manager. No alteration of any resultant contract may be made without the express written approval of the City Materials Manager in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the City Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
- 3 **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
- 4 **Eligible Agencies:** Any contract resulting from this Solicitation shall be for the exclusive use of the City of Peoria.
- 5 **Contract Type:** Fixed Price
- 6 **Term of Contract:** The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein
- 7 **Contract Extension:** By mutual written contract amendment, any resultant contract may be extended for supplemental periods of up to a maximum of forty-eight (48) months.
- 8 **Evaluation:** In accordance with the City of Peoria Procurement Code, awards shall be made to the lowest responsible and responsive bidder whose bid conforms in all material respects to the Invitation For Bid
- 9 **Prospective Bidders Conference:** Prospective bidders are invited to attend a conference to be held at the City of Peoria Development & Community Services Building

ADDRESS: 9875 N 85th Avenue
Peoria, Arizona 85345
Pine Conference Room

DATE: February 1, 2010

TIME: 9:30 am

The purpose of this conference will be to clarify the contents of this Invitation For Bid in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this Invitation For Bid or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine the appropriate action necessary, if any, and issue a written amendment to the Invitation For Bid. Oral statements or instructions shall not constitute an amendment to this Invitation For Bid.

- 10 **Affirmative Action:** It is the policy of the City of Peoria that suppliers of goods or services to the City adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, and promote regardless of race, color, religion, gender, national origin, age or disability. The City of Peoria encourages diverse suppliers to respond to solicitations for products or services.

The purpose of this conference will be to clarify the contents of this Invitation For Bid in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of this Invitation For Bid or any apparent omission or discrepancy should be presented to the City at this conference. The City will then determine the appropriate action necessary, if any, and issue a written amendment to the Invitation For Bid. Oral statements or instructions shall not constitute an amendment to this Invitation For Bid.



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11. **Shipping Terms:** Prices shall be *F O B. Destination* to any location in the City of Peoria, delivered to the specified receiving point as required by the customer agency at the time of order. Contractor shall retain title and control of all goods until they are delivered and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. All claims for visible or concealed damage shall be filed by the contractor. The City will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.
12. **Delivery:** Delivery shall be made within seven (7) days of receipt of a purchase order.
13. **Non-Exclusive Contract:** Any contract resulting from this Solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the City of Peoria. The City reserves the right to obtain like goods or services from another source when necessary. Off-Contract Purchase Authorization may only be approved by the City Materials Manager. Approval shall be at the discretion of the City Materials Manager and shall be conclusive, however, approval shall be granted only after a proper review and when deemed to be appropriate. Off-contract procurement shall be consistent with the City Procurement Code.
14. **Taxes:** Prices offered shall not include applicable State and local taxes. The City will pay all applicable taxes. Taxes must be listed as a separate item on all invoices.
15. **Taxes:** Prices offered shall include all applicable State and local taxes. The City will pay all applicable taxes. Taxes must be listed as a separate item on the price sheet attached to this Solicitation and on all invoices.
16. **Warranty:** All equipment supplied under this specification shall be fully guaranteed by the contractor for a minimum period of 12 months from the date of acceptance by the City. Any defects of design, workmanship, or materials, that would result in non-compliance with the contract specification, shall be fully corrected by the contractor (including parts and labor) without cost to the City.
17. **Price Adjustment:** The City of Peoria, Materials Management Division will review fully documented requests for price increases after the contract has been in effect for 365 days. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of the offer and can be shown to directly effect the price of the item concerned. The City of Peoria, Materials Management Division will determine whether the requested price increase, or an alternative option, is in the best interest of the City. The contractor shall likewise offer any published price reduction to the City concurrent with its announcement to other customers. Advanced 30 day written notification by the contractor is required for any price changes. All price adjustments will be effective on the first day of the month following approval or acceptance by the City of Peoria, Materials Management Division.
18. **Price Reduction:** A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.
19. **Discussions:** In accordance with the City of Peoria Procurement Code, after the initial receipt of proposals, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
20. **Insurance Requirements:** The Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A M Best, Inc. Rating of A-, or approved unlicensed in the State of Arizona with policies and forms satisfactory to the City.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the City, and any insurance or self-insurance maintained by the City shall not contribute to it.



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Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the City.

The insurance policies, except Workers' Compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the Contractor's acts, errors, mistakes, omissions, work or service

The insurance policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the City under such policies. The Contractor shall be solely responsible for the deductible and/or self-insured retention and the City, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a Surety Bond or an irrevocable and unconditional letter of credit.

The City reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the City's right to insist on, strict fulfillment of Contractor's obligations under this Contract.

The insurance policies, except Workers' Compensation and Professional Liability, required by this Contract, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

21 Required Insurance Coverage:

a. Commercial General Liability

Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011207 or any replacements thereof. The coverage shall not exclude X, C, U

Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc's Additional Insured, Form B, CG 20370704, and shall include coverage for Contractor's operations and products and completed operations.

If required by this Contract the Contractor subletting any part of the work, services or operations awarded to the Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance

b. Automobile Liability

Contractor shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to the Contractor's any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work. Coverage will be at least as broad as coverage code 1, "any auto", (Insurance Service Office, Inc Policy Form CA 00010306, or any replacements thereof) Such insurance shall include coverage for loading and off loading hazards. If hazardous substances, materials or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply



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c. Workers' Compensation

The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit

In case any work is subcontracted, the Contractor will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of the Contractor.

22. Certificates of Insurance: Prior to commencing work or services under this Contract, Contractor shall furnish the City with Certificates of Insurance, or formal endorsements as required by the Contract, issued by Contractor's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Contractor's work or services and as evidenced by annual Certificates of Insurance

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

All Certificates of Insurance shall be identified with bid serial number and title. A \$25.00 administrative fee will be assessed for all certificates received without the appropriate bid serial number and title.

23. Cancellation and Expiration Notice: Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City.

24. Independent Contractor:

a. General

- i. The Contractor acknowledges that all services provided under this Agreement are being provided by him as an independent contractor, not as an employee or agent of the City Manager or the City of Peoria
- ii Both parties agree that this Agreement is nonexclusive and that Contractor is not prohibited from entering into other contracts nor prohibited from practicing his profession elsewhere.

b. Liability

- i The City of Peoria shall not be liable for any acts of Contractor outside the scope of authority granted under this Agreement or as the result of Contractor's acts, errors, misconduct, negligence, omissions and intentional acts.
- ii To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of this Contract Contractor's duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of this Contract including any employee of the Contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable

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The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

c. Other Benefits

The Contractor is an independent contractor, therefore, the City Manager will not provide the Contractor with health insurance, life insurance, workmen's compensation, sick leave, vacation leave, or any other fringe benefits. Further, Contractor acknowledges that he is exempt from coverage of the Comprehensive Benefit and Retirement Act (COBRA). Any such fringe benefits shall be the sole responsibility of Contractor.

- 25. **Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of an devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.
 - a. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
 - b. If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
- 26. **Manufacturer's Representative:** Dealers who submit an offer as a manufacturer's representative must supplement the offer with a letter from each manufacturer involved, certifying that the vendor is a bona fide dealer for the specific equipment presented, that the vendor is authorized to submit an offer on such equipment, and guarantees that should the dealer fail to satisfactorily fulfill any obligations established as a result of the anticipated contract awards, the manufacturer, upon assignment by the City, will either assume and discharge such obligations or provide for their competent assumption by one or more bona fide dealers for the balance of the contract period
- 27. **Estimated Quantities:** The City anticipates considerable activity resulting from contracts that will be awarded as a result of this solicitation; however, no commitment of any kind is made concerning quantities actually acquired and that fact should be taken into consideration by each potential contractor.
- 28. **Ordering Process:** Upon award of a contract by the City of Peoria, Materials Management Division may procure the specific material and/or service awarded by the issuance of a purchase order to the appropriate contractor. The award of a contract shall be in accordance with the City of Peoria Procurement Code and all transactions and procedures required by the Code for public bidding have been complied with. A purchase order for the awarded material and/or service that cites the correct contract number is the only document required for the department to order and the contractor to delivery the material and/or service

Any attempt to represent any material and/or service not specifically awarded as being under contract with the City of Peoria is a violation of the contract and the City of Peoria Procurement Code. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor
- 29. **Billing:** All billing notices to the City shall identify the specific item(s) being billed and the purchase order number. Items are to be identified by the name, model number, and/or serial number most applicable. Any purchase/delivery order issued by the requesting agency shall refer to the contract number resulting from this solicitation.
- 30. **Licenses:** Contractor shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Contractor
- 31. **Samples:** Samples of items, when requested, must be submitted within a reasonable period of time. Unless otherwise specified by the City of Peoria, Materials Management Division, samples will be furnished, at no expense to the City. They must be identified as to supplier, manufacturer, part number, model number, type, grade, applicable stock number,



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etc. If not destroyed by testing, samples will be returned at vendor's request and expense. If no instructions are received for their return, samples will be discarded 30 days after award date

32. **Safety Standards:** All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.
33. **Usage Report:** It is an express condition of any award that the contractor shall provide the City of Peoria, Materials Management Division with a quarterly report delineating the number of items by type and the dollar value of acquisitions for each department
34. **Confidential Information:**
- If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Materials Supervisor of this fact shall accompany the submission and the information shall be identified.
 - The information identified by the person as confidential shall not be disclosed until the Materials Supervisor makes a written determination.
 - The Materials Supervisor shall review the statement and information and shall determine in writing whether the information shall be withheld
 - If the Materials Supervisor determines to disclose the information, the Materials Supervisor shall inform the bidder in writing of such determination
35. **Confidentiality of Records:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City or from others in carrying out its functions under the contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract.
36. **Identity Theft Prevention:** The Contractor shall establish and maintain Identity Theft policies, procedures and controls for the purpose of assuring that "personal identifying information," as defined by A.R.S. § 13-2001(10), as amended, contained in its records or obtained from the City or from others in carrying out its responsibilities under the Contract, is protected at all times and shall not be used by or disclosed to unauthorized persons. Persons requesting such information should be referred to the City. Contractor also agrees that any "personal identifying information" shall not be disclosed other than to employees or officers of Contractor as needed for the performance of duties under the Contract. Contractor agrees to maintain reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft. Contractor is required under this contract to review the City of Peoria's Identity Theft Program and to report to the Program Administrator any Red Flags as defined within that program. At a minimum, the contractor will have the following Identity Theft procedures in place
- Solicit and retain only the "personal identifying information" minimally necessary for business purposes related to performance of the Contract
 - Ensure that any website used in the performance of the contract is secure. If a website that is not secure is to be used, the City shall be notified in advance before any information is posted. The City reserves the right to restrict the use of any non-secure websites under this contract
 - Ensure complete and secure destruction of any and all paper documents and computer files at the end of the contracts retention requirements
 - Ensure that office computers are password protected and that computer screens lock after a set period of time



SPECIAL TERMS AND CONDITIONS

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Fax: (623) 773-7118

- e. Ensure that offices and workspaces containing customer information are secure.
- f. Ensure that computer virus protection is up to date

37. **Multiple Awards:** In order to assure that any ensuing contracts will allow the City to fulfill current and future requirements, the City reserves the right to award contracts to multiple companies. The actual utilization of any contract will be at the sole discretion of the City. The fact that the City may make multiple awards should be taken into consideration by each potential contractor.
38. **Contract Termination:** Any contract entered into as a result of this Solicitation is for the convenience of the City and as such, may be terminated without default by the City by providing a written thirty (30) day notice of termination.
39. **Cancellation:** The City reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
- a. The contractor provides material that does not meet the specifications of the contract,
 - b. The contractor fails to adequately perform the services set forth in the specifications of the contract,
 - c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract,
 - d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.
- Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies.
- a. Cancel any contract;
 - b. Reserve all rights or claims to damage for breach of any covenants of the contract,
 - c. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliance with the specifications, the actual expense of testing shall be borne by the contractor,
 - d. In case of default, the City reserves the right to purchase materials, or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by.
 - i. Deduction from an unpaid balance,
 - ii. Collection against the bid and/or performance bond, or,
 - iii. Any combination of the above or any other remedies as provided by law
40. **Default:** The City, by written notice of default to the contractor, may terminate the whole or any part of this contract in any one of the following circumstances
- a. If the contractor fails to make delivery of the supplies or to perform the services within the time specified; or
 - b. If the contractor fails to perform any of the other provisions of this contract, and fails to remedy the situation within a period of ten (10) days after receipt of notice
41. **Contract Default:** The City, by written notice of default to the contractor, may terminate the whole or any part of this contract in any one of the following circumstances



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- a. If the contractor fails to make delivery of the supplies or to perform the services within the time specified; or
- b. If the contractor fails to perform any of the other provisions of this contract; and fails to remedy the situation within a period of ten (10) days after receipt of notice.

In the event the City terminates this contract in whole or part, the City may procure supplies or services similar to those terminated, and the contractor shall be liable to the City for any excess costs for such similar supplies or services.



SPECIFICATIONS

Solicitation Number: P10-0037

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I. SCOPE OF WORK

The City of Peoria is seeking a vendor to print, and prepare for mailing, the "Peoria FOCUS" Community Newsletter, Council District Newsletters and Contact Brochure. The Contractor will print the FOCUS newsletter four (4) times per year at 66,000 copies per issue, the Contact Brochure annually and the Council District Newsletters as many as twelve (12) issues annually. The City will provide text, artwork and photos. Contractor shall maintain a high standard of quality work on all printing jobs. The City reserves the right to refuse poor quality work and will require the Contractor to reproduce the work at no additional cost to the City.

II. DETAILED SPECIFICATIONS

A. Four (4) issues of "Peoria FOCUS" shall be provided annually as follows:

- Quantity: 66,000 (No Overruns)
- Finished Size: 8-1/2" x 11"
- Number of Pages: 12 pages (includes cover)
- Stock: 60# gloss book
- Ink Color: Four-color
- Proofs: City will supply artwork & text electronically.
- Finishing: Cut, fold
- Packaging: Turn or bundle in 50's, box
- Delivery: Skid balance to bulk mailing house

B. Up to Twelve (12) issues of "City of Peoria Council District Newsletter" shall be provided annually in the following style:

- Quantity: 10,000 (No Overruns)
- Finished Size: 5.5" x 8.5" (one 8.5" x 11" sheet folded in half once)
- Number of Pages: 4 pages (includes cover)
- Stock: 60# smooth white opaque book paper
- Ink Color: 2/2 Black + PMS color
- Proofs: City will supply text & artwork.
- Finishing: Cut, fold
- Packaging: Turn or bundle in 50's, box
- Delivery: Skid balance to bulk mailing house



SPECIFICATIONS

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C. One (1) issue of "City of Peoria Contact Brochure" shall be provided annually as follows:

Quantity: 10,000 (No Overruns)
Finished Size: 8.25" x 3.5" (one 8.5" x 14" sheet, half-folded twice, trimmed for bleed)
Number of Pages: 6 pages (single sheet, 2 sides)
Stock: 60# smooth white opaque book paper
Ink Color: 2/2 Black + PMS color, full bleed
Proofs: City will supply artwork in Adobe InDesign CS or PDF.
Finishing: Trim, fold
Packaging: Box
Delivery: Deliver to City of Peoria

D. Typesetting and layout services

Typesetting and layout services to support publication of Specifications Items A, B and C. City will supply an electronic template in Adobe InDesign CS to be used for all publications. For each issue, City will provide all copy, graphics and photos (digital), which the Contractor shall layout on the template. Include in per unit pricing on Price Sheet.

E. Mailing Services

If available, the contractor may be asked to provide mailing services for Specification Items A & B. This service shall include bundling, labeling, packaging, and delivering publications to post office(s) for carrier route sort delivery. Show pricing on Price Sheet.

F. Additional Printing Services

In addition to prices bid for the items identified on the Price Sheet, the bidder shall also provide a statement of applicable discount percentages off catalog/price list for basic printing services not listed on Price Sheet. Updates on referenced catalog/price lists for discount percentages offered on non-specified items shall be provided at no cost to the City



PRICE SHEET

Materials Management Procurement

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Company Name _____

Item	Description of material and/or services	Quantity	Unit	Unit Price	Est Annual Frequency	Extended (Annual) Price
	<p>Bidders must multiply the unit price given by the quantity <u>and</u> the estimated annual frequency to calculate the extended annual price.</p> <p>In case of error in the extension of prices, the unit price shall govern.</p>					
A.	Peoria Focus (12-pages) 8-pages/cost per book \$ _____ 16-pages/cost per book \$ _____	66,000	ea	\$ _____	4	\$ _____
B.	Council District Newsletter	10,000	ea	\$ _____	12	\$ _____
C.	City of Peoria Contact Brochure	10,000	ea	\$ _____	1	\$ _____
						Subtotal: \$ _____
						Tax Rate _____ % Taxes: \$ _____
						Grand Total: \$ _____
	Optional Services:					
	Mailing Services:					
	Item A	1	Job	\$ _____		
	Item B	1	Job	\$ _____		
	Discount _____ % Off Price List					

Revised via Solicitation Amendment One



QUESTIONNAIRE

Materials Management Procurement

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Please list a minimum of three (3) owner references from projects of similar size and scope whom the Materials Management Division may contact:

1 Company City of Surprise
Contact Doug Tolf e-mail: Doug.Tolf@surpriseaz.com Phone 623-222-1425
Address Progress Magazine (quarterly publication - in 3rd year of 5 year contract), Recreation Times Magazine (quarterly publication), Tennis Tournament Program, Various Brochure and
Project Magazines

2 Company City of Avondale
Contact Ingrid Melle e-mail ihilton@avondale.org Phone 623-333-1614
Address 11465 West Civic Center Drive
Avondale, AZ 85323
Project Rack Cards, Post Cards, Catalogues, Calendars, Financial Reports, Police Information Cards, NCR Forms, Vehicle Maintenance Form Book, Flyers, Posters, Envelopes, Letterheads and Annual Reports

3 Company City of Peoria
Contact Kelly Corsette e-mail kelly.corsette@peoriaaz.gov Phone 480-644-3373
Address 8401 West Monroe Street
Peoria, AZ 85345
Project Council Members District Newsletters (4 versions - print semi-annually, 5th year of 5 year contract), Focus Newsletter (quarterly for last 5 years), Various Bill Inserts, Maps, Brochures, Labels and Publicity Pamphlets, Annual Reports



QUESTIONNAIRE

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Bidders are to indicate below any exceptions they have taken to the Specifications: **NONE**



QUESTIONNAIRE

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Attach a copy of your Business License to your bid submittal.



City of Phoenix PRIVILEGE (Sales) TAX LICENSE

The business or firm listed is hereby licensed to conduct business at the following location upon the condition that tax returns are filed and taxes remitted to the City of Phoenix as required under the provisions of Chapter 14 of the City Code

Business name/address
CENTURY GRAPHICS INC
2960 GRAND AVE
PHOENIX AZ 85017-4909

This license expires on December 31st:

2009

The privilege license shall be non transferable and shall be on display to the public in the licensee's place of business
The issuance of this license shall not be construed as permission to operate in violation of any other law or regulation



ARIZONA DEPARTMENT OF REVENUE LICENSE & REGISTRATION SECTION

1600 WEST MONROE
PHOENIX, ARIZONA 85007-2650

MUST BE
DISPLAYED IN A
CONSPICUOUS PLACE

TRANSACTION PRIVILEGE TAX LICENSE

~~NOT TRANSFERABLE~~

THIS LICENSE IS ISSUED TO THE BUSINESS NAMED BELOW FOR THE ADDRESS SHOWN. LICENSES, BY LAW, MAY NOT BE TRANSFERRED FROM ONE PERSON TO ANOTHER NOR CAN THEY BE TRANSFERRED FROM ONE LOCATION TO ANOTHER. ARIZONA LAW REQUIRES LICENSEES TO NOTIFY THE DEPARTMENT OF REVENUE IF THERE IS A CHANGE IN BUSINESS NAME, TRADE NAME, LOCATION, MAILING ADDRESS OR OWNERSHIP. IN ADDITION, WHEN BUSINESS IS DISCONTINUED OR BUSINESS LOCATION CHANGES, AND A NEW LICENSE IS ISSUED, THIS LICENSE MUST BE RETURNED TO THE ARIZONA DEPARTMENT OF REVENUE.

THE LICENSEE LISTED BELOW IS LICENSED TO CONDUCT BUSINESS UPON THE CONDITION THAT TAXES ARE PAID TO THE ARIZONA DEPARTMENT OF REVENUE AS ACCRUED UNDER PROVISIONS OF ARS TITLE 42, CHAPTER 9, ARTICLE 1.

ISSUED
TO

CENTURY GRAPHICS INC
C/O KNIGHT, BARBARA A
2960 GRAND AVE
PHOENIX, AZ 85017-4909

07-611326-Y

ALL communications
and Reports MUST
REFER to this
LICENSE NO

10 BUSINESS CODE

01/01/03 EFFECTIVE DATE

---- (DDA) CENTURY GRAPHICS INC
---- 2960 GRAND AVE
PHOENIX, AZ 85017-4909

02/05/03 PRINT DATE



QUESTIONNAIRE

**Materials Management
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Has your firm been certified by any jurisdiction in Arizona as a minority or woman owned business enterprise? Yes X , No _____

If yes, please provide details and documentation of the certification.

Federal Tax Returns and State of Arizona Tax Returns
