

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATIONS**

cc: JAC
Amend No. _____

Date prepared: July 16, 2009

Council Meeting Date: August 25, 2009

TO: Carl Swenson, City Manager
FROM: John Schell, Intergovernmental Affairs Director
SUBJECT: Continuation of FY 2009/2010 Luke Air Force Base Federal Representation Contract

RECOMMENDATION: Request Council approval for the continuation of Peoria's funding share for federal representation for the protection of Luke Air Force Base

SUMMARY: During the BRAC process, various cities retained multiple federal consultants. However, since 2006 the City of Peoria and its West Valley Partners – the jurisdictions of Avondale, Buckeye, El Mirage, Glendale, Goodyear, Litchfield Park, Maricopa County, Phoenix, Surprise Tolleson, Wickenburg and Youngtown - have committed local funding to ensure high level and ongoing representation in Washington D.C. as it relates to the preservation of the current mission as well as the potential for a significant follow-on mission. Obtaining federal representation under one umbrella contract ensures continuity and efficiency during the administration of the contract. In addition to playing a critical role in our nation's freedom and security, Luke Air Force Base is a recession proof economic engine and drives nearly \$1.4 billion back into the Arizona's economy.

The Scope of Services in the RFP details the expectations and responsibilities of the consultant. The services are, but not limited to - advocacy, lobbying, building/maintaining key relationships, communication and monitoring. The consultant has satisfactorily maintained a high level of service in meeting its contractual obligations.

The City of Peoria's portion of the contract for service beginning 7/1/09 and ending 6/30/10 (with option for extension) is \$52,124.

Funding will be supported through the General Fund, and will require a transfer from the General Fund contingency account (1000-0300-570000) to the non-departmental "other professional services" account (1000-0300-520099), in the amount of \$52,124.

CITY CLERK USE ONLY:

- Consent Agenda
 Carry Over to Date: _____
 Approved
 Unfinished Business (Date heard previous: _____)
 New Business
 Public Hearing: No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____



**Contract Amendment No. One
RFP 06-40**

**Federal Legislative Representation Services for the Protection of
the Mission of Luke Air Force Base, Glendale, Arizona**

CITY OF GLENDALE
Materials Management
6829 N 58th Dr., Suite 202
Glendale, Arizona 85301

In accordance with the Special Terms and Conditions, the above referenced contract is amended as follows

Revise section 2.10 OPTION TO EXTEND to read

1. The City may, at its option and with the approval of the contractor, extend the term of this agreement as follows

Extension #1	12/01/07 thru 06/30/09	19 months
Extension #2	07/01/09 thru 06/30/10	12 months
Extension #3	07/01/10 thru 06/30/11	12 months
Extension #4	07/01/11 thru 11/30/11	5 months

The agreement will be renewable on a periodic basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the agreed to contract period. Price adjustments will only be reviewed during contract renewal

2. Offer the option to extend the initial one-year period for 19 months, from 12/01/07 thru 06/30/09
3. Increase the monthly retainer from \$20,000 to \$22,500 for the period from 12/01/07 thru 06/30/08, with a prorated cap on reimbursable travel expenses not to exceed \$6,000.
4. Increase the monthly retainer from \$22,500 to \$27,500 for the period from 07/01/08 thru 06/30/09, with a cap on reimbursable travel expenses not to exceed \$10,000.
5. The above increases are contingent on receipt of the deliverables, outlined in your letter dated October 18, 2007, occurring prior to December 31, 2007
6. Contractor agrees to not seek a monthly retainer adjustment through the end of Extension #2 (07/01/09 thru 06/30/10).



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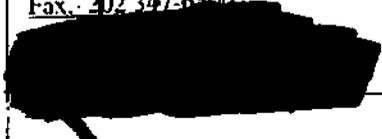
Please fax the signed Amendment to the Buyer by November 30, 2007 at (623) 915-2694.

By: Helga Simpson, Buyer, City of Glendale, 623-930-2864

ALL OTHER PROVISIONS OF THE CONTRACT SHALL REMAIN IN THEIR ENTIRETY

Contractor hereby acknowledges receipt of and agreement with the addendum. A signed copy must be filed with the Glendale Materials Management Office. Please provide current information if address has changed.

Hyjek & Fix, Inc.
Ph 202 347-3300
Fax: 202 347-6500



11/19/2007
Date

Steven M. Hyjek, Partner - Hyjek & Fix, Inc.
Typed/Printed Name and Title

SECTION THREE
OFFER SHEET

CITY OF GLENDALE
Materials Management

Solicitation Number: RFP 06-40

Federal Legislative Representation Services for the Protection of the Mission of Luke Air
Force Base, Glendale, Arizona

NOTE: In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

3.1 **OFFER** Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

 _____
Authorized Signature
Hyjek & Fix, Inc
Company's Legal Name

Steven Hyjek _____
Printed Name
2100 Pennsylvania Ave , NW Suite 560
Address

Principle _____
Title
Washington, DC 20037
City, State & Zip Code

202-223-4800 _____
Telephone Number
202-223-2011
FAX Number

shyjek@hyjekfix.com _____
Authorized Signature E-mail Address
shyjek@hyjekfix.com
Company E-mail Address

For questions regarding this offer: (If different from above)

Chris Goode _____
Contact Name
202-223-4800 _____
Phone Number
202-223-2011 _____
Fax Number
cgoode@hyjekfix.com
Email Address

FEDERAL TAXPAYER ID NUMBER. _____ 521629614 _____

Arizona Sales Tax No. N/A _____ TaxRate N/A _____

Proposer certifies it is a. Proprietorship _____ Partnership _____ Corporation X _____

Minority or woman owned business: Yes _____ No X _____

**SECTION FOUR
PRICE SHEET**

**CITY OF GLENDALE
Materials Management**

Solicitation Number: RFP 06-40

Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

4.1 PRICE

Description	Quantity /UOM	Monthly Price	Annual Price
Provide monthly and annual Price for all services provided including hourly rates of staff members along with all travel and overhead related expenses.	12 Months	<u>\$20,000*</u>	<u>\$240,000</u>

*** Plus travel and expenses.**



CITY OF GLENDALE

MATERIALS MANAGEMENT

REQUEST FOR PROPOSAL

SOLICITATION NUMBER: RFP 06-40

DESCRIPTION: Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

OFFER DUE DATE AND TIME: August 18, 2006 AT 2:00 P.M. LOCAL TIME

Offers for the materials or services specified will be received by the City of Glendale, Materials Management at the below specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each offeror will be publicly read.

Offer Opening and Submittal Location: City of Glendale
Attn: Materials Management
6829 North 58th Drive, Suite 202
Glendale, Arizona 85301-2599

Offers must be in the actual possession of Materials Management on or prior to the time and date, and at the location indicated above. Late offers will not be considered. Offers must be submitted in a sealed envelope with the Solicitation Number and the offeror's name and address clearly indicated on the envelope. See Paragraph 2.2 for additional instructions for preparing an offer.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

For questions regarding
General Terms and Conditions contact:
Brian Guzzi, C.P.M.
Materials Management
(623) 930-2863
Bguzzi@glendaleaz.com

For questions regarding
Scope or Specifications contact:
Steven Methvin
Office of the Mayor
(623) 930-2260
Smethvin@glendaleaz.com

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Materials Management

Solicitation Number: RFP 06-40

Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

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SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: RFP 06-40

Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

I. INTRODUCTION

The jurisdictions of Avondale, Buckeye, El Mirage, Gila Bend, Glendale, Goodyear, Litchfield Park, Maricopa County, Peoria, Phoenix, Surprise, Tolleson, Wickenburg and Youngtown request proposals from consulting firms to provide high level representation to preserve and retain the mission of Luke Air Force Base (Luke AFB) within Maricopa County, Glendale, Arizona.

The firm will represent the interests of the region in Washington, D.C. and assist with continuing and securing federal and state support for keeping Luke AFB's mission at its present location in Maricopa County, Arizona.

II. HISTORY

As the U.S. Air Force's largest fighter wing and the only active duty F-16 training base in the world, Luke Air Force Base plays a critical role in protecting America's freedom and security. And with over 7,000 employees and a financial impact of nearly \$1.4 billion annually, Luke Air Force Base is key to the state of Arizona's economic viability and the Nation's defense. Luke AFB has immediate proximity to the Barry M. Goldwater Ranges and can boast perfect training weather conditions over 95% of the year.

The State of Arizona has emerged as a national leader in its protection of military facilities from encroachment. However, there is still a feeling among some within the Department of Defense (DOD) that the communities surrounding Luke AFB will not fight off the pressures of development. This theory coupled with competition from other bases could be detrimental to Luke AFB's current F-16 mission and could jeopardize efforts to bring the Joint Strike Fighter training mission to the base.

The final Base Realignment and Closure (BRAC) deliberation hearings included significant discussions regarding the possibility of base communities with past encroachment problems to revert to weaker restrictions, as Naval Air Station Oceana demonstrated. These discussions confirmed that DOD must reevaluate the value of bases with little or no encroachment when considering placement for high priority future missions. While the BRAC Commission's duties have concluded, DOD will be monitoring communities closely as they gear up for upcoming mission decisions. It is imperative that the work and diligence of the local communities do not appear to have ended with the victory in the official BRAC process.

The city of Glendale and the region have obtained contracted federal representation for the preservation and protection of Luke AFB at critical intervals since 1993, with the most recent contract ending December 2005. The regional partners have identified a need to provide

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

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Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

continuity of dedicated representation in Washington, D.C. to protect the mission of Luke AFB and the economics of the surrounding communities, as well as ensure the placement of a significant follow-on mission at Luke AFB. During certain periods during the BRAC process, various cities retained multiple federal consultants, but desire as a region to continue an ongoing federal presence under one umbrella contract. The preference is to contract with a single provider who in turn may subcontract with other lobbyists, individuals or firms that bring specific expertise to the team.

III. SCOPE OF SERVICES

The regional partners seek a consultant to provide comprehensive federal legislative representation and consulting services. The firm, and any partners with whom it chooses to work, will represent the regional partners on policy issues in Washington, D.C., and assist elected officials and staff with implementing that agenda in order to protect and preserve the mission of Luke AFB in Arizona to the ultimate benefit of our taxpayers and National defense.

The goal of the contract is to achieve measurable long-term, ongoing permanency of the mission of Luke AFB through the support of Pentagon officials and congressional members, congressionally authorized programs, legislation and appropriations to advance this stated agenda.

The regional partners seeks to obtain the following required services:

1. **Protect the mission of Luke AFB through ensuring property owner participation and cooperation in the acquisition of federal funds by**
 - Continuing to monitor the Land Swap initiative to ensure it supports the needs of Luke AFB.
 - Monitoring the Federal Land Easement Program and identifying and advocating for any needed steps to ensure its funding obligation and success.
 - Continuing to lobby for additional funds to compensate affected landowners surrounding Luke AFB and its auxiliary fields.

2. **Advocate for follow-on missions at Luke AFB and pursue opportunities for joint missions by**
 - Targeting the Joint Strike Fighter (JSF) as a future mission for Luke AFB.
 - Lobbying the Pentagon to promote the image of Luke AFB as an ideal training base for future missions, including the Joint Strike Fighter.
 - Lobbying for Federal Military Construction Funds.
 - Educating policy-makers in Washington, D.C. on the benefits of Luke AFB's proximity to the Barry M. Goldwater Range.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
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Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

- Continuing ongoing efforts to show the community commitment to Luke AFB by organizing Community Briefings to Pentagon officials and setting appointments with agency personnel as appropriate, as well as organizing Luke AFB visits by Pentagon officials, as appropriate.
 - Consulting on necessary local and state actions to better prepare Luke AFB for future mission needs, including land and air space encroachment.
 - Preparing briefing materials and/or conduct briefings for regional partners who are preparing to meet with members of Congress, testify before congressional committees and administrative agencies, or visiting with Pentagon officials in the pursuit of promoting the current or future missions of Luke AFB.
 - Monitoring other DOD activities that could adversely affect the mission of Luke AFB.
- 3. Protect the mission of Luke AFB from efforts by other military facility supporters to secure a new mission by**
- Lobbying the Pentagon to ensure no actions taken by DOD adversely affect the mission of Luke AFB.
 - Monitoring and lobbying the House and Senate DOD authorization and appropriation members and staff to remove any potential language that could adversely affect Luke AFB (in a direct or indirect way).
 - Planning for continued community involvement and local officials' interface with key contacts at the Pentagon and in Congress through planned Arizona contingent visits to Washington, D.C.
- 4. Foster relationships with key Congressional, Administration and Federal contacts by**
- Maintaining close contact with the Arizona Congressional delegation and their staff.
 - Recommending and performing appropriate liaison and follow-up work with members of Congress and their staff on behalf of the regional partners as directed.
 - Drafting letters and testimony to clearly articulate the partners' position on Luke AFB matters for the regional partners to send to the Executive Branch and Congress.
- 5. Communicate the impact that state actions may have on the federal view of the mission of Luke AFB by**
- Reviewing and commenting on proposals introduced during the state legislative session (i.e.: regulatory takings or eminent domain legislation).
 - Being prepared to testify before the Arizona state legislature on bills.
- 6. Maintain regular communication, reporting, advice and advocacy to the regional partners by**
- Communicating through monthly written reports to the partners.
 - Preparing for in-person reporting before City Councils and other stakeholders.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
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Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

- Working collaboratively with Phoenix Sky Harbor International Airport, FAA and Luke AFB on regional air space issues.
- Presenting status reports on outcomes achieved (frequency to be determined).
- Conferring through a designated point of contact on federal issues that impact the mission of Luke AFB by:
 - Reviewing federal executive proposals; legislation; proposed and adopted administrative rules and regulations; and other federal documents that directly impact the mission of Luke AFB.
 - Providing advice on items that may signal a change in federal policies, programs, or other emerging issues that would impact the mission of Luke AFB and take action in concert with the regional partners to achieve the desired goal.
 - Keeping the regional partners informed of federal funding opportunities proposed in authorizing or appropriations bills.
 - Providing copies of bills, committee reports, federal agency rules or other information reasonably available, which are pertinent to issues identified in the regional partners' federal programs.

IV. SUBMITTAL REQUIREMENTS

Please provide a complete submittal addressing the following items:

1. **Identification of your firm**, including its legal name and address and the legal form of the firm (e.g., partnership, corporation, joint venture, sole proprietorship). If a joint venture, identify the members of the joint venture and provide all the information required under this section for each member. If your firm is a wholly owned subsidiary of another company, identify the parent company. Provide the name, address, telephone number, and e-mail address of the person to contact concerning the response to this RFP. Identify each person who will render professional services to the regional partners including each person's name, title and relevant experience, and attach a brief (not to exceed one page) resume for each person. Indicate the roles and responsibilities of each person. Also submit a description of your current financial status and/or a copy of the most recent audited financial statements.
2. **Firm's ability to provide all services listed in the Scope of Services**. If an alternate approach is deemed advantageous by the firm, please describe in detail. Submissions to provide only a limited service or scope of work should include rationale for that approach and how your firm will ensure that your efforts are coordinated with the regional partners' general representation.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
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Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

3. Proposed fee for the required services, including expenses. Firms should estimate a recommended number of scheduled meetings that the regional partners should send to Washington, D.C. relating to the protection of the mission of Luke AFB and well as the number of times the firm would travel to the Phoenix region during the calendar year. Fees and expenses shall not exceed a predetermined amount annually. The price for these fees and expenses shall be listed on the price sheet. More detailed/itemized pricing of how the proposer came to the total summary monthly and annual cost shall also be included.
4. Description of firm's experience in providing legislative services to municipalities, agencies and other government or non-government entities should be included. This description should, among other things, demonstrate the firm or team's familiarity with federal issues that affect military installations in general, and Luke AFB specifically and its viability. Attach a list of outcomes for any military installations for which your firm is either responsible or played a significant role securing positive outcomes.
5. Brief description (maximum of two pages) of the firm's perspective on the Arizona Congressional Delegation members, your approach to working with them and the strategy you would use to engage their support of the regional partners' agenda.
6. Brief comment (maximum of one page) regarding firm's demonstrated ability to forge bipartisan support for legislation and federal proposals. Explain your firm's lobbying strategy to deal with the current Congressional leadership and the Administration, including the Pentagon and Secretary of Defense.
7. Communication. Please describe your proposed means of keeping the regional partners informed, including Congressional report services, e-mail, voice mail, cellular phone contact, etc.
8. Names, addresses, e-mail addresses and telephone numbers for at least two references presently or previously served by your firm in a capacity similar to that described by the Scope of Services.
9. Other factors the firm determines appropriate which would indicate the necessary capability, competence and performance record to accomplish the Scope of Services in a timely and cost-effective manner.

SECTION ONE
SPECIFICATIONS

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10. Explicitly identify the lead firm if the project is to be accomplished through an affiliation with other consultants and provide the requested information for each firm. Each firm will be evaluated based on the criteria requested. Consultants are encouraged to affiliate with minority, women and disadvantaged firms. List all firms that will be used in completing the Scope of Work.

11. Firms selected for an interview will be asked to provide the regional partners with a list of clients.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

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Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Scope/Specifications, Terms and Conditions, General Instructions and conditions, and any attachments. The "General Instructions and Conditions" (Revision #1) applicable to this solicitation are posted on the Internet. They are available for review and download at the City of Glendale's, Materials Management Internet home page, www.glendaleaz.com/purchasing. Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER *Sixteen (16) CD-ROMS containing the entire solicitation, contractor's response to solicitation (Offer) and an originally signed "Offer Sheet" (Section 3.0). With exception to the signed Offer Sheet, no Paper documents will be accepted. Response to the solicitation shall be in MS Word, Excel, Powerpoint and/or PDF format. Offers submitted in a format (paper or electronic) different than specified herein, may be rejected at the discretion of the City. If the offeror does not have this capability, companies such as Kinkos or Alphagraphics can provide this service at a nominal charge.*

The offeror shall complete all sections of the solicitation in the format given (ie Offer Sheet, Price Sheet, Questionnaires) in the space provided. If additional space is needed than what is given, enter "See Attachment A for detail".

Submittal of the CD-ROM by the offeror in response to this solicitation shall be construed as the offeror's intent to be bound by any resultant contract.

2.3 PREPARATION OF OFFER PACKAGE The following items shall be completed and returned. Failure to include all the items may result in an offer being rejected.

2.3.1 OFFER SHEET, Section Three

2.3.2 PRICE SHEET, Section Four

2.3.3 ADDENDUM, Return all addenda.

2.3.4 SPECIFICATIONS, Information requested in Section One and Two and Submittals

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
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Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

2.5 EVALUATION CRITERIA Responses will be evaluated based upon the described Scope of Service, Submittal Requirements and the following criteria that are listed in order of relative importance:

2.5.1 DEMONSTRATED RELEVANT EXPERIENCE FOR THE FIRM AND/OR AFFILIATES (50%):

- Experience in providing services to other local, regional, or state governments comparable in capacity and complexity to the described scope of service.
- Knowledge of and experience with the federal legislative process and federal agency operations.
- Familiarity with federal issues with primary focus on military matters and federal actions relating to military installations.
- Successful experience in developing and maintaining positive relationships with the Arizona delegation resulting in congressional action.
- Successful experience in developing and maintaining positive relationships with members of the Administration/Executive Branch resulting in specific action.
- An absence of actual or perceived conflicts of interest with other Arizona public or private entities, the Governor, Legislature, the Arizona delegation or other bases.
- Expertise, qualifications and availability of staff to be assigned to the protection and promotion of the mission of Luke AFB and its specific federal priorities.

2.5.2 COMMUNICATION PLAN (20%)

2.5.3 COST FOR PROVIDING REQUIRED SERVICES (10%)

2.5.4 REFERENCES FOR TWO CURRENT OR PREVIOUS CLIENTS FOR SIMILAR SERVICES (10%)

2.5.5 OTHER CRITERIA AS DESCRIBED IN THE SCOPE OF SERVICES OR SUBMITTAL REQUIREMENTS (10%)

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: RFP 06-40

Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

EVALUATION PROCESS

2.5.6 EVALUATION PROCESS. A Selection Committee will review the responses to this RFP. A single firm may be selected in the initial round of consideration or multiple firms may be selected for further consideration. A panel will conduct interviews with firms deemed to be the most responsive to the RFP. The regional partners may elect not to hold interviews with any or all firms. Firms selected for further consideration may be requested to submit additional information as requested.

2.5.7 INTERVIEWS Interviews will be held with selected firms on a date yet to be determined. Interviews will be approximately one hour in length and will be for the purposes of having the panel ask questions of the team members. It is not expected that every team member would travel to the region to be interviewed, but the primary contractor and any associates handling major appropriations issues should plan to attend.

2.6 EVALUATION PANEL Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.

2.7 PANEL CONTACT Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.

2.8 PRICE All prices quoted shall be firm and fixed for the specified contract period.

2.9 TERM OF AGREEMENT The term of agreement for this RFP shall be for a one-year initial period.

2.10 OPTION TO EXTEND The City may, at its option and with the approval of the contractor, extend the term of this agreement an additional four (4) year(s), renewable on an annual basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period. Price adjustments will only be reviewed during contract renewal.

2.11 NOTICE OF INTENT TO AWARD Information about the recommended award for this solicitation will be posted on the Internet. The information will be available for review on the City of Glendale's, Materials Management Internet home page www.glendaleaz.com/purchasing immediately after the City has completed its evaluation process of the offers received. If you have any questions, or would like further information about an intended award, contact the buyer

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

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Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

immediately. Any protest must be submitted to the Materials Manager no later than seven (7) calendar days from the date of posting on the Internet.

2.12 GENERAL TERMS AND CONDITIONS

2.12.1 This Request for Proposals does not commit the regional partners to enter into an agreement, to pay any cost incurred in the preparation of a response to this request or in subsequent negotiations, or to procure or contract for the project.

2.12.2 Modification for Withdrawal of Proposal Submissions. At any time prior to the specified time and date for the statement submission, a proposer, or his designated representative, may withdraw a statement.

2.12.3 Reservation of Rights by Regional Partners The issuance of this Request for Proposals and the acceptance of Qualification Statements do not constitute an agreement by the regional partners that any contract will be awarded. The regional partners expressly reserve the right to:

- Reject any or all proposals.
- Reissue a Request for Proposals.
- Extend the time frame for submission of the proposals submittals by notification to all parties who have registered an interest in this RFP.
- Request more information from any or all applicants.
- Waive any immaterial defect or informality.

2.12.4 Qualifications as Public Records. The confidentiality of the proposals will be maintained until the time and date established for the initial submission. Thereafter, each proposal submitted shall no longer be considered as containing confidential, proprietary or trade secret information. The contents of the qualifications shall be considered a public record.

2.12.5 Respondent-Incurred Costs. Each Respondent will be responsible for all costs incurred in preparing a response to this Request for Proposals and for expenses related to an interview process. All materials and documents submitted by the respondent in response to this Request for Proposals will become the property of the regional partners and will not be returned. Respondents selected for further negotiations, as well as the respondent ultimately selected to enter into a contractual agreement will be responsible for all costs incurred.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE

Materials Management

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**Federal Legislative Representation Services for the Protection of the Mission of Luke Air
Force Base, Glendale, Arizona**

2.12.6 Transactional Conflict of Interest Clause This contract is subject to the provisions of Section 38-511 of the Arizona Revised Statutes, relating to cancellation of political subdivision and state contracts.

**SECTION THREE
OFFER SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: RFP 06-40

Federal Legislative Representation Services for the Protection of the Mission of Luke Air Force Base, Glendale, Arizona

NOTE: In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

3.1 OFFER Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Authorized Signature	Company's Legal Name
Printed Name	Address
Title	City, State & Zip Code
Telephone Number	FAX Number
Authorized Signature E-mail Address	Company E-mail Address

For questions regarding this offer: (If different from above)

Contact Name	Phone Number	Fax Number
Email Address		

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____ Tax Rate _____

Proposer certifies it is a: Proprietorship ___ Partnership ___ Corporation ___

Minority or woman owned business: Yes ___ No ___