

REQUEST FOR STATEMENTS OF QUALIFICATION: RSOQ 13EDo82812 Graphic Design Services

INTRODUCTION

The City of Maricopa is requesting competitive sealed statements of qualifications for a qualified Graphic Design Services to be submitted at the address or physical location until the date and time detailed below. Statements of qualification shall be delivered to the City **non-electronically** and shall be in the actual possession of the City on or prior to the exact date and time indicated below. Late offers shall not be considered. *Offers shall be submitted in a sealed package with “RSOQ 13EDo82812 Graphic Design Services” and the Offeror’s name and address clearly indicated on the front of the package.* All offers shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the *entire* Request for statement of qualifications.

Pre-submittal Meeting:	None
Offer Due Date:	October 22, 2012
Offer Time:	2:00:00 PM Arizona Time
Number of Qualifications:	1 unbound original and 5 bound copies (please label original) + Samples
Contact:	Pattie LaCombe, Purchasing Manager
E-Mail (Questions only) :	patricia.lacombe@maricopa-az.gov
Mailing Address:	P.O. Box 610, Maricopa, Arizona 85139
Proposal Delivery Location:	45145 West Madison, Maricopa, Arizona 85139

OFFER

To the City of Maricopa: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City an offer that contains all terms, conditions, specifications and amendments in the Notice of Request for Statement of Qualifications issued by the City. Any exception to the terms contained in the Notice of Request for statement of qualifications must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with the Terms and Conditions contained in the Request for Statement of Qualifications package issued by the City.

Arizona Transaction (Sales) Privilege Tax License Number: _____	For clarification of this offer contact: Name: _____ Email: _____
Federal Employer Identification Number: _____	Telephone: _____
Company Name	Authorized Signature for Offer
Address	Printed Name
City State Zip Code	Title

INSTRUCTIONS TO OFFEROR

1. PREPARATION OF OFFER:
 - a. Telegraphic (facsimile), electronic or Mailgram offers will not be considered.
 - b. The offer document shall be submitted with an original blue ink signature by a person authorized to sign the offer.
 - c. Erasures, interlineations, or other modifications in the offer shall be initialed in original blue ink by the authorized person signing the Offer.
 - d. Periods of time, stated as a number of days, shall be calendar days.
 - e. It is the responsibility of all Offerors to examine the entire *Request for Statement of Qualifications* package and seek clarification of any item or requirement and to check all responses for accuracy before submitting an offer. Negligence in preparing an Offer confers no right of withdrawal after offer due date and time.
2. INQUIRIES: Any questions related to the *Request for Statement of Qualifications* shall be directed in writing or via e-mail **no later than five (5) days prior to the bid opening date**, to the person whose name appears on the front. Questions submitted after that period shall not be answered. Any correspondence related to *Request for Statement of Qualifications* should refer to the appropriate *Request for Statement of Qualifications* ID, page, and paragraph number. These questions and answers will be communicated to all via a formal Addendum to the solicitation, posted on the City website as Q&A Clarifications. However, the Offeror shall not place the *Request for Statement of Qualifications* ID on the outside of any envelope containing questions since such an envelope may be identified as a sealed proposal and may not be opened until after the official *Request for Statement of Qualifications* due date and time.
3. PRE-SUBMITTAL CONFERENCE: None.
4. OFFER FORMAT: An unbound original plus five (5) bound copies (total of [6] six) of the Statement of Qualifications plus samples must be submitted to the Purchasing Manager at the Interim Maricopa City Hall, located at 45145 W. Madison Ave., P.O. Box 610, Maricopa, Arizona 85139 by 2:00 PM Arizona Time, Monday, October 22, 2012.
5. DUE DATE AND TIME: Offerors must submit offers to the City's Purchasing Manager or designee by 2:00 PM Arizona Time, on Monday, October 22, 2012, at the address or physical location listed on the Introduction/Offer Sheet (Page 1 of RSOQ). Late offers will not be accepted.
6. OFFER OPENING: Offers shall be opened immediately following the time and at the place designated on the cover page of this document. The name of each Offeror and the identity of the Request for Statements of Qualifications for which the offer was submitted shall be publicly read and recorded in the presence of a witness. Offers, modifications, and all other information received in response of this Request for Statement of Qualifications shall be shown only to City personnel having legitimate interest in the evaluation. After award of the

offer, the successful offer and the evaluation documentation shall be open for public inspection.

7. **WITHDRAWAL OF OFFER:** At any time prior to the specified offer due date and time, an Offeror (or designated representative) may withdraw the offer. Telegraphic (facsimile) or Mailgram offer withdrawals will not be considered.
8. **AMENDMENT OF OFFER:** Receipt of an RSOQ Amendment shall be acknowledged by signing in blue ink and returning the original document prior to the specified offer due date and time or with the submittal.

The City of Maricopa shall not be held responsible for any oral instructions. Any changes to this Request for Statement of Qualifications will be in the form of an addendum, which will be posted on the City of Maricopa website and furnished to all registered RSOQ holders.

9. **EVALUATION:** The Graphic Design firm will be selected through a qualifications-based selection process. Firms interested in providing Graphic Design services must submit a Statement of Qualifications (SOQ) that addresses the following issues:
 - i. **Design Quality:** Level of technical expertise in creative design and illustrations and layout while incorporating pre-defined branding standards (possible points 40).
 - ii. **Experience:** In this type of environment it is very important to understand the interactions between all departments, functions, requirements, commitments to deadline frequencies and criteria. Define your experience of working for a governmental agency and how you have provided consistent publication design and support. Please provide three (3) references including name, phone number and email address (possible points 30).
 - iii. **Turn-around time for reiterations:** Turn-around time is very important in getting each publication out to the public. Please explain your process for revisions, addressing mockups, samples, reiterations, and providing the finished product in a timely fashion. Please provide this information for various sizes of publications as defined in the “Scope of Services” (possible points 15).
 - iv. **Technical Tools and Resources:** Please provide a list of the tools and software used to design publications, including stock image library resources. This list must include the versioning were applicable (possible points 10).
 - v. **Integration of multigenerational interests:** This is the unique and innovative methods you use to attract cross-generational groups. Explain how are graphics and text utilized to convey the message to the intended audience (possible points 5).
10. **Discussions and Interviews:** After the receipt of offers, discussions may be conducted with Offerors who submit offers determined to be reasonably susceptible of being selected for award. The City reserves the right to conduct personal interviews or require presentation of any or all offers prior to selection. The City will not be liable for any costs incurred by the Offeror in connection with such interview/presentations.

A Selection/Evaluation Committee will evaluate each Statement of Qualifications (SOQ) according to the above criteria and select the finalists that will be shortlisted for the project.

STANDARD TERMS AND CONDITIONS

1. **Certification:** By signature in the Offer section of the Offer Award Page, the Offer or certifies that:
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Offeror shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246.
 - c. The Offeror has not given, offered to give, or intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the Offeror may be debarred.
2. **Gratuities:** The City may, by written notice to the Offeror, cancel the resultant contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Offeror or any agent or representative of the Offeror, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event the City pursuant to this provision cancels the resultant contract, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of gratuity. Paying the expense of normal business meals, which are generally made available to all eligible city government customers, shall not be prohibited by this paragraph.
3. **Applicable Law:** In the performance of the resultant contract, Contractors shall abide by and conform to any and all laws of the United States, State of Arizona, and the City of Maricopa including but not limited to federal and state executive orders providing for equal opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to the contract.
 - a. The resultant contract shall be governed by the State of Arizona and suit pertaining to the contract may be brought only in courts in the State of Arizona.
 - b. The contract is subject to the provisions of ARS § 38-511; the City may cancel the contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
4. **Legal Remedies:** All claims and controversies shall be subject to resolution according to the terms of the City of Maricopa Procurement Code.

5. **Contract:** The resultant contract between the City of Maricopa and the Contractor shall include the:
- (1) RSOQ, including instructions, terms and conditions, scope of work, attachments, and any amendments thereto,
 - (2) The contract terms of the cooperative contract(s) listed on Page 1 of this RSOQ, and
 - (3) The offer submitted by the Offeror in response to the RSOQ.

In the event of a conflict in language between the solicitation, the contract or the offer, the provisions and requirements of the contract shall govern. However, the City reserves the right to clarify in writing, any contractual terms with the concurrence of the originating cooperative contract agency. In addition, the contract shall be amended in the case of a conflict in the manner stated in the contract. The RSOQ shall govern in all other matters not affected by the written contract.

6. **Contract Applicability:** The Offeror shall substantially conform to the terms, conditions, specifications, and other requirements found within the text of this specific RSOQ. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City, are not applicable to this RSOQ or any resultant contract.
7. **Relationship to Parties:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Offeror is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Offeror should make arrangements to directly pay such expenses, if any.
8. **Subcontracts:** the Contractor shall enter into no subcontract with any other party to furnish any of the material, service, or construction specified herein without the advance written approval of the City. The Contractor is responsible for contract performance whether or not Subcontractors are used.
9. **Indemnification:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of the resultant Contract. Contractor's duty to defend, hold harmless, and indemnify the City, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense, that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused by any acts, errors, mistakes, omissions, work or services in the performance of the resultant including any employee of the Contractor or any tier of subcontractor or any other person whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable. The amount and type of insurance coverage requirements set forth will in no way be construed as limiting the scope of the indemnity in this paragraph.
10. **Overcharges By Antitrust Violations:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent

permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.

11. **Force Majeure:** Except for payment for sums due, neither party shall be liable to the other not deemed in default under the resultant contract if and to the extent that such party's performance of the contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God: acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the resultant contract. Force Majeure shall not include the following occurrences:
 - i. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
 - ii. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition.
- a. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *certificate-return receipt* and shall make specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with the resultant contract.
12. **Right to Assurance:** Whenever one party to the resultant contract in good faith has reason to question the other party's intent to perform he may demand that the other party give written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) day, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
13. **Right to Audit Records:** The City may, at reasonable times and places, audit the books and records of any contractor as related to any contract held with the City.
14. **Right to Inspect Place of Business:** The City may, at reasonable times inspect the place of business of a contractor or subcontractor which is related to the performance of any contract as awarded or to be awarded.

15. Inspection: All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of the resultant contract will be held at Contractor's risk and may be returned to the Contractor. If returned, all costs are the responsibility of the Contractor. They may elect to do any or all:
- a. Waive the non-conformance
 - b. Stop the work immediately
 - c. Bring material into compliance

This shall be accomplished by a written determination for the City.

16. Liens: All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
17. Licenses: Contractor shall maintain in current status all Federal, State, and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to the contract.
18. Patents and Copyrights: All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this RSOQ are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
19. Cost of Bid/Offer: The City shall not reimburse the cost of developing or providing any response to this RSOQ. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
20. Public Record: All offers submitted in response to this RSOQ shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code.
21. Termination for Non-Appropriation: Any contract entered into by the City shall terminate at the end of the then current fiscal period for non-appropriation of funds if the City's governing body fails to appropriate funds to pay for the payments contemplated by the contract. The City's fiscal period ends June 30th of each year.
22. Warranties: Vendor warrants that all goods delivered under this contract will conform to the requirements of this contract (including all applicable descriptions, specifications, drawings and samples), and will be free from defects in material and workmanship and will be free from defects in design and fit for the intended purpose. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligation of vendor or the right of Buyer under the foregoing warranties.
23. Cooperative Use of Contract: In addition to the City of Maricopa and with the approval of the contracted vendor, this contract may be extended for use by other municipalities, school districts and government agencies of the State. Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective political entity.

24. Per A.R.S. § 35-391, the City is prohibited from purchasing from a company with scrutinized business operations in Sudan.
25. Per A.R.S. § 35-392, the City is prohibited from purchasing for a company that is in violation of the Export Administration Act.
26. Per A.R.S. § 35-393, the City is prohibited from purchasing from a company with scrutinized business operations in Iran.
27. **Federal Immigration and Nationality Act (FINA):** By entering into the Contract, the CONTRACTOR warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Purchasing Manager upon request. These warranties shall remain in effect through the term of the Contract. The CONTRACTOR and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at www.USCIS.GOV.
- 27.1 The City may request verification of compliance for any CONTRACTOR or subcontractor performing work under the Contract. Should the City suspect or find that the CONTRACTOR or any of its subcontractors are not in compliance, the City may pursue any and all remedies allowed by law, including but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the CONTRACTOR. All costs necessary to verify compliance are the responsibility of the CONTRACTOR.

(BALANCE OF PAGE INTENTIONALLY LEFT BLANK)

SCOPE OF SERVICES

The City of Maricopa is seeking a graphic design firm(s) or individual(s) to assist with design, desktop publishing and layout work for multiple City print and media publications.

I. MyMaricopa Newsletter

- a. Up to six (6) issues per year
- b. 9 x 10 inches, 8-16 page publication
- c. Design template provided

II. Postcard Mailers

- a. Up to six (6) designs per year
- b. 8.5 x 5.5 inches, Double-sided
- c. Infrequent mailers for special events or advertisements
- d. Design Template provided

III. Web Advertisements

- a. Up to twenty-four (24) designs per year
- b. (12) 300 x 250 px, JPG, Animated GIF or Flash
- c. (12) 350 x 240 px, JPG, Animated GIF or Flash

IV. News Print Advertisements

- a. Up to sixty (60) designs per year
- b. (12) 4.938" x 4.938" Full Color
- c. (48) 3.79" x 3.79" Full Color

V. Rack Cards

- a. Up to six (6) designs per year
- b. 4.0" x 9.0" Full Color
- c. Full Bleeds
- d. Crop Marks

Attached, please find examples of the above listed design publications.

Design templates will be provided to the successful firm(s) and/or individual(s) for each item.

Requirements:

The successful graphic design firm will need to be able to work quickly, have fast turn-around response time and have experience working with municipal graphic design requirements and guidelines for both electronic and print media. To be considered for this project, the successful firm or individual must:

- Include three (3) samples of similar past work
- Provide the sample materials in both digital and print format
 - Digital format of samples only can be provided via CD with your submittal or email to:
 - Patricia.LaCombe@maricopa-az.gov
- Work within the City's project timelines
 - MyMaricopa Newsletter & Postcard Mailers & Rack Cards
 - Initial design concepts are due within 14 business days of request

- Any touch ups are due within 4 days of requested updates/changes
- Web & News Print Advertisements
 - Initial design concepts are due within 7 business days of request
 - Any touch ups are due within 2 days of requested updates/changes
- Strictly adhere to the City's branding guidelines including the City's color palette (see attached).
- Send all artwork to the City in its native Illustrator or InDesign CS5.5 or later format and grant the City full rights to these files
- Have done previous work for a government agency or municipality
- Have been in business for five (5) years or more
- Have produced publications with average distribution count of a minimum of 5,000
- Include up to three (3) client references with similar work produced
 - References should include:
 - Contact name and place of business
 - Contact phone number
 - Contact cell phone number
 - Contact email address
 - Project Description

(BALANCE OF PAGE INTENTIONALLY LEFT BLANK)

SPECIAL TERMS AND CONDITIONS

PURPOSE

The City of Maricopa is seeking a qualified Graphic Design team or individual(s) to provide design services for print and media for the City of Maricopa.

1. **AUTHORITY:** This Solicitation as well as any resultant contract is issued under the authority of the City. No alteration of any resultant contract may be made without the express written approval of the City in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
2. **TERM OF CONTRACT:** The term of any resultant contract shall commence upon the issuance of a Contract awarded by the City of Maricopa City Council and shall continue until the project is completed, unless terminated, cancelled or extended as otherwise provided herein. This will be a one (1) year contract with the option of a one (1) year renewal.
3. **PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account.
4. **TAXES:** The City of Maricopa is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.
5. **KEY PERSONNEL:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under any resultant contract. The Contractor must agree to assign specific individuals to the key positions.
 - a. The Contractor agrees that, once assigned to work under any resultant contract, key personnel shall not be removed or replaced without written notice to the City.
 - b. If key personnel are not available for work under any resultant contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
6. **CONFIDENTIALITY OF RECORDS:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City remains confidential pursuant to applicable requirements.
7. **AWARD OF CONTRACT:** Notwithstanding any other provision of this *Request for Statement of Qualifications*, the City expressly reserves the right to:
 - a. Waive any immaterial defect or informality: or

- b. Reject any or all offers, or portions thereof, or
 - c. Reissue a Request for Statement of Qualifications
 - d. Unless the Offeror states otherwise, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City. If the Offeror's offer is an "all or nothing" offer, it must be so indicated on the offer sheet.
8. **RESULTANT CONTRACT:** The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval. If the City is unsuccessful in negotiating a contract with the best-qualified team, the City may then negotiate with the second or third most qualified team until a contract is executed, or may decide to terminate the selection process. A contract shall be issued between the City and the successful Offeror(s) following award by the City Council.
9. **LIQUIDATED DAMAGES:** Liquidated damages shall be in the amount to be determined during the contract negotiations. This amount will apply for each calendar days of delay.
- a. If the contract is not terminated, the contractor shall continue performance and be liable to the City for the liquidated damages until the products are delivered or services performed.
 - b. In the event that the City exercises its right of termination, the contractor shall be liable to the City for any excess costs, in addition to the liquidated damages until such time the City may reasonably obtain delivery or performance of similar supplies or services from another supplier.
10. **INSURANCE:** The City requires a complete and valid certificate of insurance prior to the commencement of any service or activity specified in this solicitation. The City will notify the successful contractor(s) of the intent to issue a contract award. The successful contractor(s) shall at that time submit a copy of the insurance certificate for coverage with minimum amounts stated. The coverage shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.
11. **LICENSES:** Contractor shall maintain in current status all Federal, State, and Local Licenses and permits required for the operation of the business conducted by the contractor.
12. **Reserved:**
13. **CONTRACT CANCELLATION:** The City reserves the right to cancel the whole or any part of any resultant contract due to failure by the contractor to carry out any obligation, term or condition of any resultant contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
- a. The contractor provides material that does not meet the specifications of the contract;
 - b. The contractor fails to adequately perform the services set forth in the specifications of the contract;
 - c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
 - d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

- 13.1 Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:
- i. Cancel any contract;
 - ii. Reserve all rights or claims to damage for breach of any covenants of the contract;
 - iii. Perform any test or analysis on materials for compliance with the specifications of the contract;
 - a) If the results of any test or analysis find a material non-compliance with the specifications, the actual expense of testing shall be borne by the contractor
- 13.2 In case of default, the City reserves the right to purchase materials, or to complete the required work. The City may recover any actual excess costs from the contractor by:
- i. Deduction from an unpaid balance;
 - ii. Collection against the bid and/or performance bond, or;
 - iii. Any combination of the above or any other remedies as provided by law.

(BALANCE OF PAGE INTENTIONALLY LEFT BLANK)

BID FORMAT AND REQUIRED RESPONSES

The information set forth in paragraphs below must be included with all submittals. Failure to provide any of the information requested by these paragraphs is grounds for the City to reject a submittal.

In order for the City to conduct a uniform review process, all submittals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection.

1. Offer Sheet
2. Table of Contents
3. Letter of Transmittal/Cover Letter, signed
4. Firm Overview
 - a. Experience and qualifications of Firm / Team
 - Resumes (in appendix)
 - b. Experience of Key Personnel for this project
 - c. Understanding of this Project
 - d. Firm / Team experience as defined in the Scope of Services
5. Disclosures
6. Confidential Information

The RSOQ should include a two-page cover letter plus a maximum of twenty-four (24) pages plus appendix, to address the RSOQ criteria specified below, and criteria included in Section 9, starting on Page 3 of this RSOQ. Resumes for each key team member shall be limited to a maximum length of two (2) pages and should be attached as an appendix to the RSOQ. An unbound original plus five (5) bound copies (total of six [6]) of the Statement of Qualifications must be submitted to the Purchasing Manager at the Interim Maricopa City Hall; located at 45145 W. Madison Ave., P.O. Box 610, Maricopa, Arizona 85139 by 2:00 PM Arizona Time on Monday, October 22, 2012.

Interested teams or individuals are invited to respond in writing to:

Ms. Patricia LaCombe, Purchasing Manager
City of Maricopa
Financial Services Department
45145 W. Madison Ave.,
P.O. Box 610
Maricopa, AZ 85139

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

1. Offer Sheet: The attached Introduction/Offer Sheet (Page 1 of RSOQ) must be completed and returned with the Offeror's submittal. Failure to return the Offer Sheet and to sign it is grounds for the City to reject a submittal. This page will not be counted against the 24 page limitation.
2. Table of Contents: The Table of Contents must indicate the material included in the submittals by section and page number. A submittal's table of contents should mirror this section of the

City's Request for Statement of Qualifications and must include all the items set forth in this section of the Request for Statement of Qualifications. This page will not be counted against the 24 page limitation.

3. Letter of Transmittal/Cover Letter: (Limit to two pages): A signed letter of transmittal must be submitted with an Offeror's submittal. This document will not be counted against the 24 page limitation. The letter must include:
 - A statement of the Offeror's understanding of the products and services required by the Request for Statement of Qualifications listed in the Scope of Services.
 - The names of the persons who are authorized to make representations on behalf of the Offeror (include their titles, addresses, fax number, e-mail addresses and telephone numbers).
 - A statement that the individual who signs the transmittal letter is authorized to bind the Offeror to contract with the City.
4. Firm Overview: (Excluding attachments, limit to two pages):
 - Your firm is in what primary line of business? Provide a general description of the firm and/or team that is proposing to provide design services.
 - Does your firm have at least one office located in the State of Arizona?
 - Discuss the structure of your firm. If a private firm, state whether a corporation, partnership, sole proprietorship, or combination. Provide an organization chart showing all principals, owner and key personnel. Indicate the length of time the firm has been in business under the current business name as well as any previous business names.
5. RSOQ Criteria: Please provide all the information as requested in the items listed in the Evaluation criteria in section 9 on page 3.
 1. Design Quality
 2. Experience
 3. Turn-around time for reiterations
 4. Technical Tools and Resources
 5. Integration of multigenerational interests
6. References: Please provide up to three (3) client references with similar work produced. The reference information should include:
 - Contact name and place of business
 - Contact phone number
 - Contact cell phone number
 - Contact email address
 - Project Description
7. Samples: Please include three (3) samples of similar past work for each of the types as defined in the "Scope of Services".
 - Provide the sample materials in both digital and print format
 - Digital format of samples only can be provided via CD with your submittal or email to:
 - Patricia.LaCombe@maricopa-az.gov

8. Disclosures of conflict of interest: (Limit to one page): The offeror shall include a statement that no conflicts of interest exist as defined by Arizona Revised Statutes, Title 38, Chapter 3, Article 8. In the event any professional or personal financial interest does exist, the nature of the relationship shall be disclosed to the City and examined by the City of the material facts of the disclosure. The above reference statute shall govern the actions of the city in the event a conflict exists.
9. Confidential Information: If a person believes that a bid, offer, specification, or protest contains information that should be withheld, a statement advising the Finance Director of this fact shall accompany the submission and the information shall be identified.

The information identified by the person as confidential shall not be disclosed until the Finance Director makes a written determination.
10. Substitute W-9 Form: A completed Substitute W-9 form shall be completed and returned with the submittal (see attachment A).

(BALANCE OF PAGE INTENTIONALLY LEFT BLANK)

Attachment A

SUBSTITUTE W-9 FORM

PART I: Company Information:

1. Name (as shown on Income Tax Return): _____
2. Business Name (if different than above): _____
3. DUNS #: _____
4. Federal employer identification number (or SSN): _____
5. Type of organization (check one):

☐ Individual/Sole Proprietor	☐ Limited Liability Company*
☐ Corporation	*Choose the tax classification
☐ Partnership	☐ Disregarded Entity
☐ Other: _____	☐ Corporation
	☐ Partnership
6. Order Address:

(Order address)	(City)	(State)	(Zip code)
-----------------	--------	---------	------------
7. Remittance address (if different than above):

(Remittance address)	(City)	(State)	(Zip code)
----------------------	--------	---------	------------
8. Contact person for bid invitations: _____
9. Phone Number: _____ Fax Number: _____
10. Email address of contact person: _____
11. Applicant is a (check one):

☐ Factory Representative	☐ Jobber
☐ Manufacturer	☐ Authorized distributor
☐ Retail dealer	☐ Contractor
☐ Consultant	☐ Other: _____
12. Indicate if the business is registered as a minority or woman-owned company.

☐ Minority-owned	☐ Woman-owned	☐ Not Applicable
---	--------------------------------------	---
13. How long has the company been in business? _____
14. Does applicant currently hold a valid business license issued by the City of Maricopa?

☐ Yes	☐ No
------------------------------	-----------------------------

PART II: COMMODITY OR SERVICE DESCRIPTION

1. Commodity/Service description (this section must be completed): _____

PART III: APPLICANT TERMS & CERTIFICATION

Terms:

The City of Maricopa may take up to 30 calendar days after the receipt of vendor's invoice to render payment unless other arrangements are made through a written contract. Applicant's signature below signifies acceptance of those terms.

Under Penalties of perjury, I certify that:

1. The number shown on this form is my correct federal employer identification number.
2. I am not subject to backup withholding because of failure to report interest and dividend income.
3. I am a U.S. person (including a U.S. resident alien).

(NOTE: You must cross out item 2. above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return).

4. The following business ownership classifications are applicable:

Disadvantaged Business Enterprise Ownership Classification (Select One Only):

- | | |
|--|--|
| ☐ 1 Non-Small/Non-Minority/Non-Disabled | ☐ 8 Small Business/Disabled Owner |
| ☐ 2 Small Business (Per ARS §41-1001.14) | ☐ 9 Minority Woman Owned Business |
| ☐ 3 Minority Owned Business [Per 15 CFR §1400.1(a)] | ☐ 10 Disabled-Minority Owned Business |
| ☐ 4 Woman Owned Business | ☐ 11 Disabled-Woman Owned Business |
| ☐ 5 Owned By Disabled Individual (Per ARS §41-1492.5) | ☐ 12 Small Business/Minority-Woman Owned |
| ☐ 6 Small Business/Minority Owned | ☐ 13 Small Business/Disabled-Minority Owned |
| ☐ 7 Small Business/Woman Owned | ☐ 14 Small Business/Disabled-Minority-Woman Owned |

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."

Name (Please print)

Signature

Title (Please print)

Date