



**ALBUQUERQUE
PUBLIC SCHOOLS**

Accelerate Progress for Students

Rennette R. Apodaca, MPA, CPPO
Executive Director

Raquel Reedy
Superintendent

June 20, 2016

BID NO: 17-006DW-KM Moving Services & Supplies on Demand

DATE: July 7, 2016

TIME: 11:00 a.m.

**PHYSICAL
LOCATION:** Albuquerque Public Schools
Procurement Department
(Address for 6400 Uptown Blvd NE, Suite 500 E
Express or Hand Albuquerque, NM 87110
Delivery)

**U.S. MAIL
PO BOX
LOCATION:** Albuquerque Public School
Procurement Department
(Address for P.O. Box 25704
First Class or Albuquerque, NM 87125
Parcel Post
Delivery)

Allow appropriate time for delivery to the Procurement Department location before the deadline time and date.

PO Box Address, i.e. USPS First Class or Parcel Post Delivery. Allow one (1) additional business day for internal APS mail distribution.

CONTACT: Daniel W. Dominguez, District Buyer
daniel.dominguez@aps.edu (505) 878-6119

SPECIAL INSTRUCTIONS: Complete BID documents as required. Your response must be received in the APS Procurement Department prior to the specified date and time regardless of delivery option selected. **Late BIDS are not accepted.** To ensure proper identification and handling, clearly indicate the BID Proposal Number, Name, and the Opening Date and Time on the outside of the sealed response envelope.

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BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND

INTENT: Albuquerque Public Schools (APS) invites you to bid on **Moving Services and Supplies on Demand** for the Albuquerque Public Schools in accordance with the attached specifications.

INFORMATION FOR BIDDERS

1. **Contract Documents:** The bidding information included in this packet and listed below constitutes the contract documents. The bidder's signature signifies his full understanding of the terms and conditions of this bid. The award of the contract shall be made by a Purchase Order issued by APS to the contractor and shall bind the contractor to the terms of the contract documents.

- Information for Bidders
- General Terms and Conditions
- General Conditions
- General Requirements
- Pricing
- Conflict of Interest and Debarment/Suspension Certification Form
- Terms and Conditions (Signature Page)

Preparation of Bids: Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in with ink or typewritten. Corrections shall be initialed in ink by the person signing the bid. Each bid must be submitted in a sealed envelope bearing on the outside the name and address of the bidder and the bid number as listed on the Bid Invitation. Improper identification may result in premature opening of, or failure to open bid. **An authorized representative of the company must sign all bids. Bids not signed will be considered as non-responsive and rejected.**

2. **Receipt and Opening of Bids:** Bids must be prepared and submitted in accordance with the provisions hereof. APS reserves the right to reject all bids if all bids exceed the available funds. Any bid may be modified or withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the specified time for the opening of bids shall not be considered.

Procurement law requires sealed bids or proposals. Therefore, APS cannot accept bids, which are transmitted using facsimile equipment. This may not apply to amendments or addenda, which do not refer to pricing, or to the transmittal of supplemental product literature, drawings, and the like. Please refer the specific situation to the buyer for clarification before processing.

3. **Qualifications of Bidder:** APS may make such investigations as necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish all such information and data for this purpose as APS may request. APS reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy APS that such bidder is qualified to carry out the obligations of the contract and to complete the work described therein.

Bidder shall also construe this provision to incorporate any necessary investigation and/or monitoring during the life of the contract to enforce any current policy of the Board of Education such as, but not limited to, no smoking or alcoholic beverages on APS property. As a general rule, any such regulation or law that applies to APS personnel shall be deemed to be in force for contractor's work force occupying any work site.

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INFORMATION FOR BIDDERS CONTINUED

4. **Familiarity with Conditions:** Clarification of bidding procedures may be made by contacting APS Procurement Division, Daniel Dominguez, District Buyer, telephone number (505) 878-6119 or email daniel.dominguez@aps.edu ; for clarifications of the specifications or other technical aspects of this bid may be made by contacting Mary Nulk, Facilities Specialist, telephone number (505) 848-8879 or email nulk@aps.edu. **Bidders must have acquainted themselves with all conditions affecting this contract before submitting a bid.** No claim shall be made nor will one be allowed the contractor for negligence, misunderstanding, or error in this regard.

Bidders shall carefully examine the proposed contract documents to obtain first-hand knowledge of all proposed work. Contractors will not be entitled to any additional compensation or any extension of the contract time for conditions which can be determined by examining current work requirements and the proposed contract documents. Submission of a bid constitutes a representation by the bidder that the bidder has made all appropriate examinations, investigations and analysis and has made provision as to the cost thereof in his bid.

5. **Conditional Bids:** Bids in which acceptance is in some manner restricted or conditioned by the bidder will be reviewed by APS. If the limitations imposed are not in the best interest of APS or are prejudicial to other bidders, bid will be rejected.
6. **Multiple Offers:** APS will not select from multiple offers on a single document. If bidder offers more than one brand and/or price per item, the (1) as specified or the (2) most expensive will be considered as the primary bid. Other offers will not be evaluated unless the primary bid is low in its own right. If you wish to offer an alternate bid in addition to your regular bid, make extra copies of the necessary pages (including the signature pages) and submit as Bid #2. Each bid must stand-alone and comply with the terms and conditions of the contract.
7. **Records:** Records shall be maintained by the contractor in compliance with municipal, federal, or state laws, ordinances, codes, and this contract. At any time during normal business hours and as APS may deem necessary, there shall be made available to APS for examination all of contractor's records with respect to all matters covered by this agreement. APS may audit, examine and/or make excerpts or transcripts from such records including but not limited to invoices, materials, payrolls, records of personnel, conditions of employment or any other such data as may be pertinent.
8. **Awards:** APS reserves the right 1) to award bid received on the basis of individual items, or groups of items, or on the entire list of items; 2) to reject any or all bids or any part thereof; 3) to waive any informality in the bids; and 4) to accept the bid that is in the best interest of APS. Bid award will be made to the low responsible and responsive bid taking into consideration prior qualifications and capabilities of the bidder, availability of funds and any other relevant factors. **It is the responsibility of the bidder to inquire as to the status and/or subsequent award of bids.**
9. **Tax Requirements:** APS holds a Class 9 Tax Exemption Certificate and is exempt from payment of taxes on tangible personal property. A NTTC will be issued on request. Bid is for product only.
10. **Protest:** Any bidder, offeror, or contractor who is aggrieved in connection with a procurement may protest to the Procurement Division, Albuquerque Public Schools. The protest shall be submitted in writing fifteen (15) calendar days after the fact or occurrences giving rise thereto.

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INFORMATION FOR BIDDERS CONTINUED

11. **The Procurement Code:** The Procurement Code, Sections 13-1-21 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks. If your company is approached by any person seeking to receive favors, gratuities, kickbacks, either monetary or in kind, in connection with the performance of this contract, please contact the Purchasing Director at (505) 878-6112 or the Director of Internal Audit at (505) 880-3724.
12. **Promotional Gifts and Activities:** APS policy prohibits the distribution of jackets, shirts, caps or any other clothing items with company or product logo or any other form of advertising to its employees. Furthermore, APS employees are prohibited from entering drawings, contests, or other promotional/advertising activities with vendors or potential vendors in connection with a procurement action.

GENERAL TERMS AND CONDITIONS

The submission of a bid will indicate that the bidder has read the terms and conditions, understands the requirements and that bidder can supply item(s) specified.

It is mutually understood and agreed that the successful bidder(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his right, title, or interest therein, or power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of Albuquerque Public Schools.

Albuquerque Public Schools reserves the right to return supplies which do not meet specifications indicated in Bid at bidder's expense. Bidder guarantees supplies delivered are standard, new, regular stock, and living, as applicable.

Failure to examine any specifications and/or instructions will be at bidder's risk.

GENERAL CONDITIONS

1. **Contract Modification:** No oral statement by any person shall modify or otherwise affect the terms, conditions, specifications, or price agreements stated in this contract. This contract is the final expression of the agreement between parties unless amended in writing by the Procurement Division. Submit all questions about the proposed contract specifications including any discrepancies, omissions, or ambiguities noted by any bidder to the appropriate APS Contact person. If appropriate, APS Procurement Division will issue a written addendum that shall thereafter become part of the bid documents and proposed contract documents. Oral interpretations other than routine clarification and the like, if given shall not be binding unless reduced to a written addendum issued prior to bid opening. All bids shall be responsive to and include any addenda issued prior to bid opening.

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GENERAL CONDITIONS CONTINUED

2. **Cancellation:** Failure to comply with the terms of the contract documents and/or unsatisfactory performance on the job will constitute grounds for cancellation of the contract. If, after consultation between APS using departments, APS Procurement Department, and the Contractor, grounds for cancellation still exist, immediate notification of cancellation will be provided in writing by the Procurement Department. Upon such notification, the Contractor shall cease work immediately and shall submit an invoice for work satisfactorily completed to date. No allowance will be made for anticipated profits.

APS may by written notice stating the extent and effective date, cancel the contract for convenience, in whole or in part, at any time. APS shall pay contractor as full compensation for performance until such cancellation (1) the unit or prorate order price for the delivered and accepted portion and (2) a reasonable amount, not otherwise recoverable from other sources by contractor as approved by APS with respect to the undelivered or unaccepted portion of the order; provided compensation shall in no event exceed the total contract price.

3. **Purchase Order and Invoicing Procedures:** Following bid award, a Price Agreement (PA) will be issued to the successful bidder(s) on all awarded bid materials for the duration of the contract.

Moving Contractor must provide documentation with invoices which include signature of APS Moving Site supervisor such as Principal, Assistant Principal, Office Manager, or APS Moving Coordinator, as to personnel who performed the work and number of hours worked. As stated under special Conditions, time frames, numbers of rooms, etc., may change from the original estimate. Final billing may also include any adjustments agreed upon in accordance with other conditions such as equipment rental, etc. APS auditing and purchasing procedures require proper documentation for the purpose of adjusting encumbrances of funds to pay invoices.

CONTRACTOR RESPONSIBILITIES

The Contractor shall, at his own expense, carry and maintain during the entire performance period of this contract at least the kinds and minimum amounts of insurance listed.

- A. **Workers' Compensation Insurance:** As required by the Labor Laws and the New Mexico Statutes.
- B. **Public Liability Insurance:** In the sum of one million dollars (\$1,000,000) for damage to, loss, or destruction of property arising out of a single occurrence, three hundred thousand dollars (\$300,000)

for all medical or medically related expenses arising out of a single occurrence for all damages other than property damage, five hundred thousand dollars (\$500,000) to any person for any number of claims arising out of a single occurrence for all damages other than property damage and medical or medically related expenses, and the sum of seven hundred fifty thousand dollars (\$750,000) for all claims other than medical or medically related expenses arising out of a single occurrence as permitted under the Tort Claims Act.

If any policy changes occur during the life of the contract, it is the Contractor's responsibility to provide updated proof of coverage to the APS Procurement Department.

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A current insurance certificate must be provided prior to official award.

The contractor shall take all measures necessary during the course of this contract to protect APS property and shall repair/replace at his own expense and in a manner satisfactory to the Owner any damaged/lost/stolen property.

4. **Prompt Payment:** APS will strive to meet or exceed prompt payment terms as may be established by statute. Late payment charges may be assessed on any unpaid balance over sixty (60) days in arrears at the rate of one and one-half (1.5%) per month. APS **will not** automatically include late charges in your payment. Late charges must be properly documented with separate invoice showing invoice numbers, amount, date, and computation to verify charges. Typically payment schedule will be 30-45 days.
5. **New Mexico Resident Bidding Preferences:** There are two preferences that New Mexico companies can use for bidding advantage for this contract. Please note that these 2 preferences are not cumulative.

A. VETERANS PREFERENCE

Policy effective July 1, 2016.

In accordance with Sections 13-1-21 and 13-1-22 NMSA 1978 resident veterans businesses are to receive the following preferences:

1. Resident veterans businesses with annual revenues of \$3M or less are to receive a 10% preference discount on their bids and proposals.

This preference is separate from the current instate preference and is not cumulative with that preference.

However, veteran businesses will still receive the in state preference once the veteran's preference cap is exceeded.

All public solicitations must contain the attached "Resident Veterans Preference Certification". Also, please attach vendor preference certificate to your bid response.

B. RESIDENTIAL PREFERENCE

New Mexico Resident Business Preference:

Five percent of the total possible points to a resident business.

Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Department

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GENERAL REQUIREMENTS

Scope of Work: The purpose of this bid is to establish pricing for Moving Services and Supplies on Demand. **PLEASE DO NOT BID UNLESS YOU HAVE AUTHORIZATION TO PERFORM MOVING SERVICES AND SUPPLIES ON DEMAND IN THE STATE OF NEW MEXICO AND ARE A LEGITIMATE REPRESENTATIVE OF THE SERVICE REQUESTED.**

Within the District framework, the Department of Facilities, Planning and Construction handles all new construction and major remodeling projects. It is imperative that the successful contractor(s) be willing and able to work within time constraints of APS construction schedules. The smallest delays in our schedules can result in added construction costs to APS, as well as delays in start-up of classes.

During the term of the contract, each project requiring the services of the contractor will be identified and scope of work explained. Contractor shall provide a written estimate of the time, materials, and total cost required to complete any particular project prior to beginning the work.

Awarded Contractors will be required to obtain an e-builder license. This will allow contractor to obtain essential documentation related to the project. Information on obtaining an e-builder license is available at <http://www.e-builder.net/>.

APS will give prompt notice to the contractor of any defects in a project which it may observe or become aware of and advise of any change in the scope or quality of the project in a timely manner.

1. Description of Services: Successful contractor(s) shall perform all of the services required to move or store equipment, furniture, and related supplies used in APS offices, libraries, classrooms, gymnasiums, and/or laboratories (virtually any APS facility), hereinafter called "property," to/from designated locations throughout the District and/or contractor's warehouse. These services shall include providing a complete numerically itemized inventory of items transported or stored to include accurate description, serial number, property condition and defects; padding, packing and/or crating as required for the safe transportation of the property; disassembling the property to its new location; unpacking and/or uncrating when required; reassembling any property which was disassembled by the contractor for transportation; placement of the property in the new locations as designated by Owner's representative; removal of padding, packing and crating materials as needed from the premises of the new location, and any other service which would normally be included in a complete moving service. Occasionally the contractor will be required to obtain shipper's signature on APS documents and return these signed documents to the Moving Coordinator.

The Contractor shall not handle hazardous materials or hazardous substances. Notify APS immediately if such materials are discovered.

2. Contractor Furnished Items

- A. **STORAGE VANS/TRAILERS:** Furnish clean and sound closed-type vans when applicable or trailers of sufficient size to accommodate property being moved and/or stored. Vehicles used in relocation must be equipped with sufficient clean pads, covers, restraints and other protective equipment to ensure safe transit and delivery of the property in an undamaged condition. Protective covering shall be used to protect the property during loading and unloading operations in the event inclement weather should prevail.

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GENERAL REQUIREMENTS CONTINUED

- B. **MOVING EQUIPMENT:** Furnish proper forklifts, hand trucks, book trucks, dollies, machine carts, etc., for furniture or equipment being moved.

EQUIPMENT RENTAL: In the event that it is agreed upon between Owner and Contractor that elevators are not available or cannot accommodate large pieces of furniture, APS will reimburse Contractor for rental of scissor lift crane for accessing second story building doors or other exits. Similar equipment reimbursement may be required for extremely unusual items to be moved which may require other than normal moving equipment. Such charges will be reimbursed at contractor's cost plus a mutually agreed-upon overhead percentage upon presentation of proper documentation.

- C. **PADDING/PROTECTIVE MATERIALS:** Furnish padding and/or other materials necessary to protect interior and exterior of buildings, including door frames, elevators, corners, cabinets, and walls. When necessary, provide plywood, vinyl, heavy gauge plastic or Masonite runners to protect floors and/or carpet.

- D. **STORAGE TRAILERS/CONTAINERS:** Storage trailers or containers shall only be left on APS sites with written authorization from the APS Moving Coordinator (or designee) and shall be parked in a location and configuration designated by same.

When trailers/containers are left on APS sites and cannot be parked end to end in such a manner as to prohibit breaking and entering, Moving Contractor shall notify appropriate APS personnel and furnish keyed locks for those items that are left on APS sites. If APS personnel or Construction Contractor(s) require access to or moving of trailer/container during project construction it shall then be APS Moving Coordinator's responsibility to secure the keys to the locks and provide them to the appropriate APS responsible party. APS Moving Coordinator, in these instances, may also require contractor to provide additional locks to secure trailers/containers in their new locations/positions.

3. **Walk-through Inspection of Facilities:** A walk-through inspection of all areas and property to be moved, ingress and egress of old and/or new facilities, will be conducted with Moving Contractor and Moving Coordinator present to determine the necessary equipment and labor to be furnished to provide for the orderly, timely, and efficient movement of the property. Designation of parties responsible for packing (Occupant or Contractor) shall normally be made at this time. Failure or neglect in familiarizing oneself with these conditions will not relieve the Contractor from performing the services described herein.

Legible interior floor plans and site maps of locations involved in the move(s) can be provided by APS Moving Coordinator.

APS occupants, especially at school sites, often prefer to pack their own property as a cost-saving measure, and shall be advised of proper packing procedures during a Moving Instructions Briefing (per page 11, para. 7). In the event APS employees pack the property, APS will provide an inventory sheet to the occupant of each space being moved for the purpose of noting quantities of chairs, cabinets, boxes, etc. It will also provide a space for the occupant and Moving Contractor to note any deficiency in the piece(s) of furniture being moved, such as loose doors or casters on moveable furniture, etc. whether

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GENERAL REQUIREMENTS CONTINUED

furniture is fragile, old, or in need of repair, so that extra care can be taken in moving or storing of those items. Those crates/cartons involved shall be labeled "packed by owner" or "PBO."

This does not relieve the Moving Contractor of the responsibility to provide an itemized inventory per page 8, paragraph 1.

Occasionally, personnel may be unable to pack their offices, classrooms, etc. due to unforeseen circumstances. Contractor may be required to pack all items in an office or classroom in these situations. Contractor will be advised as soon as possible when these conditions exist, especially if APS had planned to take responsibility for packing.

If no advance notification has been provided, Moving Contractor must contact Moving Coordinator and agree on additional time to be added to estimate/invoice. In addition, Moving Coordinator may inventory room based on a "Flat Fee for Inventory of Space to be Moved" line item included in Part III, Moving Pricing.

When fragile conditions prevail, APS Moving Coordinator and Moving Contractor shall agree on need for additional material or facilities required to prevent having to stack fragile furniture.

4. Packing and/or Moving of Computers or High-Tech Equipment: APS may have occupants of moving sites make arrangements to move and store computers and/or high tech equipment in other secured areas on sites. However, when APS personnel and moving/storage facilities are not available, Contractor may be asked to pack, crate, or move computers, printers, or high-tech equipment to secured areas on site, store on trailers, or store at Mover's warehouse. Contractor should have available necessary padding for the protection of the property to be moved. However, Movers will not be responsible for disconnecting or reconnecting such equipment.
5. Disassembling APS Property: It may occasionally be necessary for Moving Contractor to disassemble L-shaped desks or secretarial desks with returns, or hutch-style credenzas. Moving Contractor should then reassemble as original after transporting to new location.
6. Estimated Costs: After walk-through inspection of facilities to be moved, Moving Contractor will provide APS Moving coordinator a written "Not to Exceed" estimate of costs, manhours and, when applicable, rental of storage trailers or warehouse space necessary to execute the work.
7. Systems (Modular) Furniture Disassembly/reassembly: Occasionally, it is necessary to dismantle, transport and reassemble non warranted modular furniture in same configuration. Consider installer rate for this service on page 11 of pricing sheet.

NOTE: APS reserves the right to make adjustments to the scope of work, such as reducing or increasing the number of rooms being moved, should it be necessary to meet occupants' needs. When circumstances require normal additional work after the required estimate has been provided, the charges for these services shall be at the regular contract price, unless special circumstances come to light that must be agreed upon by the Moving Contractor and APS Moving Coordinator.

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GENERAL REQUIREMENTS CONTINUED

Please note, specific moves which may be initiated during the life of this contract may now be unknown or, even if potentially identified, subject to change in scope. The range of activity represented by this contract may vary from a one-item move to moving several schools property. At the time of an actual project, moving services to be contracted may take into consideration areas of specific expertise, current workloads and/or other moves still in progress, familiarity with or proximity to the area of the project and the like.

8. Occupant Briefing Regarding Moving Instructions: Prior to each moving date scheduled, appropriate APS personnel will schedule a "Moving Instructions" meeting with school and/or departments that are being moved, which will include a "Moving Instructions Handout," demonstration of folding, taping and marking of boxes and furniture, estimated time frames for packing and schedule of move, and answer any questions. Moving Contractor may request to be present at any presentation for a particular moving job should the Moving Contractor determine special circumstances exist.

If an occupant experiences broken items in boxes after a move, and it is determined by the APS Moving Coordinator and the Moving Contractor that sufficient instructions and materials were given to occupants to avoid such breakage, Moving Contractor will not be assessed damages.

NOTE: At this briefing APS personnel will be instructed to remove any personal property such as book collections, terrariums, etc. from their area that were not purchased with APS funds before the move is scheduled.

9. Damages to Interior/Exterior of Building/Sites: Contractor must contact APS personnel prior to proceeding with any move should adverse conditions arise that were not noted during the walk-through of site prior to moving date due to progression of construction project. Such conditions would include interior items such as fresh paint, subcontractors with ladders in corridors, etc. that would prohibit safe and/or timely execution of scheduled move; or such exterior items as fences, trenches, lack of steps or ramps into building(s), hanging wire, electrical boxes on buildings, etc. that would prohibit safe and timely access to buildings to execute scheduled move.

In any event, the Contractor must use extreme care to avoid damaging buildings and/or vegetation at moving sites. Contractor is responsible for carefully checking location of fencing or gates, low wires, cables, electrical boxes, etc. that may be hanging from or off of buildings when backing into tight spaces for the purpose of loading or unloading furniture. If a problem exists, Moving Contractor must contact APS to correct the problem before loading or unloading of goods.

If an accident does occur, APS personnel and Moving Company personnel must be notified immediately. If the accident is determined to be the fault of the Moving Contractor, APS will contact appropriate subcontractor for repair estimate, which then must be signed and approved by both APS and Moving Contractor. Moving Contractor will, after satisfactory completion of repairs, reimburse appropriate APS department for those repairs.

10. Boxes, Packing Materials: APS may, as a result of this bid, award purchase of boxes, packing materials, and tape to a separate vendor.

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GENERAL REQUIREMENTS CONTINUED

Unforeseen circumstances may occur, however, which prohibit delivery of boxes or tape from said vendor in order to complete move in a timely manner. Moving Contractor must be prepared to provide such materials to complete the work. APS, upon completion of work, will return as many boxes as possible, in good condition, within twenty days of completion of move. An equitable adjustment will be agreed upon with the Contractor for their return. Boxes will be collapsed, neatly stacked, and counted before they are picked up by Contractor for adjustments to purchase order. When possible, boxes may be reused for next scheduled project move.

11. Storage, Receiving: On certain projects there may be a need for warehousing of APS property in Contractor's warehouse. Occasionally APS may need Contractor to receive new goods from the factory, inspect for damage, inventory, store, deliver and set up property at various APS locations.
12. Special Conditions: Some projects will require moving property twice; once to temporary storage for the duration of remodeling and then back to original site. Contractor may offer warehouse space to accommodate property, or may offer to leave furniture on trailers to be stored in a designated area either by Contractor or by Owner.

APS will pay the man-plus-truck charges only when a moving truck is required to move from site to site. "In house" moves from one area of a building to another should not require a moving truck and, therefore, should not be charged. The rates quoted in either instance must be inclusive of all moving and loading/unloading services plus the use of dollies, hand trucks, padding and other protective materials, carts and similar equipment.

Past experience has proven that it is common for packing blankets, dollies and similar small equipment items to disappear both from APS and from Moving Contractor.

Contractor is urged to collect such items as soon as possible and/or leave explicit instructions with the particular site as to the number of pieces to be returned and where they are to be left or stored until picked up by the owner, or if mistakenly taken by Moving Contractor, to be returned to appropriate site. Proven losses due to negligence will be considered for reimbursement to either party on a per case basis.

Safety gear maybe required at some job sites such as but not limited to hard hats, safety vests and steel toe shoes which will be furnished by the awarded contractor to be worn and used while on the job site.

13. Progress Payments: Contingent upon available funding and APS manpower, APS may elect to utilize its selected Moving Contractor(s) or complete any moving project using internal resources. Progress payments will be allowed for Moving Contractor when work is being performed in steps described in paragraph 11, Special Conditions.
14. Vandalizing of Trailers: APS has, in the past, experienced vandalism and graffiti of moving vans stored on various school construction sites. APS will make every effort to deter such activity. However, when this does occur, APS proposes to furnish paint to cover graffiti, or reimburse Moving Contractor at a fair and reasonable rate, to repair damages. Please state any exceptions to the proposal on the Exceptions portion.

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GENERAL REQUIREMENTS CONTINUED

15. Final Billing: Moving Contractor must provide documentation with invoices which include signature of APS Moving Site supervisor such as Principal, Assistant Principal, Office Manager, or APS Moving Coordinator, as to personnel who performed the work and number of hours worked. As stated under special Conditions, time frames, numbers of rooms, etc., may change from the original estimate. Final billing may also include any adjustments agreed upon in accordance with other conditions such as equipment rental, etc. APS auditing and purchasing procedures require proper documentation for the purpose of adjusting encumbrances of funds to pay invoices.
16. Claims: General cargo damage based on a \$.60 per pound per item. Please see page 14 under valuation/claims.

CONTRACTING WITH APS

CONTRACT PERIOD: The terms of any contract as a result of this solicitation will be in effect for six (6) years following award. APS reserves the right to make multiple awards as may be in the District's best interest for adequate service. It is emphasized that regardless of termination date, any unfinished project will be carried to completion by the same contractor, but without unduly prolonging the process

Price escalation will be **considered** only at yearly observance of award and only upon receipt of written request from contractor stating reason for the escalation request and the amount being requested. Price escalation will not be allowed for any reason not related to market conditions related to the Scope of Work. Justifying documentation must accompany price escalation request. Escalation will not be allowed for any reason not related to market conditions related to the Scope of Work. If prices should decrease in the market, APS should benefit from any market fluctuation which would derive savings. Contractor may decline renewal with no penalty and APS will re-bid.

Although this contract is being bid on behalf of APS Facilities, Design and Construction Department, individual schools/departments, state agencies or local public bodies will be referred to the successful Contractor in the event of requirements that can be adapted to the specified items awarded.

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PRICING FOR MOVING SERVICES

1. HOURLY RATES:

- a. Truck \$ _____
- b. Tractor Trailer \$ _____
- c. Forklift (State if included on rate per hour) \$ _____
- d. Driver – Regular time \$ _____
- e. Driver - Overtime \$ _____
- f. Mover – Regular time \$ _____
- g. Mover – Overtime \$ _____
- h. Installer- Regular time \$ _____
- i. Installer- Overtime \$ _____
- j. State any minimum billing, i.e.: 1 or 2 hour minimum
If none, state "None." _____
- k. Does billable time start upon arrival at job site or when
departing the contractor's facility? _____
- l. Other _____ \$ _____

2. EQUIPMENT RENTAL:

Refer to page 6, paragraph B. Rented equipment will be provided at contractor's cost, plus quoted percentage overhead factor. Rentals will require documentation attached to invoices clearly indicating contractor's actual cost plus quoted overhead percentage. Note that zero percent (0%) mark-up is a valid quote for equipment rental.

Cost + Overhead percentage at _____ %

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PRICING FOR PURCHASE OF PACKING MATERIALS

1. PACKING MATERIALS: This section may be bid either by the Moving Contractor or a company which sells packing materials. APS reserves the right to award this section separately or in conjunction with the rest of the moving services. Due to historically dramatic price fluctuations, some allowance for price adjustments may be made over the life of the contract if supported by prevailing market conditions. Boxes will conform to moving industry specifications

2. PRICING FOR PURCHASE OF PACKING MATERIALS:

- | | | |
|----|---|----------|
| a. | 1.5 cu. ft. book box | \$ _____ |
| b. | 3.0 cu. ft. box (medium) | \$ _____ |
| c. | 4.5 cu. ft. box | \$ _____ |
| d. | 6.0 cu. ft. box | \$ _____ |
| e. | Telescoping mirror carton
(top and bottom) | \$ _____ |
| f. | Speed packs (for moving library shelving, etc.) | \$ _____ |
| g. | Dish packs | \$ _____ |
| h. | Shrink wrap | \$ _____ |
| i. | 20 lb. bundle newsprint | \$ _____ |
| j. | 25 lb. bundle newsprint | \$ _____ |
| k. | 14 cu. ft. loose-fill
polystyrene packing | \$ _____ |
| l. | ½" bubble wrap 2' x 125' roll | \$ _____ |
| m. | 2" x 55' roll/36 rolls/case
clear or tan packing tape | \$ _____ |
| n. | Moving Label - cost per roll
No. of labels per roll _____
No. of colors of labels _____ | \$ _____ |

**BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND**

PRICING FOR STORAGE

1. STORAGE: Historically, APS has stored furniture and equipment on school sites in storage trailers. At times through the spring, summer and fall APS has required over 50 rental trailers at various school sites. APS also stored such items as musical instruments in a warehouse to avoid heat damage. In the case of new facilities there may be a need for receiving, inspecting, inventory, delivery and set up of new furniture through the contractor's warehouse.

a. Does your company have warehouse space available for temporary storage? If so, where? Please describe the facilities, the insurance coverage which you carry and any other pertinent factors.

b. How will you price storage costs: Be specific as to monthly and/or weekly rates, based on square footage, cubic footage, etc.

c. Do you have 48' trailers and/or 20'/40' containers for rent or do you have access to these to rent? Be specific as to monthly and/or weekly rates, including willingness to prorate if usage is less than one month/week.

Trailers to rent:	Yes	No	Containers to rent:	Yes	No
If yes, Monthly Rate	\$ _____	\$ _____	/20'	\$ _____	/40'
Weekly Rate	\$ _____	\$ _____	/20'	\$ _____	/40'
Delivery/Pick-up Fee		\$ _____	/20'	\$ _____	/40'

Will you prorate rental if less than one month? Will you prorate rental if less than one week?

If no, please state your exception or proposal for storage of furniture and equipment when necessary:

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MOVING SERVICES AND SUPPLIES ON DEMAND**

d. Vandalism of trailers or containers rented by APS does occur. APS proposes to buy paint to cover graffiti and repair tires or doors, etc. if it is determined damages are the result of vandalism at a school site. Please state if this is acceptable, or state your company's policy when vandalism of Moving Contractor's vehicles or rented vehicles occurs at school sites:

Policy for Moving Contractor's Trailers/Containers

Policy for Rented Trailers/Containers

2. RECEIVING OF NEW GOODS

How would you charge for this service, by weight or size? Is there a weekly and/or monthly fee? Would you prorate for partial week/month? Disclose any other costs which might be involved.

3. VALUATION/CLAIMS

How would your company handle replacement of high value items such as computers and related during storage or transportation if the items are lost, damaged or stolen? Would there be an additional charge?

**BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND**

Resident Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veteran's preference to this procurement:

Please check one box only

Not Applicable. I declare under penalty of perjury that I am not a Veteran. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$3 M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

In conjunction with this procurement and the requirements of this business application for a Resident Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference. I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that the statement is true to the best of my knowledge. I understand that by giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The Representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND
CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to federal, statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

**BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND**

**CONFLICT OF INTEREST AND
DEBARMENT/SUSPENSION CERTIFICATION FORM
CONFLICT OF INTEREST**

As utilized herein, the term "Vendor" shall mean that entity submitting a proposal to Albuquerque Public Schools in response to the above referenced request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge: No employee or board member of Albuquerque Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____
List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor. _____

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Albuquerque Public School's Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the information contained in this document is true and accurate to the best of their knowledge.

Signature: _____

Name of Person Signing (typed or printed): _____

Title: _____

Date: _____

Name of Company (typed or printed): _____

Address: _____

City/State/Zip: _____

Telephone: _____

BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND

ALBUQUERQUE PUBLIC SCHOOLS-BOARD OF EDUCATION
TERMS AND CONDITIONS

Preparation of Bids

Bidders are to comply with all instructions and provide the information requested in the appropriate spaces. Bid prices must be entered in ink or typewritten. Mistakes may be corrected prior to bid opening, but shall be initialed by the person signing the bid. Corrections and/or modifications received after the bid opening time will not be accepted. Bids must be submitted by the date and at, or prior to, the time specified for consideration. Late bids will not be accepted. All bids must be signed by an authorized representative of the company.

Improper identification may result in premature opening of or failure to consider the bid. Bids must be submitted in a sealed envelope. Procurement law requires sealed bids. Therefore, APS cannot accept bids which are transmitted using facsimile equipment.

Albuquerque Public Schools holds a Class 9 Tax Exemption Certificate and is exempt from paying sales tax on tangible personal property. A non-taxable transaction certificate (NTTC) will be provided upon request. Services (including construction or materials that become part of a construction project) are not exempt. The Contractor shall comply with all requirements of the State of New Mexico Gross Receipts Law and shall require all subcontractors to comply with same. Do not include tax in your bid price. Tax must be shown as a separate item on all invoices.

General

Brand Names: It is intended that bid specifications admit maximum competition. Brand names or model numbers, where used, are for reference as to standard of character, quality and/or operation and are not indicative of preference on the part of APS. Equal item(s) will be considered, provided the bid clearly describes the item by brand, model number, level of quality or any other appropriate criteria. Descriptive literature must be included for bid evaluation purposes. Include sample(s) if specifically requested. Failure to provide this information may disqualify your bid. Determination by APS as to what item(s) are equal shall be final and conclusive. When brand, model or other identification is not stated, it shall be understood that the bidder is quoting as specified.

Qualifications of Bidders: APS may make such investigations as necessary to determine the ability of the bidder to perform the work required. Bidder shall furnish all necessary information and data as may be requested. APS reserves the right to reject any bid if the evidence submitted or the investigation of a bidder fails to satisfy APS that the bidder is qualified to perform the obligation of the contract.

Award

Award(s) will be made to the low responsible and responsive bid(s) taking into consideration prior qualifications and capabilities of the bidder, availability of funds and any other relevant factors.

APS reserves the right: (1) to award bids received on the basis of individual item(s), or groups of items, or on the entire list of items; (2) to reject any or all bids, or any part thereof; (3) to waive any informality in the bid(s) and (4) to accept the bid(s) that is in the best interest of APS.

APS will take advantage of prompt payment discounts whenever possible; however, these will not be used as award criteria.

New Mexico procurement law provides for a five percent (5 %) residential preference. A bidder who meets state requirements shall be awarded a contract in preference to a non-resident bidder whenever the resident contractor, whose bid is nearest to the low bid of the non-residential contractor, is made lower when multiplied by a factor of .95. This does not apply when federal funds are being used. Any New Mexico firm claiming preference will insert its residential reference number as issued by the State Purchasing Department in the appropriate space. Provision of the number will be the responsibility of the contractor.

Any bidder, offeror or contractor who is aggrieved in connection with a procurement action may protest to the Albuquerque Public Schools Procurement Department. The protest shall be submitted in writing within fifteen (15) calendar days after the facts or occurrences giving rise thereto.

Bidders are informed that initial orders must be furnished at prices submitted. Albuquerque Public Schools reserves the right to make award(s) within (90) days after the date of bid opening unless bidder distinctly specifies that acceptance must be within a shorter time.

Time of delivery may be a consideration in bid award(s) and shall be defined as the number of calendar days following receipt of the order, either verbally or in writing until receipt of materials, supplies or services by APS.

Packing, Shipping and Invoicing

Bidder agrees to deliver all item(s) inclusive of all cost, insurance, freight, drayage, express or other charges. Title to materials or supplies shall pass directly from bidder to APS at the F.O.B. point shown, subject to the right of APS to reject upon inspection. All bids must be F.O.B. destination.

The purchase order number, vendor's name and user's name and location shall be shown on each packing and delivery ticket, pack-age, bill of lading and any other correspondence in connection with any shipment. The user's count will be accepted by the Seller as final and conclusive on all shipments not accompanied by a packing list. All invoices shall reference the order number, description of supplies or services, quantities, unit prices and extended totals. Separate invoices are required for each shipment.

Bidder shall be paid upon submission of acceptable invoices for materials, supplies or services delivered and accepted. Invoices must be accompanied by transportation receipts or facsimiles, if transportation is payable and charged as a separate item.

Patent Indemnity

Seller shall pay all royalty and license fee(s) relating to the item(s) covered hereby. In the event any third party shall claim the manufacture, use and sale of goods covered hereby to be infringement of any copyright, trademark or patent, Seller shall indemnify and hold APS harmless from any cost, expense, damage or loss incurred in any manner by APS because of any such alleged infringement.

Warranties

Materials, supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Seller gives to any customer for the same or substantially similar materials, supplies or services. The rights and remedies provided herein shall extend to APS and are in addition to and do not limit any rights afforded to APS by any other clause of this order. Seller agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

BID NO. 17-006DW-KM
MOVING SERVICES AND SUPPLIES ON DEMAND

Inspection

Materials, supplies or services shall be furnished exactly as specified, free from all defects in workmanship, materials, and design. Final inspection and acceptance will be made at the destination. If, prior to final acceptance, any item(s) or service(s) are found to be defective or not as specified, APS may reject them, require the Seller to correct without charge or require delivery at a reduction in price which is equitable under the circumstances. If Seller is unable or refuses to correct such item(s) within a time deemed reasonable by APS, APS may terminate the order in whole or in part. Seller shall bear all risks as to rejected materials, supplies or services and, in addition to any other costs for which the Seller may become liable to APS under other provisions in these terms and conditions, shall reimburse APS for all transportation costs, other related costs incurred, or payments to Seller for unaccepted materials, supplies and services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud or such gross mistakes as amount to fraud. Any test programs and procedures required by the specifications are in addition to, and do not limit, APS rights provided in this section.

Assignment

Neither the order nor any interest therein, nor claim thereunder shall be assigned or transferred by the Seller except as authorized in writing by APS. No assignment or transfer shall relieve the Seller from its obligations and liabilities.

Non-discrimination

Sellers doing business with APS must be in compliance with Federal Civil Rights Act of 1964 and Title VII of the Act. Rev. 1979.

Changes

APS may make changes within the general scope of this order by giving notice to the Seller and subsequently confirming such changes in writing. If such changes affect the cost and/or the time required for performance of this order, an equitable adjustment in the price or delivery or both shall be made. No change by the Seller shall be recognized without written approval of APS. Any claim of Seller for any adjustment must be made in writing within thirty (30) days from date of receipt by Seller of notification of such change unless APS shall waive this condition. Nothing in this section shall excuse Seller from proceeding with performance of the order as changed hereunder.

Kickback Statement

The Procurement Code, Sections 13-1-21 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for this violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kick-backs.

Termination

APS may, by written notice stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. APS shall pay Seller as full compensation for performance until such termination (1) the unit or prorata order price for the delivered and accepted portion; and (2) a reasonable amount, not otherwise recoverable from other sources by Seller as approved by APS with respect to the undelivered or unaccepted portion of the order; provided compensation shall in no event exceed the total order price.

APS may by written notice terminate this order for Seller's default in whole or in part, at any time, if Seller refuses or fails to comply, with the provisions of this order, or so fails to make progress as to endanger performance and does not cure such failure within a reasonable period of time, or fails to make deliveries of the item(s) or service(s) or to perform the service(s) within the time specified or any written extension thereof. In such event, APS may purchase or otherwise secure item(s) or service(s) and except as may be otherwise provided, Seller shall be liable to APS for any excess costs occasioned thereby.

If after notice of termination for default, APS determines that the Seller was not in default or that the failure to perform was due to causes beyond the control and without the fault or negligence of the Seller, termination shall be deemed for the convenience of APS, unless APS shall determine that the item(s) or service(s) were obtainable from other sources in sufficient time to meet required delivery schedule.

If APS determines that Seller has been delayed due to causes beyond the control and without the fault and negligence of the Seller, APS may extend the time for completion when promptly applied for in writing by the Seller. If such delay is due to failure of APS, not caused or contributed to by Seller, to perform services or deliver property in accordance with the terms of the order, the time and price of order shall be subject to change under the Changes section. Sole remedy of Seller in event of delay by failure of APS to perform shall be limited to any money actually and necessarily expended in the work during the period of delay, solely by reason of delay. No allowance will be made for anticipated profits. 'Seller' is defined as the Seller and his sub suppliers at any tier.

Contingency

Seller warrants that no person or selling agency has been employed or retained to solicit or secure this order upon an agreement or understanding for a commission, percentage, brokerage or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained or utilized by Seller for the purpose of securing business. For violation or breach of this warranty, APS shall have the right to annul this order without liability or, at its discretion, to deduct from this order price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

Other Applicable Laws

Any provisions required to be included in a contract of this type by any applicable and valid executive order, federal, state or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

Non-Collusion

The undersigned certifies that he or she has not either directly or indirectly entered into any action in restraint of free competitive bidding in connection with this solicitation and agrees to furnish the materials, supplies or services as required within the time specified under the conditions imposed and at the price indicated.

Signature of Authorized Representative _____	Contractor's License No: _____ (If Applicable)
Type or print name of above _____	Resident Certification No: _____ (If Applicable)
Name of Firm _____	Email Address: _____
Address _____	Phone: _____ Fax: _____
_____	Web Address: _____