



## **PIMA COUNTY NOTICE OF INVITATION FOR BIDS (IFB)**

**Solicitation Number: 178886 Title: Automotive/Truck & Heavy Equipment Aftermarket Parts & Supplies**

**DUE IN AND OPENS: JUNE 11, 2015 AT 11:00 A.M. LOCAL ARIZONA TIME (MST)**

**Submit Bid to:**

Pima County Procurement Department  
130 West Congress, 3rd Floor, Receptionist  
Tucson, Arizona 85701

**Pre-Bid Conference: JUNE 2, 2015 AT 11:00 A.M. LOCAL AZ TIME (MST)**

Pima County Procurement Department  
130 West Congress, 3rd Floor  
Tucson, Arizona 85701

**SOLICITATION:** Pima County is soliciting bids from Bidders qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

**GENERAL DESCRIPTION:** To provide various departments with Automotive/Truck & Heavy Equipment Aftermarket Parts & Supplies, per specifications and requirements defined herein.

You may download a full copy of this solicitation at [www.pima.gov/procure/ifbrfp.htm](http://www.pima.gov/procure/ifbrfp.htm) by selecting the solicitation number. Bidders are required to check this website for addenda prior to the Due In and Opens date to assure that the bid incorporates all addenda. Prospective Bidders may also pick up a copy, Monday through Friday excluding legal holidays, 8 am to 5 pm LOCAL ARIZONA TIME (MST), at the address listed above.

A Pre-Bid Conference will be held for the purpose of clarifying requirements and answering prospective bidder questions. It is the responsibility of Prospective Bidders to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional and encouraged.

Bids shall be submitted as defined in the Instructions to Bidders, in accordance with the Standard Terms and Conditions, and all solicitation documents either referenced or included herein. Failure to do so may be cause for rejection as *non-responsive*.

Bidders must complete and return those documents identified in the Instruction to Bidders Submission of Bids instruction.

Bids may not be withdrawn for 60 days after opening except as allowed by Pima County Procurement Code.

Bonds are not required.

**BIDDERS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, TO ASSURE THAT THEY CAN AND ARE WILLING TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS IN THEIR BID.**

Questions and Deviation requests shall be submitted in writing to Procurement Department, Attention: Nancy Page.

All submittals shall reference the Solicitation Number and Title; Questions or Deviation Requests submitted within 8 days of the solicitation *Due in and Opens Date* may not be answered.

Fax: (520) 838-7553 email: [nancy.page@pima.gov](mailto:nancy.page@pima.gov)

USPO Mail to the following address:

Pima County Procurement Department, 130 W. Congress, 3rd Floor, Mailstop # DT-AB3-126; Tucson, AZ 85701

**VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL NOT BE ACCEPTED.**

Nancy Page  
Commodity/Contracts Officer

**Publish:** The Territorial: May 21, 22, 26, and 27, 2015

**INSTRUCTIONS TO BIDDERS**

FAILURE TO COMPLY MAY CAUSE THE BID TO BE IMPROPERLY EVALUATED OR DEEMED NON-RESPONSIVE

**1. PREPARATION OF RESPONSES**

All bids shall be made using the forms provided in this package. All prices and notations must be printed in ink or typewritten. **No erasures are permitted.** Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and shall be initialed in ink by person signing the bid. Typewritten responses are **preferred**.

All bids shall as appropriate indicate the registered trade name, stock number, and packaging of the items included in the bid. Surety, if required by this solicitation, may be in the form of a bond, cashier's check or certificate of deposit made payable to *Pima County*. Personal or company checks are not acceptable.

**2. OFFER AGREEMENT (Contract) Automotive/Truck & Heavy Equipment Aftermarket Parts & Supplies (Pages 1-22)**

The attached or referenced Offer Agreement when completed, signed and submitted by the Offeror is a binding offer that results in a legal contract when accepted and executed by Pima County as defined by this solicitation. The Offer Agreement document must be completed and signed by an authorized representative certifying that the firm can and is willing to meet all requirements of the solicitation.

**Contractor Minimum Qualifications:**

Contractor Minimum Qualifications are intended to establish the respondent's capacity and responsibility for providing the services or products solicited. To be evaluated and considered for award of contract the Offeror shall submit with the Offer Agreement all documents specified in article 3. *Contractor Minimum Qualifications* of the Offer Agreement. If requested by article 3, the Offeror shall denote in article 3 of the Offer Agreement the license numbers/descriptions and other information requested

**Unit Prices & Bid Certification:**

Respondents shall fully complete and sign article 7. *Compensation & Payment* and article 14. *Bid/Offer Certification* sections of the Offer Agreement utilizing the forms provided by this solicitation.

Unless otherwise stated, a Unit Price shall be given for all items defined by the Offer Agreement Unit Prices schedule. Requested information and data shall be provided in the precise manner requested. Product descriptions shall provide sufficient information to precisely document the product being offered. All unit prices shall remain firm for the initial term of the executed agreement, with the exception that should seller during the term of the agreement offer to another buyer pricing for like or similar quantity, products or services at price more favorable than those given to Pima County ("COUNTY"), that seller shall offer same pricing to County effective on the date offered to other buyer. Unit prices given by respondent shall include all costs required to implement and actively conduct and document cost control and reduction activities. Taxes applied to the unit price and legally applicable to Pima County purchase transactions shall be separately invoiced and not included in the item unit price. Unit Prices shall include all costs incidental to the provision of the requirements defined by the solicitation and Offer Agreement and unless otherwise specified by the Delivery Article shall be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"), no additional payments will be invoiced or paid. Unit prices shall prevail in the event of an extension error. Price each item separately. Delivery time if stated as a number of days shall mean "calendar" days.

COUNTY reserves the right to question, clarify and correct obvious errors.

**3. SPECIFICATIONS & DEVIATIONS**

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive bids, evaluation of bids and to efficiently support the subsequent ordering, invoicing and payment processes.

Items included in the bid shall satisfy all specifications and requirements set forth by the County's Offer Agreement. Equipment brand names, models and numbers, when given are intended to identify a level of quality, equivalent performance and dimensional specifications, and are for reference only, unless otherwise specified by the County's Offer Agreement. Failure to perform appropriate research, discovery, examine any drawings, specifications, and instructions will be at the respondent's sole risk.

**INSTRUCTIONS TO BIDDERS** (continued)

Deviation requests shall specifically document and clearly illustrate the deviation to the specification, or the requirement, set forth by this solicitation and fully explain the requested deviation's impact on the end performance of the item. Deviation requests shall be submitted prior to the initial solicitation due date. Requests shall be submitted as soon as is possible and not less than 8 days prior to the solicitation due date else they may not be answered or addressed

Acceptance or rejection of any deviation request shall be at the sole discretion of the County and will be made in writing by the County via specific addendum of the solicitation and Offer Agreement as applicable. Respondents shall complete article 12. *Acknowledgement of Solicitation Addenda* of the Offer Agreement prior to submission.

Bidders are advised that conditional offers or notations on the documents submitted that do not conform to or that request exceptions to the published solicitation and addenda may be considered non-responsive and not evaluated.

All equipment shall be models of current production, latest design and technology, new and unused unless otherwise specified.

Manufacturer and Contractor documentation, including and not limited to the following shall be provided by the successful respondent not later than 14 days after request by the County and at no additional cost; warranty; caution-informational warnings; recommended maintenance schedule and process; recommended spare parts list; operating, technical and maintenance manuals including drawings, if appropriate; product brochures; and material safety data sheets (MSDS).

**4. SUBMISSION OF BIDS**

Submissions are binding offers and will result in a binding contract upon acceptance by Pima County by issue of a properly executed contract document referencing said offer.

The submittal shall include all information requested by the solicitation, and utilize without modification the forms provided by the solicitation. Respondents are to complete, **execute and submit one original and one copy** of the following bid documents:

- 1. SIGNED OFFER AGREEMENT with completed Item Unit Prices and documents or media defining other items within the scope of the agreement with Unit Prices and Discount Percents, or Discounted Prices offered; Provide Addenda acknowledgement and contact information.**

Bids must be received and time stamped at the specified location at or before the Bid Due Date/Time as defined by the *Invitation for Bid*. The "time-stamp" provided by the County shall be the official time used to determine the timeliness of the submittal. Bids and modifications received after the Bid Due Date/Time will not be accepted, or will be returned unopened. Timely submittals will be opened and recorded promptly after the Bid Due Date/Time.

Bids must be signed by an authorized agent of the respondent and submitted in a sealed envelope marked or labeled with the respondent firm name, solicitation number, title, solicitation due date and time, to the location and not later than the Bid Due Date/Time specified by the *Invitation for Bid*.

Bids and modifications received after the *Due In & Opens* date and time will not be accepted. Facsimiles of bids will not be accepted.

Failure to comply with the solicitation requirements, including submittals that modify the solicitation requirements, may cause for the respondent's bid to be rejected as *non-responsive* and not evaluated.

**5. COMPLIANCE WITH AGREEMENT**

County will execute an agreement with the successful respondent by issue of a Master Agreement (MA) or Purchase Order or contract. The respondent agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the respondent agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the County. Any items provided in excess of the quantity stated in the agreement shall be at the Respondent's own risk. Respondents shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Pima County Procurement Department within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

**INSTRUCTIONS TO BIDDERS (continued)****6. INQUIRIES & NOTICE OF RECOMMENDATION FOR AWARD (NORFA)**

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at the Procurement Department. No oral interpretations or clarifications made to any respondent as to the meaning of any of the solicitation documents will be binding on Pima County. If a prospective respondent believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the respondent shall notify the Pima County Procurement department in writing identifying the solicitation number, page and paragraph number and clearly stating the issue and suggested solution prior to the *Due In and Opens* date set for receipt of the bid or proposal. Responses from COUNTY will be made by written addendum and sent to all known potential respondents. Issues identified less than 8 days prior to the *Due In and Opens* date may not be answered.

Interested parties are invited to attend the public opening of submissions at the time and date stated in this solicitation.

Pima County protest procedures are defined by Chapter 11.20 of the Pima County Procurement Code, available through <http://www.pima.gov/cob/code/>. The five-day period to file a protest of the award will be measured from the date the Notice of Recommendation for Award is posted on the Pima County Procurement website at <http://www.pima.gov/procure/awards/> **without regard to whether individual notices were issued**. It is the responsibility of bidders, proposers and offerors to check the website.

**7. ORDER OF PRECEDENCE-CONFLICTING DOCUMENTS**

In the event there are variations or conflicts between these instructions and the standard terms and conditions or the offer agreement document, the standard terms & conditions and offer agreement shall govern.

**8. VENDOR RECORD MAINTENANCE**

By submitting a response to this solicitation, the submitter agrees to establish and maintain a complete Pima County Vendor record, including the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9), within ten calendar days of the solicitation due date. The Vendor also agrees to update the information within ten calendar days of any change in that information and prior to the submission of any invoice or request for payment. The preferred method for creating or updating this record is via the Internet utilizing the Pima County Vendor Self Service (VSS). The registration requires that the Vendor establish and maintain email functionality. In addition to providing the means for a Vendor to create and maintain their Vendor record, VSS also provides for email notice to the vendor regarding solicitations published by Pima County for commodities of interest as defined by the Vendor record. Internet links for Vendor Registration are located at the Procurement Internet page: <http://www.pima.gov/procure/venreg.htm>.

**9. SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE**

Any contract funded in any amount with federal funds is not eligible for this preference.

For those bids that do not exceed \$500,000 per contract year, a 5% bid preference will be given to firms submitting SBE Certificates issued by the City of Tucson WITH THEIR BID; said certification is subject to verification and acceptance by Pima County. If the certification is accepted by Pima County, the bid will be evaluated at 95% of the bid amount to determine the low and responsive bid. If an award of contract is made, the contract will be formed utilizing the Unit Prices, or Lump Sum, as bid.

**To be eligible for the price preference, SBE firms must include with their bid documents a copy of their current certification certificate** which may be acquired from the City of Tucson; Department of Procurement, (520) 837-4000, 225 W Alameda, 6th Floor, Tucson, AZ 85726-7210. Their SBE website, which typically includes an SBE Application Form and a Directory listing firms holding SBE Certification, is located at: [http://www.tucsonprocurement.com/bidders\\_SBE.aspx](http://www.tucsonprocurement.com/bidders_SBE.aspx)

The process of acquiring SBE Certification may take several weeks. Please contact the Pima County SBE/Vendor Relations Division at **(520) 724-8465** for assistance or further information.

**END OF INSTRUCTIONS TO BIDDERS**  
**(Revised March 18, 2015)**

## OFFER AGREEMENT

**1. INTENT:**

This document is intended to establish an "As Required" indefinite delivery/indefinite quantity (IDIQ) "Master" agreement contract to provide Pima County ("County") with such quantities of Automotive/Truck & Heavy Equipment Aftermarket Parts & Supplies as the County may order from time to time by issue of Delivery Orders (DO) or Delivery Order Maximo (DOM) pursuant to a resulting contract. As defined by the attached Pima County Standard Terms and Conditions (STC) this contract is non-exclusive and may be terminated for any reason without penalty or cost to County. **It is the intent of Pima County to contract with a primary and a secondary vendor for these items. Primary award will be to the lowest bid meeting all specifications, terms and conditions of this IFB. A secondary award will be to the next lowest bid meeting all specifications, terms and conditions of this IFB. Secondary award will only be utilized when the primary vendor cannot supply item(s) as stated in this IFB.**

Pima County Fleet Services is identified in the solicitation as the main authorized County Department that will utilize the resulting agreement but it is not limited to Fleet Services only.

All Goods and Services offered or provided pursuant to the contract will conform to the requirements defined by or referred to by the solicitation documents including *Solicitation Addenda, Instructions to Bidders, Standard Terms and Conditions, this Offer Agreement and Attachment A – Detailed Requirements, Attachment B – Pricing Pages, and Attachment C – Manufacturer's Price List/Catalog Sheet*, all of which are incorporated herein.

This document, including all attachments and documents incorporated by reference, constitutes the entire contract between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

**2. CONTRACT TERM EXTENSIONS-RENEWALS & REVISIONS:**

The initial term of the contract will be for a one year period and include four (4) one-year renewals that may be exercised upon the written agreement of the parties as follows:

Proposed extension or renewals of the contract if included in the contract and revisions to the contract shall be made through the issuance by County to Contractor of a revised Master Agreement (MA) document setting forth the requested changes. Failure by Contractor to object in writing to the proposed revisions, terms, conditions and/or specifications within ten (10) calendar days of issuance by County will signify acceptance of all such changes by Contractor and the amendment will be binding upon the parties, effective on the date of issuance.

**3. CONTRACTOR MINIMUM QUALIFICATIONS:**

The Contractor certifies that it is competent, willing and responsible for performing the services or providing the products in accordance with all requirements of the solicitation and this contract. Contractor certifies that it possesses all licenses required by applicable agencies to satisfy the requirements of this contract.

- a. Contractor must be in the business of automotive, truck and heavy equipment aftermarket parts for at least three (3) years prior to submitting a response to this bid. This business (at least 1 facility) must be located within the Tucson area.
- b. Contractor must be able to provide **and deliver** the parts and supplies as described herein to various County departments. (See Attachment A for additional information).

**4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE:**

- a. Vendor shall include with response a statement outlining what "green" programs, if any, have been implemented that may include, but not limited to: Recycling of paper, glass and cans; efforts to conserve energy on offices and work areas; utilization of alternative fuels for vehicles and production equipment.
- b. See Attachment A for additional information.

In the event similar items are required that are not listed, they may be ordered at a mutually agreed upon price. The mutually agreed upon unit price shall include all incidental and associated costs required to comply with and satisfy all requirements referred to or included in this solicitation which includes the Instructions to Bidders, Standard Terms and Conditions and Offer Agreement. All items added to the contract will be subject to the same terms and conditions as the original solicitation.

## OFFER AGREEMENT

**5. OFFER ACCEPTANCE AND ORDER RELEASES:**

County will accept offers and execute contracts by issue of a Master Agreement (MA) (recurring requirements) to be effective on the document's date of issue without further action by either party. Master Agreement (MA) and Contract documents will document the term of the agreement.

County will order products or services pursuant to an executed Master Agreement by issue of Delivery Order (DO) or Delivery Order Maximo (DOM) documents. Order documents will be furnished to Contractor via facsimile, e-mail or telephone. **If the order is given verbally, the County Department that issued the order will transmit a confirming order document to Contractor within five workdays of the date the verbal order is given.**

**Contractor must not supply materials or services pursuant to the contract that are not documented or authorized by a Delivery Order (DO) or Delivery Order Maximo (DOM) at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a COUNTY Delivery Order (DO) or Delivery Order Maximo (DOM).**

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract revision properly executed and issued by County. Any items provided in excess of that stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to the COUNTY Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

**6. ACCEPTANCE OF GOODS AND SERVICES:**

The County Department designated on the issued Order will accept goods and services only in accordance with this contract. Such acceptance is required prior to commencement of Payment terms.

**7. COMPENSATION & PAYMENT:**

All pricing will conform to Pima County's Living Wage ordinance if applicable, including required annual adjustments of the wage.

Contractor will submit Request(s) for Payment or Invoices to the location and entity defined by County's Order document.

All Invoice documents will reference the County's Delivery Order (DO) or Delivery Order Maximo (DOM) Contract number under which the services or products were ordered. **ALL** Invoice line items will utilize the item description, precise unit price and unit of measure defined by the County's Order or Contract document. Invoices that include line items or unit prices that do not match those documented by the County's order or contract may be returned to Contractor unprocessed for correction. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

Standard payment terms are **net thirty (30) days** from the date of valid invoice document and do not commence until the later of receipt of goods into payment system by the receiving Department and Contractor's Invoice is received and verified by County Financial Operations.

**OPTIONAL EARLY PAYMENT DISCOUNT TERM:** Pima County Administrative Procedure No. 22-35 section 2.2.4: defines County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor shall submit valid invoice document consistent with the associated Delivery Order (DO) to County Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Standard Early Payment Discount.

Standard Early Payment Discount Percent: \_\_\_\_\_% if payment tendered within \_\_\_\_\_ Days as above

The Master Agreement (MA) issued to accept Contractor's offer will define the not to exceed amount of the contract.

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract for which unit pricing has not been previously defined.

## OFFER AGREEMENT

Unless the parties otherwise agree in writing, all pricing will be *F.O.B. Destination & Freight Prepaid Not Billed* ("*F.O.B. Destination*"), delivered to and unloaded at the destination(s) defined by the delivery article of this contract or accepted *Order* for services or products and all freight costs must be included in the offered Unit Price.

Although State and City sales tax may not be fully or accurately defined on an order, they will be paid when they are **DIRECTLY** applicable to Pima County and invoiced as a separate line item. Such taxes should not be included in the item unit price.

Price Warranty. Contractor will give Pima County the benefit of any price reduction before actual time of shipment.

Price Escalation. All unit prices include compensation for Contractor to implement and actively conduct cost and price control activities. Pricing will remain firm during the initial year of the contract term after which the parties may consider price increases no more frequently than once per year. Contractor will submit a written request to COUNTY that includes supporting documents justifying requested increases at least ninety (90) days prior to the desired implementation date. Contractor will provide evidence, cite sources, demonstrate specific conditions and document how those conditions affect the cost of its performance, and identify specific efforts Contractor has taken to control and reduce those and other costs to avoid the need to increase prices. COUNTY will review proposed pricing and determine if it is allowable, fair and reasonable, and in the best interest of COUNTY to accept the proposal. County reserves the right to continue, accept or reject the price proposal, or terminate and re-solicit the contract.

Quantities referred to are estimated quantities. COUNTY reserves the right to increase or decrease the quantities and amounts. No guarantee is made regarding actual orders issued for items or quantities during the term of the agreement. COUNTY is not responsible for Contractor inventory or order commitment.

Unit prices offered must include all incidentals and associated costs required to comply with and satisfy all requirements referred to or included in this solicitation, which includes the *Instructions to Bidders, Standard Terms and Conditions* and Offer Agreement. No payments will be made for items not included in the contract.

Contractor will provide detailed documentation in support of payment requests which will document, be consistent with and not exceed COUNTY's order. Contractor will bill COUNTY within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date goods are delivered, services are performed, or costs are incurred. Invoices must assign each amount billed to an appropriate line item of COUNTY's order and document each Payment Accrual Date. COUNTY may refuse to pay any amount billed in an untimely manner or which is not conforming to COUNTY's order. County will refuse to pay any amount billed more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

**8. DELIVERY:**

As defined by the Standard Terms, "On-Time" delivery is an essential part of the consideration to be given to COUNTY under the contract. Delivery will be made in accordance with the *Instructions to Bidders, Standard Terms and Conditions* and to the location(s) referenced on the Delivery Order (DO) or Delivery Order Maximo (DOM).

See Attachment A for more information on deliveries.

If required to satisfy the guaranteed delivery interval Contractor will utilize premium freight method at no additional cost to County.

**9. TAXES, FEES, EXPENSES:**

Articles sold to COUNTY are exempt from federal excise taxes. COUNTY is subject to State and City sales tax. COUNTY will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or bid preparation unless expressly included in the contract and itemized by the solicitation documents.

**10. OTHER DOCUMENTS**

Contractor and COUNTY in entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. 178886 including the Invitation For Bids, Instructions to Bidders, Standard Terms and Conditions, Solicitation Addenda, Contractor's Bid Offer, documents submitted by Contractor or References to satisfy Minimum Qualifications and on other information and documents submitted by Contractor's response to County's Solicitation. These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

OFFER AGREEMENT

**11. INSURANCE:**

The CONTRACTOR’S insurance shall be primary insurance and non-contributory with respect to all other available sources. Contractor shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance:

- a) Commercial General Liability in the amount of \$1,000,000.00 combined single limit Bodily Injury and Property Damage. COUNTY is to be named as an additional insured for all operations performed within the scope of the Contract between COUNTY and CONTRACTOR;
- b) Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Contract with limits in the amount of \$1,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage;
- c) If this Contract involves professional services, professional liability insurance in the amount of \$1,000,000.00; and,
- d) If required by law, workers’ compensation coverage including employees’ liability coverage.

Contractor will provide COUNTY with current executed certificates of insurance within two weeks from when the Notice of Award is issued by County. All certificates of insurance will guarantee the provision of thirty (30) days’ prior written notice to COUNTY of cancellation, non-renewal or material change.

**12. ACKNOWLEDGEMENT of SOLICITATION ADDENDA:**

Contractor acknowledges that the following solicitation addenda have been incorporated in its offer and this contract:

Addendum #	Date	Addendum #	Date	Addendum #	Date

**13. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION:**

Is your firm SBE certified as defined by the solicitation’s ‘*Instruction To Bidders*’? Yes  No  (Select one)  
 If ‘Yes’, have you included your certification document? Yes  No  (Select one) NOTE: If the SBE Certification document is not submitted with your bid the SBE Preference cannot be applied

**THIS SECTION INTENTIONALLY LEFT BLANK**

OFFER AGREEMENT

14. **BID/OFFER CERTIFICATION:**

**CONTRACTOR LEGAL NAME:** \_\_\_\_\_

**BUSINESS ALSO KNOWN AS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**REMIT TO ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**CONTACT PERSON NAME/TITLE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT PERSON EMAIL ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS TO WHICH ORDERS & CONTRACTS SHALL BE TRANSMITTED:** \_\_\_\_\_

**CORPORATE HEADQUARTERS LOCATION:**

**STREET ADDRESS CITY, STATE, ZIP:** \_\_\_\_\_

By signing and submitting these Offer Agreement documents, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the Pima County Procurement website for solicitation addenda and has incorporated all such addenda to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the solicitation. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the above documents; no additional payment will be made. Conditional offers that modify the solicitation requirements may be deemed not 'responsive' and may not be evaluated. Contractor's submission of a signed offer agreement shall constitute a firm offer and upon the issuance of a Master Agreement (MA) document signed by the Pima County Procurement Director or authorized designate a binding contract is formed that will require Contractor to provide the services and materials described in this solicitation. The undersigned hereby offers to furnish the material or service in compliance with all terms, conditions, specifications, defined or referenced by the solicitation, which includes Pima County Standard Terms & Conditions, this Offer Agreement and other documents listed in this Offer Agreement's Other Documents article.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER**

**PHONE AND E-MAIL:** \_\_\_\_\_

## OFFER AGREEMENT

**PIMA COUNTY STANDARD TERMS AND CONDITIONS (03/18/15)****1. OPENING:**

Responses will be publicly opened and each respondent's name, and if a Bid the amount, will be read on the date and at the location defined in the *Invitation for Bid (IFB)* or *Request For Proposals (RFP)*. Proposals shall be opened so as to avoid disclosure of the contents of any proposal to competing offerors during the process of negotiation. All interested parties are invited to attend.

**2. EVALUATION:**

Responses shall be evaluated to determine which are most advantageous to Pima County (COUNTY) considering evaluation criteria, conformity to the specifications and other factors.

If an award is made, COUNTY will enter into an agreement with the one or multiple respondent(s) that submitted the lowest responsive bid(s) that were determined responsible for supplying the required goods or services. Unless otherwise specified on the Bid/Offer document determination of the low/lowest bids will be made considering the total bid amount.

COUNTY, at its sole discretion, reserves the following rights: 1) to waive informalities in the bid or bid procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with COUNTY or who have engaged in conduct that constitutes a cause for debarment or suspension as set forth in COUNTY Code section 11.32; 3) to reject any and all responses; 4) to re-advertise for bids previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and bidder's ability to supply; 7) to increase or decrease the item quantity or eliminate any item of this solicitation prior to the award. Pricing evaluations will be based on pre-tax pricing offered by Contractor.

**3. AWARD NOTICE:**

A *Notice of Recommendation for Award* for IFB or RFP will be posted on the Procurement website and available for review by interested parties. A tabulation of responses will be maintained at the Procurement Department.

**4. AWARD:**

Awards will be made by either the Procurement Director or the Board of Supervisors in accordance with the Pima County Procurement Code. COUNTY reserves the right to reject any or all offers, bids or proposals or to waive irregularities and informalities if it is deemed in the best interest of COUNTY. Unless expressly agreed otherwise, resulting contracts are not exclusive, are for the sole convenience of COUNTY, and COUNTY reserves the right to obtain like goods or services from other sources.

**5. WAIVER:**

Each offeror, by submission of an offer, bid or proposal waives any and all claims for damages against COUNTY or its officers or employees when COUNTY exercises any of its reserved rights.

**6. ACKNOWLEDGEMENT AND ACCEPTANCE:**

If Contractor's terms of sale are inconsistent with the terms of the resultant contract, the terms herein shall govern, unless COUNTY accepts Contractor's terms in writing. No oral agreement or understanding shall in any way modify this contract or the terms and conditions herein. Contractor's acceptance, delivery or performance called for herein shall constitute unqualified acceptance of the terms and conditions of the resultant contract.

**7. INTERPRETATION and APPLICABLE LAW:**

The contract will be interpreted, construed and given effect in all respects according to the laws of the State of Arizona. If any of Contractors' terms or conditions is not in agreement with County's terms and conditions as set forth herein, COUNTY's shall govern. This contract incorporates the complete agreement of the parties with respect to the subject matter of this contract. No oral agreement or other understanding will in any way modify the terms and conditions of this contract.

**8. WARRANTY:**

Contractor warrants goods or services to be satisfactory and free from defects.

**9. QUANTITY:**

Contractor will not exceed or reduce the quantity of goods ordered without **written** permission from COUNTY in the form of a properly executed Master Agreement (MA), Purchase Order (PO) Delivery Order (DO) or Delivery Order Maximo (DOM) revision or amendment as required by COUNTY Procurement Code. All quantities are estimates and COUNTY provides no guarantee regarding actual usage.

**10. PACKING:**

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

**11. DELIVERY:**

On-time delivery of goods and services is an essential part of the consideration to be received by COUNTY.

A guaranteed delivery date, or interval period from order release date to delivery, must be given if requested by the Price offer document. Upon receipt of notification of delivery delay, COUNTY at its sole option and at no cost to COUNTY may cancel the order or extend delivery times. Such extension of delivery times will not be valid unless extended in writing by an authorized representative of COUNTY.

To mitigate or prevent damages caused by delayed delivery, COUNTY may require Contractor to deliver additional quantity utilizing express modes of transport, and or overtime, all costs to be Contractor's responsibility. COUNTY reserves the right to cancel any delinquent order, procure from alternate source, or refuse receipt of or return delayed deliveries, at no cost to COUNTY. COUNTY reserves the right to cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery.

Contractor will not be held responsible for unforeseen delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides COUNTY immediate notice of delay.

**12. SPECIFICATION CHANGES:**

COUNTY has the right to make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, an acceptable adjustment will be made and the order modified in writing. Any agreement for adjustment must be made in writing. Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

**13. INSPECTION:**

All goods and services are subject to inspection and testing at place of manufacture, destination or both by COUNTY. Goods failing to meet specifications of the order or contract will be held at Contractor's risk and may be returned to Contractor with costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses to be the responsibility of Contractor. In lieu of return of nonconforming supplies, COUNTY, at its sole discretion and without prejudice to COUNTY's rights, may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but waiver of any condition will not be considered a waiver of that condition for subsequent shipments or deliveries.

**14. SHIPPING TERMS:**

Unless stated otherwise by the contract, delivery terms are to be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination") and are to be included in the Unit Price offered by Contractor and accepted by COUNTY.

**15. PAYMENT TERMS:**

Payment terms are net thirty (30) days, unless otherwise specified by the contract.

**16. ACCEPTANCE OF MATERIALS AND SERVICES:**

COUNTY will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that all specification requirements have been met.

**17. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:**

In the event any item furnished by Contractor in the performance of the contract should fail to conform to the specifications thereof, or to the sample submitted by Contractor, COUNTY may reject same, and it thereupon becomes the duty of Contractor to reclaim and remove the same, without expense to COUNTY, and immediately replace all such rejected items with others conforming to the specifications or samples. Should Contractor fail, neglect, or refuse immediately to do so, COUNTY has the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due or that may become due to Contractor the difference between the price named in the Master Agreement or Purchase Order and actual cost to COUNTY.

In the event Contractor fails to make prompt delivery as specified of any item, the same conditions as to the rights of COUNTY to purchase in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of god or of the government.

In the event of cancellation of the Master Agreement, Purchase Order or associated orders, either in whole or in part, by reason of the default or breach by Contractor, Contractor will bear and pay for any loss or damage sustained by COUNTY in procuring any items which the Contractor agreed to supply. The rights and remedies of COUNTY provided above are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

**18. FRAUD AND COLLUSION:**

Each Contractor, by submission of a bid, certifies that no officer or employee of COUNTY or of any subdivision thereof: 1) has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor; 2) has favored one Contractor over another by giving or withholding information or by willfully misleading the bidder in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) will knowingly accept materials or supplies of a quality inferior to those called for by any contract; 4) has any direct or indirect financial interest in the offer or resulting contract. Additionally, during the conduct of business with COUNTY, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If at any time it shall be found that Contractor has in presenting any offer(s) colluded with any other party or parties for the purpose of preventing any other offer being made, then any contract so awarded shall be terminated and that person or entity shall be liable for all damages sustained by COUNTY.

**19. COOPERATIVE USE OF RESULTING CONTRACT:**

As allowed by law, COUNTY has entered into cooperative procurement agreements that enable other Public Agencies to utilize procurement agreements developed by COUNTY. Contractor may be contacted by participating agencies and requested to provide services and products pursuant to the pricing, terms and conditions defined by the COUNTY Master Agreement, or Purchase Order. Minor adjustments are allowed subject to agreement by both Contractor and Requesting Party to accommodate additional cost or other factors not present in the COUNTY's agreement and required to satisfy particular Public Agency code or functional requirements and are within the intended scope of the solicitation and resulting contract. Any such usage shall be in accordance with State, COUNTY and other Public Agency procurement rules, regulations and requirements and shall be transacted between the requesting party and Contractor. Contractor shall hold harmless COUNTY, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with such use. A list of agencies that are authorized to use COUNTY contracts can be viewed at the Procurement Department Internet home page: <http://www.pima.gov/procure> by selecting the link titled *Authorized Use of COUNTY Contracts*.

**20. PATENT INDEMNITY:**

Contractor will indemnify, defend and hold COUNTY, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the Master Agreement, Purchase Order, and associated orders. Contractor may be required to furnish a bond or other indemnification to COUNTY against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

**21. INDEMNIFICATION:**

To the fullest extent permitted by law, Contractor shall defend, indemnify, save and hold harmless Pima County, and its departments, agencies, boards, commissions, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that, Contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against Pima County, its officers, officials, agents, and employees for losses arising from the work performed by the Contractor for Pima County.

**22. UNFAIR COMPETITION AND OTHER LAWS:**

Responses must be in accordance with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable COUNTY, State, and Federal laws and regulations.

**23. COMPLIANCE WITH LAWS:**

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services provided under this contract require a license issued by the Arizona Registrar of Contractors (ROC), Contractor certifies that those services will be provided by a contractor licensed by ROC to perform those services in Arizona. The laws and regulations of the State of Arizona govern the rights, performance and disputes of and between the parties. Any action relating to this Contract must be brought in a court of the State of Arizona in Pima County.

Any changes in the governing laws, rules, and regulations during an agreement apply, but do not require an amendment or revisions.

**24. ASSIGNMENT:**

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of COUNTY. COUNTY may withhold approval at its sole discretion, provided that COUNTY will not unreasonably withhold such approval.

**25. CONFLICT OF INTEREST:**

This contract is subject to the provisions of A.R.S. § 38-511, the pertinent provisions of which are incorporated into and made part of all COUNTY Master Agreements or Purchase Orders as if set forth in full therein.

**26. NON-DISCRIMINATION:**

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein **including flow down of all provisions and requirements to any subcontractors**. During the performance of this contract, CONTRACTOR must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

**27. NON-APPROPRIATION OF FUNDS:**

COUNTY may cancel this contract pursuant to A.R.S. § 11-251(42) if for any reason the COUNTY Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, COUNTY has no further obligation, other than payment for services or goods that COUNTY has already received.

**28. PUBLIC INFORMATION:**

Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release or review by the general public including competitors.

Any records submitted in response to this solicitation that Contractor reasonably believes constitute proprietary, trade secret or otherwise confidential information must be appropriately and prominently marked as CONFIDENTIAL by Contractor **prior** to the close of the solicitation.

Notwithstanding the above provisions, in the event records marked CONFIDENTIAL are requested for public release pursuant to A.R.S. § 39-121 et seq., COUNTY will release records marked CONFIDENTIAL ten (10) business days after the date of notice to Contractor of the request for release, unless Contractor has, within the ten (10) day period, secured a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release is not counted in the time calculation. Contractor will be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.

COUNTY will not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records marked CONFIDENTIAL, nor is COUNTY in any way financially responsible for any costs associated with securing such an order.

**29. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT:**

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to COUNTY are included in the agreed upon Unit Price unless specifically stated otherwise in the contract.

Such tools and documentation are the property of COUNTY and will be marked, as is practical, as the "Property of Pima County" and if requested by COUNTY a copy of the tooling and documentation will be delivered to COUNTY within twenty (20) days of acceptance by COUNTY of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to COUNTY. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by COUNTY at no additional cost.

Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and COUNTY, but Contractor may not withhold any requested tooling, document or support as defined above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to COUNTY, Contractor will reimburse COUNTY for said actual and incremental costs provided that COUNTY had given Contractor reasonable time to respond to COUNTY's requests for support.

**30. AMERICANS WITH DISABILITIES ACT:**

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

**31. NON-EXCLUSIVE:**

Contracts resulting from this solicitation are non-exclusive and are for the sole convenience of COUNTY, which reserves the right to obtain like goods and services from other sources for any reason.

**32. PROTESTS:**

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award. Protests must be filed in accordance with the Pima County Procurement Code, Section 11.20.010.

**33. TERMINATION:**

COUNTY reserves the right to terminate any Master Agreement, Purchase Order, Delivery Order, Delivery Order Maximo or award, in whole or in part, at any time, without penalty or recourse, when in the best interests of COUNTY. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination and take appropriate actions to minimize further costs to COUNTY. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of and must be promptly delivered to COUNTY. Contractor is entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures defined by A.A.C. R2-7-701 apply.

**34. ORDER OF PRECEDENCE-CONFLICTING DOCUMENTS:**

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: Master Agreement, Delivery Order or Delivery Order Maximo, Purchase Order, offer agreement or contract attached to a Master Agreement, Purchase Order, Delivery Order or Delivery Order Maximo; these standard terms and conditions; any other solicitation documents.

**35. INDEPENDENT CONTRACTOR:**

The status of Contractor is that of an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of COUNTY and are not entitled to receive any employment-related fringe benefits under the COUNTY Merit System. Contractor is responsible for payment of all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of Contractor's failure to pay such taxes. Contractor is solely responsible for its program development and operation.

**36. BOOKS AND RECORDS:**

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of COUNTY. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

**37. COUNTERPARTS:**

The Master Agreement or Purchase Order awarded pursuant to this solicitation may be executed in any number of counterparts and each counterpart is considered an original, and together such counterparts constitute one and the same instrument.

For the purposes of the Master Agreement and Purchase Order, the signed offer of Contractor and the signed acceptance of COUNTY are each considered an original and together constitute a binding Master Agreement, if all other requirements for execution have been met.

**38. AUTHORITY TO CONTRACT:**

Contractor warrants its right and power to enter into the Master Agreement or Purchase Order. If any court or administrative agency determines that COUNTY does not have authority to enter into the Master Agreement or Purchase Order, COUNTY is not liable to Contractor or any third party by reason of such determination or by reason of the Master Agreement or Purchase order.

**39. FULL AND COMPLETE PERFORMANCE:**

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the Master Agreement, Purchase Order, Delivery Order or Delivery Order Maximo to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

**40. SUBCONTRACTORS:**

CONTRACTOR is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts CONTRACTOR may be liable to the same extent that CONTRACTOR is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract creates any obligation on the part of COUNTY to pay or see to the payment of any money due any subcontractor, except as may be required by law.

**41. SEVERABILITY:**

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

**42. LEGAL ARIZONA WORKERS ACT COMPLIANCE:**

CONTRACTOR hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to CONTRACTOR's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). CONTRACTOR will further ensure that each subcontractor who performs any work for CONTRACTOR under this contract likewise complies with the State and Federal Immigration Laws.

COUNTY has the right at any time to inspect the books and records of CONTRACTOR and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of CONTRACTOR's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting CONTRACTOR to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, CONTRACTOR will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

CONTRACTOR will advise each subcontractor of COUNTY's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.R.S. § 23-214 (A). SUBCONTRACTOR further agrees that COUNTY may inspect the SUBCONTRACTOR's books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR is a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article is the responsibility of CONTRACTOR. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of CONTRACTOR's approved construction or critical milestones schedule, such period of delay will be excusable delay for which CONTRACTOR is entitled to an extension of time, but not costs.

**43. CONTROL OF DATA PROVIDED BY COUNTY:**

For those projects and contracts where COUNTY has provided data to enable the Contractor to provide contracted services or products, unless otherwise specified and agreed to in writing by COUNTY, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by COUNTY during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to COUNTY or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

**END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS**

## OFFER AGREEMENT

**ATTACHMENT A – DETAILED REQUIREMENTS****Delivery:**

Pima County Fleet Services is identified in the solicitation as the main authorized County Department that will utilize the resulting agreement but delivery is not limited to Fleet Services only. Fleet Services is responsible for maintaining a fleet of over 1,500 vehicles, light and medium duty trucks, and various heavy equipment. Vendors need to have the willingness and the capabilities to make multiple daily trips to the County within the time frames below. Fleet operation is vital to on-time delivery requirements.

**Vendors shall submit** with their bid response an “emergency” plan describing how your company will be able to deliver multiple times a day to Pima County. Pima County needs to know how your company will meet your obligations for delivery. If there are frequent delivery timeframe issues (see timeframes below) a meeting between Pima County and the successful vendor(s) will be held to discuss the documented issues and establish a plan to resolve these issues.

**Fleet-jobs-in-Progress:** Deliveries shall be made within two (2) hours from the time order is placed by Fleet when the item(s) are in stock and on vendors’ shelf. The jobs-in-progress orders need at least a 90% fill rate to facilitate the quick turn-around of vehicle repairs.

Fleet Services, Parts Department, submits and receives numerous parts/supply orders every day, Monday-Friday and this requirement is necessary for the overall operation of the facility.

**Fleet-Inventory Stock:** Stock order delivery shall be made within twenty-four (24) hours of order placement.

Deliveries shall be made to the Pima County Fleet Services Parts Department located at 1291 S. Mission Rd, Tucson, AZ 85713. Hours of operation are 7:00 am to 4:00 pm, Monday through Friday, excluding Holidays.

Additional Fleet delivery locations: Fleet Maintenance Shops at 4700 S. Houghton Rd. Tucson, AZ, 85730, and 3390 N. Richey Blvd. Tucson, AZ, 85716.

The facility/location within the Tucson area shall have the availability to provide for walk-in – emergency purchasing.

**“Other” Department Deliveries:** “Other” County department orders shall be made within twenty-four (24) hours of order placement. These delivery locations will be printed on the Delivery Orders (DO’s) or Delivery Orders Maximo (DOM’s).

**Invoicing: If possible invoices should show manufacturer’s list price minus Pima County’s discount (show discount amount) for the total amount due for that invoice line. Ex: \$50.00 – (10%/\$5.00) = \$45.00.**

**Parts and Supplies:**

All parts and supplies shall meet or exceed the original equipment manufacturers specifications. The list of parts and supplies listed herein are for evaluation purposes only and do not reflect the actual amount of parts or supplies to be purchased during the duration of the contract. All parts and supplies ordered by Pima County (this includes items not specifically mentioned in this bid) will receive the same discount used on items in Attachment B or as stated on Attachment C.

**Defective Products:**

All defective products shall be replaced and within the time frames as described in “Delivery” above. The cost of transportation, unpacking, inspection, re-packing; the vendor shall pay re-shipping and other like expenses.

**Product Return:**

The County reserves the right to return unused/unopened product with no restocking fee (not including special orders). All products will be returned within an eighteen (18) month period from the date of purchase. Proof of purchase will be attempted but shall not be required. A full refund (credit) shall be issued for all unused/unopened products returned to the vendor.

**UPC Bar Coding:**

Vendor shall be responsible for obtaining the Manufacturers UPC Bar Coding and to provide this coding on all products, where applicable.

The discount manufacturer’s price list/catalog pricing shall apply to all current and future part numbers supplied on manufacturer’s published price sheets as well as specific items listed on this price sheet.

MSDS (Material Safety Data Sheets) shall be provided upon the request from the County.

Pima County reserves the right to schedule a walk-thru of any vendor’s facility (that submitted a response to this IFB) prior to an award.

OFFER AGREEMENT  
**ATTACHMENT B – PRICING PAGE**

**All items must be bid** for response to be deemed responsive and evaluated. Failure to not bid all items shall be cause for rejection as non-responsive. Quantities below do not reflect the actual amount of items that will be required during the duration of this contract. **Vendor must supply aftermarket parts that either meet or exceed OE manufacturers as listed herein. Do not include sales tax in any pricing.**

<i>Item</i>	<i>Description (circle Yes or give alternate Mfg. &amp; part #)</i>	<i>Part # NAPA</i>	<i>Est. Annual Qty.</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
1	Spark Plug	322	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
2	Spark Plug	5843	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
3	Fuel Filter	3031	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
4	Fuel Filter	3032	200	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
5	Fuel Filter	3011	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
6	Oil Filter	1068	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
7	Oil Filter	1064	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
8	Oil Filter	1459	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
9	Air Filter	2297	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
10	Air Filter	2489	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
11	Air Filter	2321	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
12	Tire Patches	710-1051	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
13	Tire Sealer	827-2591	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
14	Antifreeze	1DEX	100	Gal.	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
15	Antifreeze-Green	1 gal.	120	Gal.	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
16	V Belt	259412	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
17	V Belt	257350	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
18	ATC-5 Fuse	7821105	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
19	ATC-20 Fuse	7821110	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
20	Switch	TG7050	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
21	Light Bulb	3157	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
22	Solenoid	ST89	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
23	Gauge	90-4964	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
					Sub-Total Page 14:	\$

OFFER AGREEMENT  
**ATTACHMENT B – PRICING PAGE**

**All items must be bid** for response to be deemed responsive and evaluated. Failure to not bid all items shall be cause for rejection as non-responsive. Quantities below do not reflect the actual amount of items that will be required during the duration of this contract. **Vendor must supply aftermarket parts that either meet or exceed OE manufacturers as listed herein. Do not include sales tax in any pricing.**

<i>Item</i>	<i>Description (circle Yes or give alternate Mfg. &amp; part #)</i>	<i>Part # NAPA</i>	<i>Est. Annual Qty.</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
24	Alternator	134010	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
25	Starter	18426	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
26	Ring Terminals	721114	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
27	Terminals	728206	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
28	Battery Cable	781128	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
29	Cable Ties	7709236	200	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
30	Circuit Breaker	7823114	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
31	Starter	17628	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
32	Elect. Clutch	706286	15	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
33	Hose Clamps	5051206	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
34	Hose Clamps	5051210	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
35	Hose Clamps	5051236	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
36	Tire Repair Kit	710-1639	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
37	Tire Sealant	SLIME10009	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
38	Windshield De-Icer	7000	240	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
39	Cool Cushion	823-5156	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
40	Accufit Windshield Wipers	60019	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
41	Accufit Windshield Wipers	60020	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
42	PEAK Washer FL-De-icer	257	15	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
43	MAC Dry Graphite Lube	1413	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
44	Snow Brush	4601464	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
45	Scraper, 10" Curved Blade	7304046	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
46	Windshield Sun Shade, Foil	7304969	35	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
					Sub-Total Page 15:	\$

OFFER AGREEMENT  
**ATTACHMENT B – PRICING PAGE**

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<i>Item</i>	<i>Description (circle Yes or give alternate Mfg. &amp; part #)</i>	<i>Part # NAPA</i>	<i>Est. Annual Qty.</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
47	ARMOR Wash & Wax	10346	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
48	WHS Shim Stock	42910	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
49	Synthetic Oil	5W 30	60	Qt.	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
50	Drip Pan	7201083	15	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
51	Funnel	82152012	15	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
52	Battery Booster Jumper Cable	PHI9313	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
53	Battery Charger	785213	3	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
54	Bulb	3156	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
55	Bulb	351NA	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
56	Bulb	3157	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
57	Bulb	3157NA	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
58	Jumper Cable, 16', 4 gauge, 400A	BK 7825255	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
59	Filter Element	557804	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
60	Filter Element	557803	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
61	Fuel Stabilizer	MAC5800	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
62	Tail Lamp	40215R3	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
63	Floor Dry Absorbent	8822	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
64	Drip Pan Sheet, Metal 47"x25"x1/2"	BK 8114000	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
65	Starting Fluid, 11 oz.	7216	15	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
66	S-T-T Trailer Lamp	60202R	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
67	Tail Ball Mount	BK7552017	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
68	Trailer Hitch Lock	BK7551888	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
69	V Belt	BX40	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
					Sub-Total Page 16:	\$

OFFER AGREEMENT  
**ATTACHMENT B – PRICING PAGE**

**All items must be bid** for response to be deemed responsive and evaluated. Failure to not bid all items shall be cause for rejection as non-responsive. Quantities below do not reflect the actual amount of items that will be required during the duration of this contract. **Vendor must supply aftermarket parts that either meet or exceed OE manufacturers as listed herein. Do not include sales tax in any pricing.**

<i>Item</i>	<i>Description (circle Yes or give alternate Mfg. &amp; part #)</i>	<i>Part # NAPA</i>	<i>Est. Annual Qty.</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
70	Windshield Washer Fluid	PLUS32	15	Gal.	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
71	Brake Rotor, Rear, Ultra Premium	UP 880875	100	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
72	Starter w/Solenoid, Reman. Std.	RAY2465172	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
73	Starter w/Solenoid, Reman. Std. Core	RAY2465172core	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
74	Front Strut/Shock	NS72447	15	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
75	Rear Strut/Shock	NS911303	15	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
76	Front Hub Assy	BRG BR930827	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
77	Brake Pads, Rear Ultra Premium, Severe Duty	UP UP8918SD	25	Set	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
78	Brake Pads, Front Ultra Premium, Severe Duty	UP UP8909SD	30	Set	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
79	Brake Rotor Hub Assy-Front	UP 880640	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
80	Brake Rotor - Rear	UP 881017	10	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
81	Starter, Motor, New	NNE 4N9292	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
82	Alternator-Reman, 136A	BSH AL6454X	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
83	Alternator-Reman, 136A Core	BSH AL6454Xcore	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
84	Brake Pads, Front, Adaptive 1 Ceramic	ADO AD7868	8	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
85	Brake Pads, Rear, Adaptive 1 Ceramic	ADO AD 7775	8	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
86	Brake Rotor Only, Front, Ultra Premium	UP 880073	12	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
87	Brake Rotor Only, Rear, Ultra Premium	UP 880082	12	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
88	Starter, Reman. STD	RAY 2446743	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
89	Starter, Reman. STD, Core	RAY 2446743core	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
90	Water Pump, Reman.	WP 58719	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
					Sub-Total Page 17:	\$

OFFER AGREEMENT  
**ATTACHMENT B – PRICING PAGE**

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<i>Item</i>	<i>Description (circle Yes or give alternate Mfg. &amp; part #)</i>	<i>Part # NAPA</i>	<i>Est. Annual Qty.</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
91	Water Pump, Reman. Core	WP 58719core	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
92	Air Filter Gold	FIL9886	50	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
93	Air Filter Outer Gold	FIL6458	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
94	Power Steering Filter	FIL1495	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
95	Air Filter Gold	FIL6744	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
96	Air Filter Gold Radial Seal	FIL9636	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
97	Transmission Oil Filter	FIL 1731	25	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
98	Air Filter Gold	FIL2491	30	Sets	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
99	Alternator, Reman. STD, 145A	RAY 2134839	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
100	Alternator, Reman. STD, 145A, core	RAY 2134839 core	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
101	Brake Pads, Front, 1 Adaptive ceramic	ADO AD8472	400	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
102	Brake Pads, Rear, 1 Adaptive ceramic	ADO AD8312	300	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
103	Brake Rotor Only, Front	UP 880279	250	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
104	Brake Rotor Only, Rear	UP 880422	125	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
105	Starter w/Solenoid, Reman. Std.	RAY 2465178	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
106	Starter w/Solenoid, Reman. Std. core	RAY 2465178core	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
107	Shock Absorber, Air, New, Rear	ARN AS2700	60	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
108	Complete Strut Assy., Air, Reman., Rear	ARN AS2708	30	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
109	Complete Strut Assy., Air, Reman., Rear, Core	ARN AS2708core	30	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
110	Water Pump, New	TFW 45010	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
111	Fuel Pump Assy. Electric in Tank Type-OEM	DFP FG1054	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
					Sub-Total Page 18:	\$

OFFER AGREEMENT  
**ATTACHMENT B – PRICING PAGE**

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<i>Item</i>	<i>Description (circle Yes or give alternate Mfg. &amp; part #)</i>	<i>Part # NAPA</i>	<i>Est. Annual Qty.</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
112	Alternator, Reman. STD 120A	RAY 2139670	6	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
113	Alternator, Reman. STD 120A Core	RAY 2139670core	6	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
114	Brake Pads, Front, Rear, OE Ceramic	UP 8523X	140	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
115	Brake Rotor Only - Front	UP 880875	30	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
116	Brake Rotor Only – Rear	UP 880876	30	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
117	Starter w/Solenoid, Reman, STD	RAY 2465172	6	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
118	Starter w/Solenoid, Reman, STD Core	RAY 2465172core	6	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
119	Strut Reflex-Front	NS 72447	20	Sets	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
120	Strut Reflex-Rear	NS 911303	20	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
121	Alternator, Reman.	NAE 11026N	5	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
122	Brake Rotor Only, Front, Reactive One-Hi Perf	UP RA880110	80	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
123	Brake Rotor Only, Rear, Reactive One-Hi Perf	UP RA880129	60	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
124	Brake Pads, Front, Adaptive 1 Ceramic	ADO AD7834	350	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
125	Brake Pads, Rear, Adaptive 1 Ceramic	ADO AD7644	200	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
126	Mirror Adhesive	BK 7651184	400	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
127	Gasket Sealer	BK 7651589	250	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
128	Epoxy Sealer	NCB 8276	150	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
129	Trim & Emblem Adhesive	MMM 08088	200	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
130	Trim & Emblem Adhesive	MMM 08061	200	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
131	Wiper Blades, Curved Front	OWI NBC 22	250	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
132	Wiper Blades, Curved Front	OWI NBC 18	200	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
					Sub-Total Page 19:	\$

OFFER AGREEMENT  
**ATTACHMENT B – PRICING PAGE**

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<i>Item</i>	<i>Description (circle Yes or give alternate Mfg. &amp; part #)</i>	<i>Part # NAPA</i>	<i>Est. Annual Qty.</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
133	Wiper Blades, Curved Front	OWI NBC 26	200	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
134	Wiper Blades	OWI NP22	800	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
135	Wiper Blades	OWI NP18	250	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
136	Wiper Blades	OWI NP21	250	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
137	Wiper Blades	OWI NP26	250	Each	\$	\$
Bid as spec'd YES or Alternate Mfg. & Part #						
					Sub-Total Page 20:	\$

Sub-Total (page 14) \$ \_\_\_\_\_

Sub-Total (page 15) \$ \_\_\_\_\_

Sub-Total (page 16) \$ \_\_\_\_\_

Sub-Total (page 17) \$ \_\_\_\_\_

Sub-Total (page 18) \$ \_\_\_\_\_

Sub-Total (page 19) \$ \_\_\_\_\_

Sub-Total (page 20) \$ \_\_\_\_\_

**Grand Total: \$ \_\_\_\_\_**  
**(All Sub-Totals added together)**

All prices in Attachment B shall be priced FOB destination/unloaded. Any items ordered not specifically listed will use Attachment C to establish pricing – these items are to be delivered FOB destination/unloaded, the same as the listed items (Attachment B). Additional charges for delivery, freight, handling, any surcharges (i.e. fuel, etc.) will not be allowed and if invoiced will not be paid.

## OFFER AGREEMENT

**ATTACHMENT C – MANUFACTURER’S PRICE LIST/CATALOG SHEET**

For those items not specifically listed and priced above (Attachment B) that may be provided within the defined scope of this agreement the Seller shall list Manufacturer’s Price List/Catalog and identify website address, identifying other items offered pursuant to this agreement. The Unit Prices for items purchased utilizing Attachment C shall be of similar discount off List Prices as given for those items specifically defined above. Item Unit prices above shall govern in case of conflict with the Price List or Catalog. Discounts provided to County shall remain firm for the entire contract period – regardless of any manufacturer price increases. \* **Discount needs to be stated as % off of list, % over cost, etc. Discount shall be stated as a number, i.e., 12% off of list or 8% over cost, etc., do not use the word “varies”.**

<b>PARTS</b>	<b>MANUFACTURER</b>	<b>DISCOUNT*</b>	<b>NAME OF LIST/CATALOG (DATED)</b>
A/C Parts			
Abrasives			
Automotive Paint			
Battery Accessories			
Bearings & Races			
Belts/Hoses			
Brakes-Drums/Rotors			
Brakes-Fluid			
Brakes-Hardware			
Brakes-Pro Grade Pads			
Brake –Shoes			
Caps-Gas, Oil, Radiator			
Carburetors-Reman.			
Chassis Parts			
Chemicals			
Circuit Protection(fuses, etc)			
Cut-Off Wheels			
CV Drive Axles			
Engine Repair Parts			
Filters, Automotive			
Filters, Heavy Equipment			
Floor Mats			
Front Wheel Drive Axles			
Fuel Pumps			
Gaskets			
Gauges			
Grinding Discs			
Headlamps & Bulbs			
Heater Parts			
Horns			
Hose Clamps			
Ignition Parts			
Injection Pumps – Reman.			
Injectors			
Loctite/Permatex			
Mirrors			
Motor Mounts			
Other – 3M Products			
Other Alemite Lubr.Supplies			
Other Bal Kamp			
Other Couplings/Fittings			
Other Dorman Hardware			
Other Dorman OE Solutions			
Other Motormite			
Other Philips Wire			
Power Steering Component			

## OFFER AGREEMENT

**ATTACHMENT C – MANUFACTURER’S PRICE LIST/CATALOG SHEET - continued**

<b>PARTS GROUP</b>	<b>MANUFACTURER</b>	<b>DISCOUNT*</b>	<b>NAME OF LIST/CATALOG (DATED)</b>
Pulleys/Belt Tensioners			
Rack & Pinion Component			
Reflectors			
Roloc Discs			
Seals			
Sending Units			
Sensors & Controls			
Shock Absorbers			
Spark Plugs			
Steering Components			
Strut Assemblies			
Suspension Parts			
Switches/Relays/Solenoids			
Transmission Mounts			
U Joints			
Washer Pumps			
Water Pumps			
Wheel Studs			
Wiper Blades			
Wiper Motors			

Attachment C requires the vendor to fill-in the information requested for only the Parts/Manufacturers they are bidding to Pima County. The intent is to establish a percentage discount off of the manufacturer’s product line within the scope of the group and its components. Attachment C will be used when an item is needed that is not on the “core list” (Attachment B), therefore, Attachment C will not be utilized in the evaluation process.

Successful bidder(s) shall provide two (2) each CD’s or thumb drives of the catalogs or provide a web site to enable Pima County to acquire Manufacturer’s List Price information directly as long as there is no subscription to join or a fee to pay to get this information.