



## LITCHFIELD ELEMENTARY SCHOOL DISTRICT

272 East Sagebrush Street • Litchfield Park, Arizona 85340 • 623.535.6000 • Fax 623.935.1448 • [www.lesd.k12.az.us](http://www.lesd.k12.az.us)

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### INVITATION FOR BID (IFB) NO. 22003

#### MATERIAL AND/OR SERVICE: WAREHOUSE SUPPLIES

Due Date: June 1, 2021 at 2:00 P.M. Arizona Time

Location: Purchasing Department, 18921 W. Thomas Rd Building A Litchfield Park, AZ 85340

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. § 15-213, bids for the material or services specified will be received by the Litchfield Elementary School District, at the above specified location, until the time and date cited. Bids received by the correct time and date shall be opened and the bidders pricing shall be publicly read and recorded. All other information contained in the Bid shall remain confidential until award is made.

Initial contract term shall be July 1, 2021 through June 30, 2022 with an option to renew for up to four (4) years.

#### **PRE-BID CONFERENCE will not be held.**

Bids shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above. Late Bids shall not be considered. The official time will be determined by the clock designated by the school district.

Bids must be submitted in a **sealed** envelope/package with the bid number and Bidder's name and address clearly indicated on the envelope/package. All Bids must be written legibly in ink or typewritten. Additional instructions for preparing a Bid are provided herein.

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE INVITATION FOR BID.

Please refer questions regarding this solicitation to: Roger Spivey, Purchasing, at fax (623) 853-8082 or email [spivey@lesd.k12.az.us](mailto:spivey@lesd.k12.az.us).

*Roger Spivey 5/17/2021*

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Released by:  
Roger Spivey, Director of Purchasing  
[spivey@lesd.k12.az.us](mailto:spivey@lesd.k12.az.us)



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### **"NO BID" RESPONSE FORM IFB #22003 WAREHOUSE SUPPLIES**

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond will result in deletion of your name from the District's vendor listing. This form may be returned to the address listed below, or faxed to 623-853-8082. A "No Bid" will be considered a response.

I am submitting a "No Bid" at this time.

I cannot provide services of this nature.

I no longer wish to do business with Litchfield Elementary School District.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature/Local Representative

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Type Name and Position Held with Company

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



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### UNIFORM INSTRUCTIONS TO OFFERORS

#### 1. Definition of Terms

As used in these instructions, the terms listed below are defined as follows:

- A. **"Attachments"** means any item the Solicitation requires an Offeror to submit as part of the Offer.
- B. **"Contract"** means the combination of the Solicitation, including the uniform and Special Instructions to Offerors, the Uniform and Special Terms and Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Amendments or Contract Amendments; and any terms applied by law.
- C. **"Contract Amendment"** means a written document signed by the Procurement Officer that is issued for the purpose of making changes in the Contract.
- D. **"Days"** means calendar days unless otherwise specified.
- E. **"Exhibits"** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the solicitation.
- F. **"Gratuity"** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is received.
- G. **"Offer"** means bid, proposal or quotation.
- H. **"Offeror"** means a vendor who responds to a Solicitation.
- I. **"Procurement Officer"** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to the Contract or his or her designee.
- J. **"Solicitation"** means an Invitation for Bids (IFB), a Request for Proposals (RFP), or a Request for Quotations (RFQ).
- K. **"Solicitation Amendment"** means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.
- L. **"Subcontract"** means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishings of any material or any service required for the performance of the Contract.

#### 2. Inquiries

- A. **Duty to Examine.** It is the responsibility of each Offeror to examine the entire Solicitation, seek clarification in writing, and check its Offer for accuracy before submitting the Offer. Lack of care in preparing an Offer shall not be grounds for withdrawing the Offer after the Offer due date and time nor shall it give rise to any Contract claim.
- B. **Solicitation Contact Person.** Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation, shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.
- C. **Submission of Inquires.** The Procurement Officer or the person identified in the Solicitation as the contact for inquires may require that an inquiry be submitted in writing. Any inquiry related to a Solicitation shall refer to the appropriate Solicitation number, page, and paragraph. Do not place the Solicitation number on the outside of the envelope containing that inquire since it may then be identified as an Offer and not be opened until after the Offer due date and time.
- D. **Timeliness.** Any inquiry shall be submitted as soon as possible and at least seven (7) days before the Offer due date and time. Failure to do so may result in the inquiry not being answered.



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- E. No Right to Rely on Verbal Responses. Any inquiry that results in changes to the Solicitation shall be answered solely through a written Solicitation Amendment. An Offeror may not rely on verbal responses to its inquiries.
  - F. Solicitation Amendments. The Solicitation shall only be modified by a Solicitation Amendment. Unless otherwise stated in the Solicitation, each Solicitation Amendment shall be acknowledged by the person signing the bid. Failure to acknowledge a material Solicitation Amendment or to follow the instructions for acknowledgement of the Solicitation Amendment may result in rejection of the bid.
  - G. Pre-Offer Conference. If a pre-Offer conference has been scheduled under this Solicitation, the date, time, and location appear on the Solicitation cover sheet or elsewhere in the Solicitation. An Offeror should raise any questions it may have about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment.
  - H. Persons with Disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.
3. **Offer Preparation**
- A. Forms: No Facsimile or Telegraphic Offers. An Offer shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation will be legible and contain the same information requested on the form. A facsimile, telegraphic or mailgram offer shall be rejected.
  - B. Typed or Ink; Corrections. The Offer must be typed or in ink. Erasures, interlineations or other modifications in the Offer must be initialed in ink by the person signing the Offer. Modifications shall not be permitted after Offers have been opened except as otherwise provided under applicable law.
  - C. Evidence of Intent to be Bound. The Offer and Acceptance form within the Solicitation must be submitted with the Offer and must include a signature by a person authorized to sign the Offer. The signature shall signify the Offeror's intent to be bound by the Offer and the terms of the Solicitation and that the information provided is true, accurate, and complete. Failure to submit verifiable evidence of an intent to be bound, such as an original signature, shall result in rejection of the Offer.
  - D. Exceptions to Terms and Conditions. All exceptions included with the Offer shall be submitted in a clearly identified separate section of the Offer in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically referenced by the Procurement Officer in a written statement. The Offeror's preprinted or standard terms will not be considered as a part of any resulting Contract.
  - E. Subcontracts. Offeror shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Offer.
  - F. Cost of Offer Preparation. The District will not reimburse any Offeror the cost of responding to a Solicitation.



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- G. Solicitation Amendments. Each Solicitation Amendment shall be signed with an original signature by the person signing the Offer, and shall be submitted no later than the Offer due date and time. Failure to return a signed copy of a material Solicitation Amendment shall result in rejection of the Offer.
- H. Federal Excise Tax. School districts/public entities are exempt from Federal Excise Tax on manufactured goods. Exemption Certificates will be prepared upon request.
- I. Provision of Tax Identification Numbers. Offerors are required to provide their Arizona Transaction Privilege Tax number and/or Federal Tax Identification number, if applicable, in the space provided on the Offer and Acceptance Form and provide the tax rate and amount, if applicable, on the Price Sheet.
- J. Identification of Taxes in Offer. School districts/public entities are subject to all applicable state and local transaction privilege taxes. If Arizona resident Offerors do not indicate taxes on a separate item in the Offer, the school district/public entity will conclude that the price(s) offered includes all applicable taxes.
- K. Disclosure. Your signature on the Offer & Acceptance Form certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or public agency. (Federal Executive Order #12549)  
If the Firm, business, or person submitting this Offer has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror must fully explain the circumstance relating to the preclusion or proposed preclusion in the Offer. The Offeror shall include a letter with its Offer setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.
- L. Solicitation Order of Precedence. In the event of a conflict in the provisions of this Solicitation, the following shall prevail in the order set forth below:
1. Amendments;
  2. Special Terms and Conditions;
  3. Uniform General Terms and Conditions;
  4. Scope of Work/Specifications;
  5. Attachments;
  6. Exhibits;
  7. Special Instructions to Bidders;
  8. Uniform Instructions to Bidders
- M. Delivery. Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination(s).
4. **Submission of Offer**
- A. Sealed Envelope or Package. Each Offer shall be submitted to the location identified in this Solicitation, in a sealed envelope or package that identifies its contents as an Offer and the Solicitation number to which it responds. The appropriate Solicitation Number should be plainly marked on the outside of the envelope or package.



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- B. Electronic Submission. If determined by the District that electronic submission of bids is advantageous, the District will include the electronic submission requirements as well as if the electronic submission is mandatory or optional in the Special Instructions, Terms and Conditions section of the Solicitation. Unless otherwise instructed, a facsimile or electronically submitted Offer shall be rejected.
- C. Bid Amendment or Withdrawal. A Offeror may modify or withdraw a Bid in writing at any time before Bid opening if the modification or withdraw is received before the offer due date and time at the location designated in the Invitation for Bid. A offer may not be amended or withdrawn after the due date and time except as otherwise provided under A.A.C. R7-2-1028.
- D. Public Record. Under applicable law, all Bids submitted and opened are public records and must be retained by the School District/Public Entity. Bids shall be open to public inspection after Contract award, except for such Bids deemed to be confidential by the School District/Public Entity, pursuant to A.A.C. R7-2-1006. If an Bidder believes that information in its Bid contains confidential trade secrets or other proprietary data not to be disclosed as otherwise required by A.R.S. § 39-121, a statement advising the school district of this fact shall be provided on the Confidential/Proprietary Submittals page and the information shall be so identified wherever it appears. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section
- E. Non-collusion, Employment, and Services. By signing the Offer and Acceptance form or other official contract form, the offeror certifies that:
1. The prices have been arrived at independently, without consultation, communication or Agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor; the prices which have been quoted have not been nor will not be disclosed directly or indirectly to any other Bidder or to any competitor; nor attempt has been made or will be made to induce any person or firm to submit or not to submit, a Bid for the purpose of restricting competition. It did not involve collusion or other anti-competitive practices in connection with the preparation or submission of its Bid; and
  2. It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders regarding employment; and
  3. By submission of this Bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or otherwise lawfully prohibited from participating in any public procurement activity, including, but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body; and
  4. By submission of this Bid, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.



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### 5. **Additional Bid Information**

- A. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. Taxes. All applicable taxes in the Offer will be considered by the school district/public entity when determining the lowest bid or evaluating proposals; except when a responsive Offeror which is otherwise reasonably susceptible for award is located outside of Arizona and is not subject to a transaction privilege or use tax of a political subdivision of this state. In that event, all applicable taxes which are the obligation of Offerors in state and out of state, shall be disregarded in the Contract Award. At all times, payment of taxes and the determination of applicable taxes and rates are the sole responsibility of the Contractor.
- C. Late Offers. An offer submitted after the exact Offer due date and exact time shall be rejected.
- D. Disqualification. The Offer of an Offeror who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- E. Offer Acceptance Period. An Offeror submitting an Offer under this Solicitation shall hold its Offer open for the number of days from the Offer due date that is stated in the Solicitation. If the Solicitation does not specifically state a number of days for the Offer acceptance, the number of days shall be ninety (90). If a Best and Final Offer is requested pursuant to a Request for Proposals, an Offeror shall hold its Offer open for ninety (90) days from the Best and Final due date.
- F. Payment. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment within thirty (30) days.
- G. Waiver and Rejection Rights. Notwithstanding any other provision of the solicitation, the school district/public entity reserves the right to:
  - 1. Waive any minor informality;
  - 2. Reject any and all offers or portions thereof; or
  - 3. Cancel a solicitation.

### 6. **Award**

- A. Number or Types of Awards. Where applicable, the school district/public entity reserves the right to make multiple awards or to award a Contract by individual line items, by a group of line items, or to make an aggregate award, whichever is deemed most advantageous to the school district/public entity. If the Procurement Officer determines that an aggregate award to one Offeror is not in the school district/public entity's interest, "all or none" Offers shall be rejected.
- B. Contract Commencement. An Offer does not constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A Contract is not created until the Offer is accepted in writing by the Procurement Officer's signature of the Offer and Acceptance Form. A letter or other notice of award or of the intent to award shall not constitute acceptance of the Offer.
- C. Effective Date. The effective date of this Contract shall be the date that the Procurement Officer signs the Offer and Acceptance Form or other official contract form, unless another date is specifically stated in the Contract.





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- D. Final acceptance for each participating School District/Public Entity will be contingent upon the approval of their Governing Board, if applicable.

### 7. **Protests**

A protest shall comply with and be resolved according to Arizona Department of Education school district/public entity Procurement code R7-2-1141 through R7-2-1153. Protests shall be in writing and be filed with the District representative, Roger Spivey, Director of Purchasing, of the school district. A protest of a Solicitation shall be received by the Procurement Officer before the Offer due date. A protest of a proposed award or of an award shall be filed with the Procurement Officer within ten (10) days after the protester knows or should have known the basis of the protest.

- A. Protest shall include:
1. The name, addresses, and telephone number of the interested party
  2. The signature of the interested party or the interested party's representative;
  3. Identification of the purchasing agency and the Solicitation or Contract number;
  4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
  5. The form of relief requested.
- B. The interested party shall supply promptly any other information requested by the district representative.
- C. Protests based upon alleged improprieties in a solicitation that are apparent before the due date and time for responses to the solicitation, shall be filed before the due date and time for responses to the solicitation.
- D. In cases other than those covered in section C of the section, the interested party shall file the protest within ten (10) days after the school district makes the procurement file available for public inspection.
- E. The interested party may file a written request for an extension of the time limit for protest filing. The written request for an extension shall be filed with the District Representative before the expiration of the time limit and shall set forth good cause as to the specific action or inaction of the school district that resulted in the interested party being unable to file the protest within the ten (10) days. The district representative shall approve or deny the request in writing, state the reasons for the determination, and, if an extension is granted, set forth a new date for submission of the filing.





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## UNIFORM GENERAL TERMS AND CONDITIONS

### 1. **Contract Interpretation**

- A. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.
- B. Implied Contract Terms. Each Provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- C. Contract Order of Preference. In the event of a conflict in the provisions of the Contract, the following shall prevail in the order set forth below:
  - I) Special Terms and Conditions;
  - ii) Uniform General Terms and Conditions;
  - iii) Statement or Scope of Work;
  - iv) Specifications;
  - v) Attachments;
  - vi) Exhibits;
  - vii) Documents Referenced in the Solicitation;
- D. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee agent of the other party to the Contract.
- E. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- F. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- G. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

### 2. **Contract Administration and Operation**

- A. Records. Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall Contractually require each Subcontractor to retain all data and other records ("records") relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
- B. Non-Discrimination. The Contractor shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- C. Audit. At any time during the term of this Contract and five (5) years thereafter, the Contractor's or any Subcontractor's books and records shall be subject to audit by the school district/public entity and, where applicable, the Federal Government, the extent that the books and records relate to the performance of the Contract or Subcontract.



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- D. Inspection and Testing. The Contractor agrees to permit access to its facilities, Subcontractor facilities and the Contractor's processes for producing the materials, at reasonable time for inspection of the materials and services covered under this Contract. The school district/public entity shall also have the right to test at its own cost the materials to be supplies under this Contract. Neither inspection at the Contractor's facilities nor testing shall constitute final acceptance of the materials. If the school district/public entity determines non-compliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by the school district/public entity for testing and inspection.
- E. Notices. Notices to the Contractor required by this Contract shall be made by the school district/public entity to the person indicated on the Offer and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to the school district/public entity required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notices shall be given by written notice and an Amendment to the Contract shall not be necessary.
- F. Advertising and Promotion of Contract. The Contractor shall not advertise or publish information for commercial benefit concerning this Contract without the prior written approval of the Procurement Officer.
- G. Property of the School District/Public Entity. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the school district/public entity. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the school district/public entity.

### 3. **Costs and Payments**

- A. Payments. Payments shall comply with the requirements of A.R.S. 35-342 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the School District/Public Entity within thirty (30) days. The Purchase Order number must be referenced on the invoice.
- B. Delivery. Unless stated otherwise in the Contract, all prices shall be F.O.B. destination and shall include delivery and unloading at the destinations.
- C. Applicable Taxes.
  - 1) Payment of Taxes by the School District/Public Entity. The school district/public entity will pay only the rate and/or amount of taxes identified in the Offer and in any resulting Contract.
  - 2) State and Local Transaction Privilege Taxes. The school district/public entity is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.
  - 3) Tax Indemnification. Contractor and all Subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the school district/public entity harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.



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4) IRS W-9. In order to receive payment under any resulting Contract, Contractor shall have a current I.R.S. W-9 Form on file with the school district/public entity.

D. Availability of Funds for the Next Fiscal Year. Funds may not presently be available for performance under this Contract beyond the current fiscal year. No legal liability on the part of the school district/public entity for any payment may arise under this Contract beyond the current fiscal year until funds are made available for performance of the Contract. The school district/public entity will make reasonable efforts to secure such funds.

#### 4. **Contract Changes**

A. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract signed by the Procurement Officer. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and or applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim and this Contract based on those changes.

B. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract.

C. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The Procurement Officer shall not unreasonably withhold approval.

#### 5. **Risk and Liability**

A. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.

B. General Indemnification. To the extent permitted by A.R.S. § 41-621 and § 35-154, the school district/public entity shall be indemnified and held harmless by the Contractor for its vicarious liability as result of entering into this Contract. Each party to this Contract is responsible for its own negligence.

C. Indemnification - Patent and Copyright. To the extent permitted by A.R.S. § 41-621 and § 35-154, the Contractor shall indemnify and hold harmless the school district/public entity against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the school district/public entity of materials furnished or work performed under this Contract. The school district/public entity shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.

D. Force Majeure.

1. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor



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disputes; civil disorders; fire; flood; lockouts; injections-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.

2. Force Majeure shall not include the following occurrences:

- a) Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market; or
- b) Late performance by a Subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition. ; or
- c) Inability of either the Contractor or any Subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.

3. If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt requested, and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

4. 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.

E. Third Party Antitrust Violations. The Contractor assigns to the school district/public entity any claim for overcharges resulting from antitrust violation the extent that those violations concern materials of services supplied by third parties to the Contractor toward fulfillment of this Contract.

### 6. **Warranties**

A. Liens. The Contractor warrants that the materials supplies under this Contract are free of liens.

B. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that for one year after acceptance by the school district/public entity of the materials or services, they shall be:

- 1) Of a quality to pass without objection in the trade under the Contract description;
- 2) Fit for the intended purposes for which the materials or services are used;
- 3) Within the variations permitted by the Contract and are of even kind, quality, and quality within each unit and among all units;
- 4) Adequately contained, packaged and marked as the Contract may require; and
- 5) Conform to the written promises or affirmations of fact made by the Contractor.



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- C. Fitness. The Contractor warrants that any material or service supplied to the school district/public entity shall fully conform to all requirements of the Solicitation and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.
- D. Inspection/Testing. The warranties set forth in subparagraphs A through C of this paragraph are not affected by inspection testing of or payment for the materials or services by the school district/public entity.
- E. Exclusions. Except as otherwise set forth in this Contract, there are no express or implied warranties or merchant ability fitness.
- F. Compliance with Applicable Laws. The materials and services supplied under this Contract shall comply with all applicable federal, state and local laws, and the Contract shall maintain all applicable licenses and permits.
- G. Survival of Rights and Obligations after Contract Expiration or Termination.
  - 1. Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration of termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, the school district/public entity is not subject to or barred by any limitations of actions prescribed in A.R.S. Title 12, Chapter 5.
  - 2. Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Offices, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

### 7. School District/Public Entity's Contractual Remedies

- A. Right to Assurance. If the school district/public entity in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing the Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent or ability to perform. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at the school district/public entity's option, be the basis for terminating the Contract under the Uniform General Terms and Conditions.
- B. Stop Work Order.
  - 1. The school district/public entity may, at any time, by written order to the Contractor, require the Contractor to stop all or any part, of the work called for by this Contract for a period of up to ninety (90) days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.
  - 2. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.



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- C. Non-exclusive Remedies. The rights and the remedies of the School district/public entity under this Contract are not exclusive.
  - D. Nonconforming Tender. Materials supplied under this Contract shall fully comply with the Contract. The delivery of materials or a portion of the materials in an installment that do not fully comply constitutes a breach of Contract. On delivery of nonconforming materials, the school district/public entity may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.
  - E. Right to Offset. The school district/public entity shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred by the school district/public entity or damages assessed by the school district/public entity concerning the Contractor's nonconforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform General Terms and Conditions.

### 8. **Contract Termination**

- A. Cancellation for Conflict of Interest. Per A.R.S. 38-511 the school district/public entity may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the school district/public entity is, or becomes at any time while the Contract or an extension the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time.
- B. Personal Gifts or Benefits. The School District may, by written notice, terminate this Contract, in whole or in part, if the School District determines that any person or vendor has offered, conferred or agreed to confer any personal gift or benefit on any employee of the School District who supervised or participated in the planning, recommending, selecting or contracting of the Contract, in accordance with A.R.S. § 15-213(O) and A.A.C. R7-2-1087(G).
- C. Gratuities. The school district/public entity may, by written notice, terminate this Contract, in whole or in part, if the school district/public entity determines that employment or gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the school district/public entity for the purpose of influencing the outcome of the procurement or securing the Contract, an Amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The school district/public entity, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three (3) times the value of the gratuity offered by the Contractor.
- D. Suspension or Debarment. The school district/public entity may, by written notice to the Contractor, immediately terminate this Contract if the school district/public entity determines that the Contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body.
- E. Termination for Convenience. The school district/public entity reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the school district/public entity without penalty recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the school district/public entity. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the school





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district/public entity. The Contractor shall be 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 provided in A.A.C. R2-7-701 shall apply.

F. Termination for Default.

1. In addition to the rights reserved in the Uniform Terms and Conditions, the school district/public entity reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
2. Upon termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the school district/public entity.
3. The school district/public entity may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this Contract. The Contractor shall be liable to the school district/public entity for any excess costs incurred by the school district/public entity reprocurring the materials or services.

G. Continuation of Performance through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

9. **Contract Claims**

All Contract claims and controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted there under.

10. **Gift Policy**

The District will accept no gifts, gratuities or advertising products from Bidders. The Purchasing Department has adopted a zero tolerance policy concerning Bidder gifts. The District may request product samples from Bidders for official evaluation with disposal of those said samples at the discretion of the Procurement Officer.

11. **Integrity of Bid**

By signing this bid, the bidder affirms that the bidder has not given, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip favor, or service to any employee of the School District/Public Entity in connection with the submitted Bid. Failure to sign the bid, or signing it with a false statement, shall void the submitted Bid or any resulting contract.

12. **Offshore Performance**

Due to security and identity protection concerns, direct services under any subsequent contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the school district(s) or charter school(s) or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.





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### 13. Contractor's Employment Eligibility

By entering the contract, contractor warrants compliance with A.R.S. § 41-4401, A.R.S. § 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations.

The District may request verification of compliance from any contractor or subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws.

Should the District suspect or find that the contractor or any of its subcontractors are not in compliance, the District 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.

### 14. Terrorism Country Divestments

Per A.R.S. § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

### 15. Fingerprint Clearance Cards

In accordance with A.R.S. § 15-512(H), a contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school may be required to obtain a valid fingerprint clearance card pursuant to Title 41, Chapter 12, Article 3.1. An exception to this requirement may be made as authorized in Governing Board policy.

Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

Additionally, contractor shall comply with the governing body fingerprinting policies of each individual School District/Public Entity.

### 16. Clarifications

Clarification means communication with Bidder for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the Bid. It is achieved by explanation or substantiation, either in a written response to an inquiry from the District or as initiated by Bidder. Clarification does not give Bidder an opportunity to revise or modify its Bid, except to the extent that correction of apparent clerical mistakes results in a revision.

### 17. Confidential/Proprietary Information

Confidential information request: If Bidder believes that its Bid contains trade secrets or proprietary information that should be withheld from public inspection as required by A.R.S. § 39-121, a statement advising the School District/Public Entity of this fact shall accompany the Bid, and the information shall be so identified wherever it appears. The School District/Public Entity shall review the statement and shall determine in writing whether the information shall be withheld. If the School District/Public Entity determines to disclose the information, the School District/Public Entity shall inform Bidder in writing of such determination.

When submitting a bid containing "CONFIDENTIAL" information, bidder agrees to defend, indemnify and hold harmless the District, its officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that bidder marked as "CONFIDENTIAL".



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When requesting information in your Response to be considered as Confidential/Proprietary, a complete hardbound and electronic copy of the solicitation with the Confidential/Proprietary material redacted must also be submitted with your Offer and so identified. Failure to submit redacted copies may result in denial of request.

Contract Terms and Conditions, Pricing and information generally available to the Public are not considered confidential information under this section.

Public Record: All Bids submitted in response to this solicitation shall become the property of the School District/Public Entity. They will become a matter of public record available for review, subsequent to award notification, under the supervision of the Purchasing Official.

### FEDERAL FUNDING REQUIREMENTS

- 1. Affordable Care Act:** The bidder understands and agrees that it shall be solely responsible for compliance with the patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care and Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act "ACA"). The bidder shall bear sole responsibility for providing health care benefits for its employees who provide services to the District as required by State or Federal law.
- 2. Buy American Provision (only applies to Food & Nutrition food purchases):** The bidder will purchase, to the maximum extent practicable, domestic commodities or products in accordance with 7CFR§210.21(d) and 7CFR§220.16(d). The bidder shall purchase, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States. "Substantially" means the final processed product contains over 51% domestically grown agricultural commodities. This provision applies to all food purchases paid from the nonprofit school food services account. There are limited exceptions to this provision which allow for the purchase of products not meeting the "domestic" standard as described above ("non-domestic") in circumstances when use of domestic products is truly not practicable. However, before utilizing an exception, alternatives to purchasing non-domestic food products should be considered.
- 3. Disclosure of Lobbying Activities:** Pursuant to Byrd Anti-Lobbying Amendment 31 USC 1352, the bidder must disclose lobbying activities in connection with school nutrition programs. If there are material changes after the initial filing, updated reports must be submitted on a quarterly basis. 7CFR§3018.100 (Only applies to contracts over \$100,000)
- 4. Certification Regarding Lobbying:** Pursuant to 31 USC 1352, the bidder must submit a certification regarding lobbying which conforms in substance with the language provided in 2CFR Part 200.450. No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative Agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions.
- 5. Certificate of Independent Price Determination:** The bidder admits that all prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor certification regarding non-collusion.
- 6. Civil Rights Compliance (only applies to Food & Nutrition contracts):** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
  - a.** Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where



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they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

- b. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found on line at [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- 7. Clean Air Act, Clean Water Act, and Environmental Protection Agency Regulation:** The bidder will comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency regulations which prohibit the use, under nonexempt federal contracts, grants or loans to facilities included on the EPA List of Violating Facilities.
- 8. Contract Work Hours and Safety Standard Act:** The bidder shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Only applies to contracts over \$100,000)
- 9. Debarment, Suspension, Ineligibility and Voluntary Exclusion:** By signing the Offer & Acceptance form, the bidder certifies that they have not been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under executive order 12549 and 12689. The bidder shall comply with regulations implementing Office of Management and Budget Guidance in Non-procurement Debarment and Suspension codified at 2 CFR Part 180 and 2 CFR Part 417. These regulations restrict transactions with certain parties that are debarred, suspended or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. (Only applies to contracts over \$25,000)
- 10. Energy Policy and Conservation Act:** The bidder shall meet the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act. (Pub. L. 94–163, 89 Stat.871.)
- 11. Equal Employment Opportunity:** The bidder shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapters 60).
- 12. Record Keeping:** The books and records of the bidder pertaining to operations under this Agreement shall be available to the District at any reasonable time. These records are subject to inspection or audit by representatives of the District, State Agency, the US Department of Agriculture (for food/nutrition only), and the US General Accounting Office at any reasonable time and place. The District shall maintain such records, for a period of not less than five (5) years after the final day of the contract, or longer if required for audit resolution (A.R.S § 35-214). 7CFR§210.23 and 2 CFR Part 200.318(i).
- 13. Invoicing (only applies to Food & Nutrition contracts):** The bidder fully discloses all discounts, rebates, allowances and incentives received by the bidder from its suppliers. If the bidder receives a discount, rebate, allowance, or incentive from any supplier, the bidder must disclose and return to the District the full amount of the discount, rebate, or applicable credit that is received based on the purchases made on behalf of the District. The bidder must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. 7CFR§210.21(f)(1)(iv).

No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost-reimbursable contract that fails to include the requirements of 7CFR§210.21, nor may any expenditure be made from



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the nonprofit school food service account that permits or results in the bidder receiving payments in excess of the bidder's actual, net allowable costs. 7CFR§210.21 (f)(2)

The return of purchase incentives, discounts, rebates, and credits will be to the Sponsor's non-profit Child Nutrition account.

14. **Termination Clause:** The District may terminate for cause and for convenience the contract. Appendix II to 2 CFR Part 200. (Only applies to contracts over \$10,000)
15. **E-Verify Requirement:** The bidder warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. § 23-214, Subsection A. (That subsection reads: After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
16. Description of process for enabling vendors to receive or pick up orders upon contract award. Once the District has made the decision to order from a vendor of an awarded contract, price will be confirmed/verified and purchase orders issued and sent to the vendor, based upon the needs of the District. No volume is implied or guaranteed.
17. **Solid Waste Disposal Act:** The bidder shall comply with Section 6002 of the Solid Waste Act and its implementing regulations.
18. **Minority & Woman Businesses:** When federal funding may be used, the District shall take affirmative steps to ensure minority businesses, women's business enterprises, and labor surplus area firms are notified of solicitation opportunities when possible. Prime contractors are required to take the same affirmative steps let 2 CFR Part 200.321
19. **Program Regulation (only applies to Food & Nutrition contracts):** Bidder shall be in conformance with applicable portions of the School Food Authority's (SFA) agreement under the program. Bidder will conduct program operations in accordance with 7 CFR Parts 210, 215, 220, 225, and 250. Bidder shall provide products that meet Public Law 111-296, the Healthy Hunger-Free Kids Act of 2010 (HHFKA). Bidder's products shall meet grade level caloric, sodium, saturated fat, and trans fat requirements.
20. **Copeland Anti-Kickback Act and Davis-Bacon Act (for building projects in excess of \$2000):**
  - a. **Copeland "Anti-Kickback" Act** - All contracts and sub grants in excess of \$2000 for construction or repair awarded by recipients and sub recipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
  - b. **Davis-Bacon Act** - The bidder shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5).
21. **Contract Violations or Breach of Contract:** The District reserves all administrative, contractual and legal rights and privileges under applicable laws and regulations with respect to this procurement in the event of contractor violation or breach of contract.
22. **Rights to Inventions:** For all contracts that meet the definition of "funding agreement" and where the District wishes to enter into a contract with a small business firm or non-profit organization, the bidder shall comply with the Rights to Inventions made by non-profit organizations and small business firms under Government Grants, Contracts, and Cooperative Agreements.



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## **SPECIAL TERMS AND CONDITIONS**

### **1. District Representative**

In accordance with A.A.C. R7-2-1024(B.1.j), and the "Uniform Instructions to Bidders", the District Representative Roger Spivey, Director of Purchasing.

### **2. Questions**

All questions related to this Solicitation shall be in writing and directed to **Roger Spivey** via email to [spivey@lesd.k12.az.us](mailto:spivey@lesd.k12.az.us). Bidders shall not contact or ask questions of the school or department for which the requirement is being procured. All inquiries shall be made a minimum of three (3) days prior to the specified opening date as directed on Page 1. Any correspondence related to a solicitation shall refer to the appropriate solicitation number, page and paragraph number. All questions will be responded to as soon as possible.

### **3. Contract Award**

It is anticipated that a contract under this bid will be awarded to multiple vendors.

### **4. Multiple Award**

Per A.A.C. R7-2-1024(B)(1)(i), the District reserves the right to make a multiple award to more than one supplier. Bidders are not required to Bid on all items specified in this Bid. Bidders who provide an "All or Nothing" Bid will be deemed non-responsive.

### **5. Evaluation and Award Basis**

Representatives of the District will evaluate the Bid.

Per A.A.C. R7-2-1031, the Bids will be initially evaluated for conforming to the requirements of the Bid. All those responsible and responsive bidders who met the technical requirements will then be evaluated for pricing and specification of products.

Per A.A.C. R7-2-1031, the District shall evaluate all Bids and award a contract to the apparent low responsive and responsible Bidder(s). Price shall not be the sole factor in making Bid award, and Bidders should not anticipate that the lowest priced item or service will be awarded in all instances. Responsiveness to the solicitation and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of the District and their decision shall be final.

### **6. DISCOUNT OFF CATALOG**

It is recognized that catalog pricing may change during the contract term, but trade discounts awarded on this Bid must remain firm throughout the entire contract period. Bidders could be asked to re-price the "market basket" annually at the District's discretion.

### **7. FREIGHT CHARGES**

Freight charges should be indicated. Examples:  
Freight charges apply OR  
No freight with orders over \$50 OR  
FOB Destination



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### 8. **Bidder Required Contract/Agreement**

If your company will require the District to sign a contract or agreement for this service, a copy of that contract/agreement must accompany your Bid response.

### 9. **Samples**

Bidder may be requested to provide samples that they have produced that are similar in scope to the brand specified. The District may use these samples as part of their evaluation criteria and reserve the right to be the sole judge of quality and acceptability.

### 10. **Authority**

This solicitation as well as any resulting contract is issued under the authority of the Governing Board or designee. No alteration or any resulting contract may be made without the express written approval of the District in a form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract and the School District Procurement Rules. Any such action is subject to legal and contractual remedies available to the District inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

### 11. **Integrity of Bid**

By signing this Bid, the Bidder affirms that the Bidder has not given, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan gratuity, special discount, trip favor, or service to any employee of the District, or per A.A.C. R7-2-1024(B.1.q) bidder has not engaged in collusion or anti-competitive practices in connection with the submitted Bid. Failure to sign the Bid, or signing it with a false statement, shall void the submitted Bid or any resulting contract.

### 12. **BRAND NAME OR EQUAL**

Per A.A.C. R7-2-1024(B.1.g) any manufacturer's names, trade names, brand name or catalog designations used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other bidders but are intended to approximate the quality design or performance which is desired. Any Bid which proposes like quality, design or performance will be considered. If the description of your Bid differs in any way, you must give complete detailed description of your Bid including pictures and literature where applicable.

### 13. **DEVIATIONS TO BID**

Any deviation from the general terms and conditions or exceptions taken shall be described fully and appended to the Bid form on the Bidder's letterhead. Exceptions must be signed by an authorized representative of the company. Such appendages shall be considered part of the Bidders formal Bid.





# LITCHFIELD ELEMENTARY SCHOOL DISTRICT

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## SPECIAL TERMS AND CONDITIONS

### 1. Purpose

Pursuant to the provisions of the Arizona School District Procurement Rules, the District intends to establish a contract for Nursing Supplies.

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### 2. Sufficient Funds

The District fully anticipates that sufficient funds will be available for this purchase. Any contract awarded under this bid will be conditioned upon the availability of funds.

### 3. Insurance

Bidder agrees to maintain such insurance as will fully protect Bidder and the District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Bidder, its employees, or by anyone directly or indirectly engaged or employed by Bidder. Bidder agrees to maintain such automobile liability insurance as will fully protect Bidder and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Bidder or its employees, while providing services to the District.

Successful Bidder *may* be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$5,000 and naming Litchfield Elementary School Districts an additional insured party.

Successful Bidder *may* be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

### 4. Affordable Care Act

Bidder understands and agrees that is shall be solely responsible for compliance with the Patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care and Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act "ACA"). Bidder shall bear sole responsibility for providing health care benefits for its employees who provide services to the District as required by state or federal law.

### 5. Licenses

Successful Bidder shall maintain in current status all federal, state, and local licenses and permits required by the operation of the business conducted by the Bidder.

### 6. Safety

Bidder, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Bidder, its employees, its subcontractors, and/or other persons present. Bidder will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

All items supplied on this contract must comply with the current applicable occupational safety and health standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.





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### **7. Fingerprint Requirements**

Fingerprint clearance cards will not be required for this contract.

### **8. Registered Sex Offender Restrictions**

Pursuant to award, Bidder agrees that no employee of the Firm or subcontractor of the Firm, who is required to register as a sex offender, pursuant to A.R.S.13-3821, will perform work on the District premises or equipment at any time when District students are, or are reasonably expected to be, present. Bidder further agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the award at the District's discretion.

### **9. Terms of Award**

Per A.A.C. R7-2-1024(B.1.i), it is the intent of the District to award a multi-term contract, beginning July 1, 2021 and ending June 30, 2021. If all conditions are met during this period of time, this contract can be extended, if funding is available, for up to an additional four one-year contracts. However, no contract exists unless and until a purchase order is issued each fiscal year.

### **10. Product Delivery**

Any Bid item delivered that does not meet specifications or is received in an unsatisfactory condition and is in a damaged or unusable condition must be picked up by the bidder immediately and replaced to the District's satisfaction at no additional charge, or issue full credit.

### **11. Minimum**

The volume or value of purchase under the resultant contract(s) is unknown. The District shall not be bound to purchase a minimum quantity during the contract period.

### **12. Non-Exclusive Contract**

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the District. The District reserves the rights to obtain like goods or services from other sources.

### **13. Inspection**

All materials are subject to final inspection and acceptance by the District. Materials failing to meet the requirements of this contract will be held at Bidder's risk and may be returned to Bidder. If so returned, the cost of transportation, unpacking, inspection, repudiating, reshipping or other like expenses shall be the responsibility of the Bidder.

### **14. Delivery of Services**

Services must be received within time agreed to by the District and the Bidder. The District shall make decisions as to compliance with contract services and time and their decision shall be final. The items on this contract shall be delivered per the specifications and instructions for each of the campuses.

### **15. Local Representative**

Bidder should have a LOCAL representative available at all times during the contract period.

### **16. Billing**

All billing notices must be sent to each District's Accounts Payable Department as shown on the purchase orders. All invoices shall identify the specific item(s) being billed. Any purchase order issued will refer to the IFB number of this Bid.



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### 17. Price Clause

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services Bid and shall include all associated costs. DO NOT include sales tax on any item in the Bid.

After initial contract term and prior to any contract renewal, the District will review fully documented requests for price increases and may at its sole option accept any changes or cancel from the contract those items concerned. The bidder shall likewise Bid any published price reduction, during the contract period, to the District concurrent with its announcement to other customers. All price adjustments will be effective upon acceptance by the District.

### **BID REQUIREMENTS**

Two (2) hard copies of your response must be submitted along with one electron copy on a USB drive. The District will not assume responsibility for any costs related to the preparation or submission of the Bid. In order for your Bid to be considered, the following should be included and should be referenced with *index tabs*:

Tab 1. Questionnaire Page

Tab 2. Provide a brief history of your firm including name of firm, address and how long the firm has been providing the specified service. Also include the location(s) of your office(s) that will serve LESD.

Tab 3. Pricing Pages

Tab 4. All Applicable Forms:  
Offer and Acceptance Form  
Non-collusion Affidavit Form  
Acknowledgment of Amendments  
Confidential/Proprietary information  
Deviations and Exceptions  
W-9 Form  
Certificates of Insurance

Tab 5. Additional Materials



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### **IFB 22003 SCOPE OF SERVICE**

The objective of this solicitation is to enter into a contract with a qualified vendor(s) to provide Warehouse Supplies on an as needed if need basis.

Initial contract period shall be from July 1, 2021 through June 30, 2022 with an option to renew for up to four (4) years on a year-to-year basis or portion thereof. Annual renewals thereafter will be based solely on the determination of the School District as to the performance, costs and general quality of services provided by the successful vendor(s) selected.

All products listed in the Pricing Pages below are indented to provide a standard for the quality of products necessary, "equivalent or equal to" product submissions will be considered and evaluated as needed.



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## IFB #22003 WAREHOUSE SUPPLIES PRICING PAGES (pg. 26-35)

**Company Name:** \_\_\_\_\_

Description	Brand	Model	Size/Weight	Pack Size	Item #	Price
WHITE GLUE	ELMER S	E308NR	7.625 ounce	Each		
GLUE STICK			.32 ounce	Each		
WATERCOLOR TYPE BRUSHES SIZE 2			2	Each		
WATERCOLOR TYPE BRUSHES SIZE 7			7	Each		
GLITTER BLUE			4 Ounce	Each		
GLITTER GOLD			4 Ounce	Each		
GLITTER GREEN			4 Ounce	Each		
GLITTER MULTICOLOR			4 Ounce	Each		
GLITTER RED			4 Ounce	Each		
GLITTER SILVER			4 Ounce	Each		
TEMPERA PAINT LIQUID - BLACK			16 ounce	Each		
TEMPERA PAINT LIQUID - BLUE			16 ounce	Each		
TEMPERA PAINT LIQUID - BROWN			16 ounce	Each		
TEMPERA PAINT LIQUID - GREEN			16 ounce	Each		
TEMPERA PAINT LIQUID - ORANGE			16 ounce	Each		
TEMPERA PAINT LIQUID - RED			16 ounce	Each		
TEMPERA PAINT LIQUID - VIOLET			16 ounce	Each		
TEMPERA PAINT LIQUID - WHITE			16 ounce	Each		
TEMPERA PAINT LIQUID - YELLOW			16 ounce	Each		
WATERCOLORS- OVAL PAN W/ BRUSH 16 COLOR				Each		



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CHENILLE STEMS 12" X 1/4" COTTON ASST			12" x 1/4"	100/Pack		
WOOD CRAFT STICKS	No Color		4 1/2" x 3/8"	1000 count		
JUMBO CRAFT STICKS	No Color		6" x 3/4"	500 count		
BINDER, 3 RING, 1" RED			3 ring, 1"	Each		
BINDER, 3 RING, 1" BLUE			3 ring, 1"	Each		
BINDER, 3 RING, 1" WHITE			3 ring, 1"	Each		
BINDER, 3 RING, 1" BLACK			3 ring, 1"	Each		
INDEX SHEETS 5 COLORED TABS			5 colored tabs	Each		
BORDETTE ROLLS 2 1/4" X 50" BLACK			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" AZURE BLUE			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" RICH BLUE			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" YELLOW			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" EMERALD GREEN			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" ORANGE			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" PINK			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" FLAME RED			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" VIOLET			2 1/4" x 50"	Roll		
BORDETTE ROLLS 2 1/4" X 50" WHITE			2 1/4" x 50"	Roll		
SAFETY PINS - ASST BUNCH			Assorted Size	25/pack		
FASTENERS-BRASS ROUND HEAD 3/4" PRONG			3/4" Prong	100/box		
PUSH PINS, ASST COLORS				100/box		



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PAPER CLIPS, #1 REGULAR SIZE			#1	100/box		
PAPER CLIPS, JUMBO			Jumbo	100/box		
PAPER CLIP CADDY				Each		
E-Z UP CLIPS				20/pack		
BINDER CLIPS 1 1/4" WIDE - MEDIUM			1 1/4"	12/pack		
BINDER CLIPS 2" WIDE LARGE			2"	12/pack		
MAGNETIC CLIPS 1 1/4"			1 1/4"	Each		
CRAYONS REGULAR SIZE 16 COLOR	BINNEY -SMITH	CRAYOLA	16 count	Box		
CRAYONS LARGE BEG SIZE 8 COLOR	BINNEY SMITH	CRAYOLA	8 Count	Box		
DUSTLESS CHALK WHITE				12/box		
DUSTLESS CHALK ASSORTED				12/box		
ENVELOPES #10 WHITE PLAIN		24#	#10	500/box		
ENVELOPES KRAFT CLASP 9 X 12		28#	9" x 12"	100/box		
ENVELOPES KRAFT CLASP 10 X 13		28#	10" x 13"	100/box		
ERASERS, MEDIUM, PINK PEARL	Pink Pearl	Medium		2 dozen		
PENCIL TIP ERASERS				12/pack		
DRY ERASER				Each		
CHALKBOARD ERASER				Each		
2 POCKET PORTFOLIOS ASST COLOR		Assorted Colors		25/box		
2 POCKET PORTFOLIOS W PRONGS, ASST		Assorted Colors		25/box		
MANILLA FILE FOLDERS, LETTER, 1/3 CUT		Letter	11 pt. Stock	100/Box		
HANGING FILE FOLDERS, LETTER, 1/5 CUT		Letter	11 pt. Stock	25/Box		



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SELF ADHESIVE FILE FOLDER LABELS WHITE			3 7/16" x 9/16"	248/Pack		
SELF-ADHESIVE FILE FOLDER LABELS WHITE			2" x 4 "	120/Pack		
INDEX CARDS, WHITE, RULED			3" x 5"	100/Pack		
INDEX CARDS, WHITE, RULED			4" X 6"	100/Pack		
WATER BASED FINE LINE MARKERS				8/ Set		
PERMANENT MARKERS - BLACK				Dozen		
PERMANENT MARKERS - BLUE				Dozen		
PERMANENT MARKERS - RED				Dozen		
HI-LITER MARKER - PINK				Dozen		
HI-LITER MARKER - YELLOW				Dozen		
WATER COLOR MARKERS BROAD TIP 8 COLORS				8/Set		
FACIAL TISSUES 2- PLY			100/Sheets/bo x	30 box/ <b>Case</b>		
CLIPBOARD LETTER SIZE			9 x 12 1/2"	Each		
RUBBER BANDS ASST SIZES			Assorted Size	1/4 #		
CORRECTION FLUID - MULTI-PURPOSE			.6 ounces	Each		
PLASTIC RULER - METRIC & INCH 12" ASST COLOR		Assorted Colors	12"	Each		
WOOD RULER - METAL EDGE METRIC & 1/16"			1/16" rule	Each		
YARDSTICK WITH METAL END & HANGING HOLE				Each		
CLEAR PLASTIC PROTRACTOR 6"			6"	Each		
WOOD POINTER, RUBBER TIPPED 36"			36"	Each		





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STAMP PAD, SIZE 1, RED			Size 1	Each		
STAMP PAD, SIZE 1, BLACK			Size 1	Each		
STAMP PAD INK, RED			2 ounce Bottle	Each		
STAMP PAD INK, BLACK			2 ounce Bottle	Each		
PAPER PUNCH, HAND HELD 1/4" HOLE			1/4" Hole	Each		
DRAWING PAPER 9" X 12" WHITE		60#	9" x 12"	500/pack		
DRAWING PAPER 12" X 18" WHITE		60#	12" x 18"	500/pack		
CONSTRUCTION PAPER 12" X 18" ASST			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" BLUE			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" BLACK			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" SKY BLUE			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" BROWN			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" DARK BROWN			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" GRAY			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" TURQUOISE			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" LILAC			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" ORANGE			12" x 18"	50/Pack		



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CONSTRUCTION PAPER 12" X 18" PINK			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" HOT PINK			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" HOLIDAY RED			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" SCARLET			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" VIOLET			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" WHITE			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" YELLOW			12" x 18"	50/Pack		
CONSTRUCTION PAPER 12" X 18" HOLIDAY GREEN			12" x 18"	50/Pack		
COPY PAPER 8 1/2" X 11" BLUE		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" BUFF		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" CANARY		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" CHERRY		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" GOLDENROD		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" GREEN		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" PINK		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" SALMON		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" WHITE		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 11" WHITE 3 HOLE		20#	8 1/2" x 11"	500/Ream		
COPY PAPER 8 1/2" X 14" WHITE		20#	8 1/2" x 14"	500/Ream		



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INDEX PAPER 8 1/2" X 11" WHITE		90#	8 1/2" x 11"	250/Ream		
MANILA TAG BOARD 9" X 12"		125#	9" x 12"	100/Pack		
WHITE TAG BOARD 9" X 12"		125#	9" x 12"	100/Pack		
POSTER BOARD 22" X 28", WHITE	4 Ply		22" x 28"	25/Pack		
TISSUE PAPER 20" X 30" BLACK			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" AZURE BLUE			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" EMERALD GREEN			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" ORANGE			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" BABY PINK			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" PURPLE			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" SCARLET			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" WHITE			20" x 30"	24/Pack		
TISSUE PAPER 20" X 30" YELLOW			20" x 30"	24/Pack		
PLAIN NEWSPRINT 12" X 18"			12" x 18"	500/Ream		
RULED NEWS 3/4" RULE 3/8" DOT 3/8" SKIP 11"X8 1/2"				500/Ream		
RULED NEWS 1/2" RULE 1/4" DOT 1/2" SKIP 11"X8 1/2"				500/Ream		
WHITE ESSAY PAPER 3/8" WITH MARGIN 8 1/2" X 11"				500/Ream		
WHITE ESSAY PAPER 3/8" WITHOUT MARGIN 8 1/2" X 11"				500/Ream		
NOTEBOOK FILLER 8 1/2" X 11 COLLEGE RULED		College Ruled	8 1/2" x 11"	200/Pack		
SENTENCE STRIPS 3" X 24" WHITE		White	3" x 24"	100/Pack		



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GRAPH PAPER 1/4" SQUARE WHITE 9 X 12 RULED ONE SIDE		16#		500/pack		
GRAPH PAPER 1/2" SQUARE WHITE 9 X 12 RULED ONE SIDE		16#		500/pack		
METAL WHISTLE				Dozen		
LANYARDS FOR WHISTLE BLUE				Dozen		
LANYARDS FOR WHISTLE BLACK				Dozen		
LANYARDS FOR WHISTLE GREEN				Dozen		
LANYARDS FOR WHISTLE PURPLE				Dozen		
LANYARDS FOR WHISTLE YELLOW				Dozen		
#2 PENCIL ( no subs)	DIXON	TICONDEROG A		Dozen		
BEGINNER PENCILS 13/32" ROUND BARRELW/ERASER			13/32"	Dozen		
COLORED PENCIL 12 COLOR SET		7 "	12 color's	Box		
BALL POINT PEN-MEDIUM-BLACK				Dozen		
BALL POINT PEN-MEDIUM-BLUE				Dozen		
BALL POINT PEN-MEDIUM-RED				Dozen		
FELT TIP PEN WATER BASE BLACK				Dozen		
FELT TIP PEN WATER BASE BLUE				Dozen		
FELT TIP PEN WATER BASE RED				Dozen		
SCISSORS 5 1/4" BLUNT			5 1/4"	Each		
SHARP SCISSORS 5 1/4" RIGHT HAND			5 1/4"	Each		
SHARP SCISSORS 5" LEFT HAND			5"	Each		
TEACHER'S SHEARS 8" RIGHT HAND			8"	Each		
STANDARD STAPLER				Each		



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STAPLE REMOVER				Each		
STANDARD STAPLES		.25" or 6MM	5000/box	box		
DESK TAPE DISPENSER				Each		
INVISIBLE TAPE 3/4" X 1296" 1" CORE			3/4" x 1296" 1"	Roll		
MASKING TAPE 3/4" X 60 YDS 3" CORE			3/4" x 60 yds. 3"	Roll		
DOUBLE STICK TAPE 1/2" X 250" IN DISPENSER			1/2" x 250"	Each		
CALCULATOR TAPE 2 1/4"			2 1/4"	Dozen		
LEGAL RULE PAD 8 1/2" X 14"		Canary	8 1/2" x 14"	Dozen		
WRITING PAD RULED 8 1/2" X 11"		White	8 1/2" x 11"	Dozen		
STENO NOTEBOOK, SPIRAL			6" 9"	Dozen		
SPIRAL BOUND NOTEBOOK WIDE RULED 8" X 10 1/2"		Wide	8" x 10 1/2"	EACH		
SPIRAL BOUND NOTEBOOK COLLEGE RULED 8" X 10 1/2"		College Ruled	8" x 10 1/2"	EACH		
COMPOSITION BOOKS 7 1/2" X 9 3/4"	Wide Ruled	100/sheet	7 1/2" x 9 3/4"	EACH		
SELF-STICK NOTES 1 1/2" X 2" YELLOW			1 1/2" x 2"	Dozen		
SELF-STICK NOTES 3" X 3" YELLOW			3" x 3"	Dozen		

**Delivery Charges** \_\_\_\_\_

**% off addition items** \_\_\_\_\_

**% sales tax charged** \_\_\_\_\_

**Pricing for any products not listed can be provided by the bidder on a separate listing.**



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**Pricing MUST be valid for initial contract period through June 30, 2022**

Will **pricing** be valid for a five (5) year contract? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain and/or indicate an escalation rate for renewable years 2 through 5.

Renewable Year 2\_\_\_\_\_ Year 3\_\_\_\_\_ Year 4\_\_\_\_\_ Year 5\_\_\_\_\_

By \_\_\_\_\_

Print Name: \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
(Business Name)



# LITCHFIELD ELEMENTARY SCHOOL DISTRICT

272 East Sagebrush Street • Litchfield Park, Arizona 85340 • 623.535.6000 • Fax 623.935.1448 • www.lesd.k12.az.us

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## IFB #22003 WAREHOUSE SUPPLIES QUESTIONNAIRE PAGE

**Company Name** \_\_\_\_\_

The Bidder acknowledges receipt of the following Solicitation Amendments (if applicable):

Amendments No. \_\_\_\_\_ through \_\_\_\_\_

- Displayed bid name and number on the outside of the returning envelope? Yes
- Included the requested number of hard copies? (2 copies) Yes
- Included one copy on a flash drive? Yes
- Offeror has read and understands all solicitation instructions, the specification, and the General and Special Terms and Conditions? Yes
- Completed Pricing Pages enclosed? Yes
- Completed Non-Collusion Affidavit enclosed? Yes
- Completed Offer & Acceptance Form enclosed? Yes
- Completed W-9 enclosed? Yes



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<b>Form W-9</b> (Rev. January 2011) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer          Identification Number and Certification</b>	<b>Give Form to the          requester. Do not          send to the IRS.</b>
Name (as shown on your income tax return) _____		
Business name/disregarded entity name, if different from above _____		
Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____		<input type="checkbox"/> Exempt payee
<input type="checkbox"/> Other (see instructions) ▶ _____		
Address (number, street, and apt. or suite no.) _____		Requester's name and address (optional) _____
City, state, and ZIP code _____		
List account number(s) here (optional) _____		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
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<b>Employer identification number</b>								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> <td style="width:25%; height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** 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. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.





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**NON COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, affiant  
(Name)

the \_\_\_\_\_  
(Title)

of \_\_\_\_\_  
(Contractor/Offeror)

the persons, corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any persons not herein named, and that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham bid, or any other person, firm, or corporation to refrain from bidding or providing an offer, and that the offeror has to in any manner sought by collusion to secure for itself an advantage over any other Offeror.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Signature of Notary Public in and for the

County of \_\_\_\_\_

State of \_\_\_\_\_



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## OFFER AND ACCEPTANCE WAREHOUSE SUPPLIES IFB #22003

**Litchfield Elementary School District  
272 E Sagebrush Street  
Litchfield Park, AZ 85340**

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this offer, contact:

\_\_\_\_\_

Name: \_\_\_\_\_

Federal Employer Identification No. \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

Tax Rate: \_\_\_\_\_ %

Email: \_\_\_\_\_

\_\_\_\_\_

Company Name

**Signature** of Person Authorized to Sign Offer

\_\_\_\_\_

Address

Printed Name

City State Zip

Title

### CERTIFICATION

By signature in the Offer section above, the offeror certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or A.R.S. § 41-1461 through 1465.
3. The offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 35-392, the offeror is in compliance and shall remain in compliance with the Export Administration Act.
6. In accordance with A.R.S. § 15-512, the offeror shall comply with fingerprinting requirements unless otherwise exempted.

### ACCEPTANCE OF OFFER

When countersigned below, the offer is accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the school district/public entity.

This contract shall henceforth be referred to as Contract No.

**The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.**

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2021

**AUTHORIZED SIGNATURE**