



## PURCHASING DEPARTMENT/WAREHOUSE

Katherine Mendoza

Purchasing /Warehouse Manager

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(520) 696-3713 • [kmendoza@amphi.com](mailto:kmendoza@amphi.com)

701 W. Wetmore Road • Tucson, AZ 85705 • (520) 696-5000 • [www.amphi.com](http://www.amphi.com)

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May 30, 2023

### Amphitheater Public Schools Request for Bid (RFB) 6192023 Armored Car Service

You are invited to bid on **RFB 6192023 Armored Care Service** for Amphitheater Public Schools (the District). Contractors responding to this solicitation must be licensed in the proper category to perform the specifications requested in this RFB. Sealed bids will be received by the Purchasing/Warehouse Manager for Amphitheater Public Schools at 1001 W. Roger Rd Tucson, AZ 85705 **up to and before 10:00 A.M. local time on Monday, June 19, 2023**. Bids will be opened and the name of the Contractor and **bid amount** will be publicly read aloud, as necessary, via a virtual public opening at that time. Notification of the virtual public opening will be sent to interested parties who email notification that they would like to attend the virtual public opening.

**\*\*\*No verbal, telephoned, e-mailed, or faxed bids will be accepted.\*\*\***

This solicitation document must be obtained from the website: [www.azpurchasing.org](http://www.azpurchasing.org) Please contact Katherine Mendoza at [kmendoza@amphi.com](mailto:kmendoza@amphi.com) if you have any problem obtaining this solicitation. This request for bid/proposal document originated on the [www.AZPurchasing.org](http://www.AZPurchasing.org) website. If you obtain this document from any other source, such as a third-party bid outsourcing firm, we strongly recommend you register free at <http://www.azpurchasing.org/vendorform> as soon as possible. Open the Current Bids page and download the main bid document, including any attachments or amendments. When you download the main bid document from AZPurchasing.org website you will automatically be added to future bid alert emails for that bid, provided you make the proper designation when registering as a bidder at [www.AZPurchasing.org](http://www.AZPurchasing.org). Failure to adhere to this recommendation to register at [www.azpurchasing.org](http://www.azpurchasing.org) could put your company/firm at risk of bid rejection as not all necessary attachments or amendments may not be available to you for your completion.

Envelopes/packages containing the proposals must be sealed and addressed to Katherine Mendoza, Purchasing/Warehouse Manager, Amphitheater Public Schools, 1001 W. Roger Road, Tucson, AZ 85705 and be identified as **"RFB 6192023 Armored Car Service. Bids must be submitted during receiving hours, Monday through Friday, 7 am to 3:30 pm, excluding holidays."**

The District is not responsible for bids received late. Any bids received after the scheduled closing time of **10:00am local time on Monday, June 19, 2023** will not be opened.

Amphitheater High • Canyon del Oro High • Ironwood Ridge High  
Amphitheater Middle School • Coronado K-8 School • Cross Middle School • La Cima Middle School • Wilson K-8 School  
Copper Creek Elementary • Donaldson Elementary • Harelson Elementary • Holaway Elementary • Innovation Academy • Keeling Elementary  
Mesa Verde Elementary • Nash Elementary • Painted Sky Elementary • Prince Elementary • Rio Vista Elementary • Walker Elementary • Rillito Center • Amphi Academy Online

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and Title IX Coordinator, (520) 696-5164, [drucker@amphi.com](mailto:drucker@amphi.com), or Kristin McGraw, Executive Director of Student Services, (520) 696-5230, [kmcgraw@amphi.com](mailto:kmcgraw@amphi.com).

Amphitheater Public Schools prefers that the Respondent include with their hard copy bid response a copy of their bid on either CD or USB/flash drive. (Note: This is to comply with any public records requests that the District may receive after bid award.) **A completed W-9 and the appropriate Contractor's license in good standing attached to this solicitation are also required with submission of a bid.**

**NOTE:** Questions concerning this solicitation must be directed to Katherine Mendoza, Purchasing/Warehouse Manager in writing at [kmendoza@amphi.com](mailto:kmendoza@amphi.com) and submitted no later than end of day Tuesday, June 13, 2023. If necessary, an amendment with answers to all questions received by this date will be published on Thursday, June 15, 2023 at the following website [www.azpurchasing.org](http://www.azpurchasing.org). Offeror must acknowledge any amendments on Offeror Information page of this solicitation.

## GENERAL INFORMATION

The District is seeking a qualified Vendor to provide Armored Car Service for the District's Finance Department, Food Service Department, and the three high school book stores. Further information about the District is located at the District's website: <https://www.amphi.com/>.

## DOCUMENTS REFERENCED

You may access a copy of the documents referenced within this Proposal at the following website: AZPurchasing.org at: <http://www.azpurchasing.org/index.asp>

Arizona Revised Statutes (A.R.S.) are available at: <https://www.azleg.gov/arstitle>

The Arizona School District Procurement Rules in the Arizona Administrative Code is available at: [https://apps.azsos.gov/public\\_services/Title\\_07/7-02.pdf](https://apps.azsos.gov/public_services/Title_07/7-02.pdf)

I.R.S W-9 Form (Request for Taxpayer I.D. Number) is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

## SCOPE OF SERVICES

Armored Car Service is required as per Attachment A (Public Schools Armored Care Service Schedule for FY 23-24).

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### COSTS TO THE DISTRICT

The District prefers to be invoiced in twelve monthly payments for the annual cost of each site as per **Attachment A** for fiscal year 2023-2024 and subsequent years of approval renewals. The pricing will include all associated fees for Armored Car Service at each site.

Finance Department (701 W Wetmore Road) Monthly Cost \$ \_\_\_\_\_

Food Service Department (200 E Roger Road) Monthly Cost \$ \_\_\_\_\_

Amphitheater High School (125 W Yavapai Road) Monthly Cost \$ \_\_\_\_\_

Canyon Del Oro High School (25 W Calle Concordia) Monthly Cost \$ \_\_\_\_\_

Ironwood Ridge High school (2475 W Naranja Road) Monthly Cost \$ \_\_\_\_\_

Fuel Charge (if any) will be fixed percentage for the full term of the contract: \_\_\_\_\_ %

Additional Time (due to the District) for the Pick Up Service \$ \_\_\_\_\_ (per minute)  
(**Note:** This fee will be charged after the first eight minutes.)

### BID INFORMATION

Each Bid must be submitted using this document and certification by an appropriate official of the Offeror's firm must be complete and fully executed when submitted. If the Bid is not properly signed, it will be considered non-responsive. (**NOTE: If the tax is included in the Bid Amount, the bid may be considered non-responsive.**)

Amphitheater Public Schools reserves the right to cancel the solicitation or increase, decrease or eliminate any item of this solicitation prior to the award or the issuing of a purchase order to the Vendor. The District also reserves the right to reject any, any part of, or all bids for any reason whatsoever, or to waive any irregularities or informalities in the bids. Evaluation of bids will be determined by price comparison of bids received by appropriate officials of Amphitheater Public Schools in accordance with the laws, codes, and policies that govern Public School Procurement in Arizona.

Amphitheater Public Schools reserves the right to accept partial bids if in the best interests of the District.

### OFFEROR CERTIFICATION

By submission of this bid, the Offeror certifies that:

The Offeror has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage resulting from the award of this contract.

The 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 Offeror.

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If awarded a contract, the Offeror agrees not to discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, disability, age or national origin.

An Offeror may recall their bid before and up to the time for the bid opening. However, no Offeror may withdraw their bid for a period of 60 days after the date set for the opening of the bids. Any failure by the Offeror to acquaint themselves with all the available information shall not relieve them from any responsibility for performance of their bid under the awarded contract.

#### PUBLIC INFORMATION

After contract award, the bids shall be open for public inspection except to the extent the offeror designates, and the District concurs, that trade secrets or other proprietary data remain confidential. If the offeror designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portion(s) at the time of submission. Written notice of the contract award may be made to all firms/persons submitting bids.

#### ADDITIONAL PRODUCTS/SERVICES

The District reserves the right to add related products or services to the contract at any time during the contract period. The District will contact the successful Contractor for prices prior to adding any products or services and may at the District's sole option, accept the bid prices or purchase elsewhere those products or services concerned.

#### AWARD OF CONTRACT

**The awarded contract will be for fiscal year 2023-2024 beginning July 1, 2023 and ending June 30, 2024 with the option to renew for up to four (4) additional one (1) year fiscal year periods.**

No contract exists on the part of the District until a written purchase order is issued. Issuance of a purchase order will be considered sufficient notice of acceptance of offer. (NOTE: Funds may not presently be available for performance under the awarded contract beyond the current fiscal year. No legal liability on the part of the District for any payment may arise under the awarded contract beyond the current fiscal year until funds are made available for performance of the awarded contract. The District will make reasonable efforts to secure such funds.)

#### PRICING ADJUSTMENT

The District may review a fully documented request for a price increase only after the contract has been in effect for the initial base year of the contract. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The Vendor shall submit a request for a price increase at least thirty (30) days prior to the contract extension.

The Vendor may offer the District a price reduction at any time during the contract period.

#### INSURANCE REQUIREMENTS

The successful Provider shall show proof of insurance coverage and amount. Minimum insurance required general and automobile liability, is \$ 2,000,000.00, (District shall be listed/named as additional insured). Evidence of Workers' Compensation is also required for the successful Provider.

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### PERSONAL CONDUCT AND EXPECTATIONS

The Contractor shall remember and remind its Subcontractors that school may be in session and the School Administration staff will be conducting regular business during the installation period and proper behavior by all personnel is required. This shall include but not be limited to the following:

1. The District campuses maintain a “No Tobacco” policy. This includes all tobacco product types including e-cigarettes.
2. Inappropriate language is not tolerated at any time.
3. Staring at students or staff is considered inappropriate and shall be avoided. The District adheres to the “Two Second Rule” which means, no Contractors will look at (stare at) a student or staff member for more than two seconds.
4. Use of any facilities including toilets, break areas, phones, computers, copiers/printers, offices, etc. are not allowed at any time.

Amphitheater Public Schools maintains a “zero tolerance policy” on these points of emphasis and any breach of this policy shall be grounds for removing the party from the project at the sole discretion of the District Staff.

### PROGRESS PAYMENTS

Progress payments may be made by Amphitheater Public Schools to the Vendor on the basis of duly certified and approved estimate of work performed during the previous month if the Vendor agrees to adhere to the provisions of A.R.S 41-2577(B),(D), and (F).

### ORDER OF PRECEDENCE FOR CONFLICTING DOCUMENTS

In the event that there are inconsistencies between documents, following is the order of precedence (superior to subordinate) that shall be applied to resolve inconsistencies:

Solicitation Document, Amphitheater Public Schools Standard Terms and Conditions, Amphitheater Public Schools Purchase Order, Contractor’s Final Bid/Proposal Submission, Contractor Agreement/Executed Contract.

### TERMINATION FOR CONVENIENCE

The District reserves the right to terminate the awarded contract, in whole or in part at any time, when in the best interests of the District 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 District. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the awarded contract shall become the property of and be delivered to the District. 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 Arizona Administrative Code R7-2-1125 shall apply.

### WARRANTY INFORMATION

The awarded Contractor warrants that the materials are free of liens and shall remain free of liens during the contract term. The awarded Contractor also warrants that the materials shall be of a quality to pass without objection in trade under the description of the awarded contract; fit for the intended purpose(s) for which the materials are used; within the variations

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permitted by the awarded contract and are of even kind, quantity, and quality within each unit and among all units; adequately contained, packaged, and marked as may be required by the awarded contract; and conform to the written promises or affirmations of fact by the Contractor.

#### REGISTERED SEX OFFENDER RESTRICTION

Pursuant to this order, the named Contractor agrees by acceptance of this order that no employee of the Contractor or a Subcontractor of the Contractor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The Contractor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

#### APPLICABLE LAW AND INTERPRETATION

The awarded contract (Agreement) shall be interpreted, construed, and given effect in all respects according to the laws of the State of Arizona. An Arizona court is the only venue where interpretations can be resolved. If any of the Contractor's/Subcontractor's terms or conditions is not in agreement with the District's terms and conditions as set forth herein, the District's terms and conditions shall govern. This Agreement incorporates the complete Agreement of the parties with respect to the subject matter of this Agreement; no oral Agreement or other understanding shall in no way modify these terms and conditions.

#### TERRORISM COUNTRY DIVESTMENTS

The District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

#### SUSPENSIONS/DEBARMENT CERTIFICATION

The Offeror certifies that they do not have any debarment, suspension, or other lawful action taken by any federal, state, or local government within the last five years that precludes the offeror or its employees from participating in any public procurement activity.

#### PROTESTS

Any formal protest of a proposal must be filed in writing and submitted via US Mail or any courier service in a sealed envelope to Scott Little, Chief Financial Officer 701 W. Wetmore Road Tucson, AZ 85705. Protests will be filed before the proposal opening if protest is based on the solicitation. If protest is made after the proposal opening, it shall be made within 10 days of notification of award. NOTE: Protests must be filed according to *R7-2-1142* and *R7-2-1143* of the *Arizona Administrative Code*.

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OFFEROR INFORMATION AND AUTHORIZED SIGNATURE

FIRM/PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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

E-MAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

Please Print

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

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

ACKNOWLEDGEMENT OF AMENDMENT ONE:

\_\_\_\_\_  
(Signature and Date)

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**Vendor/Offendor Fingerprint Language**

**If likelihood of unsupervised contact is unknown:**

VENDOR shall, as a condition of contract, obtain fingerprint cards for VENDOR'S employee(s), and for Sub-vendors and their employees, in accordance with A.R.S. § 15-512. This fingerprinting requirement will not apply, however, if the District in its sole discretion determines in writing that it is unlikely that the VENDOR or its employee(s), or Sub-vendors and their employees, will have direct, unsupervised contact with students while on school grounds.

After obtaining a fingerprint card for an employee or Sub-vendor employee fingerprinting, VENDOR, will issue a means of identification (such as badges or numbered safety helmets) that VENDOR will require the employee to wear at all times that the employee is on District property. VENDOR shall inform the District of those employees and Sub-vendors and Sub-vendor employees that are authorized to be on District property, delineating the individuals by name and identification card/badge/helmet number (if any), and including the District property(ies) that the individuals will visit.

**If unsupervised contact is already determined as likely to occur:**

VENDOR shall, as a condition of contract, obtain fingerprint cards for VENDOR'S employee(s), and for Sub-vendors and their employees, in accordance with A.R.S. § 15-512.

After obtaining a fingerprint card for an employee or Sub-vendor employee fingerprinting, VENDOR, will issue a means of identification (such as badges or numbered safety helmets) that VENDOR will require the employee to wear at all times that the employee is on District property. VENDOR shall inform the District of those employees and Sub-vendors employees that are authorized to be on District property, delineating the individuals by name and identification card/badge/helmet number (if any), and including the District property(ies) that the individuals will visit.

Offeror Signature and Date: \_\_\_\_\_

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

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**E-Verify Contract Language**

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

DISTRICT shall have the right at any time to inspect the books and records of VENDOR and any Sub-vendor in order to verify compliance with the State and Federal Immigration Laws, and VENDOR shall ensure DISTRICT access to the books and records of VENDOR and each Sub-vendor under this contract.

VENDOR shall advise each of its Subcontractors of the DISTRICT'S rights, and the Sub-vendor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

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

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

[If applicable: Any additional costs directly or indirectly attributable to remedial action under this Article shall be the responsibility of VENDOR. In the event that remedial action under this Article results in delay to one or more tasks in VENDOR's approved construction or timeline or schedule, such delay shall be deemed excusable delay for which VENDOR shall be entitled to a corresponding extension of time, but not costs.]

Offeror Signature and Date: \_\_\_\_\_

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

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NON-COLLUSION AFFIDAVIT

(Prime Bidder)

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

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

\_\_\_\_\_ being first duly sworn, disposes and says:

That They are \_\_\_\_\_  
(a partner of officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham: that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against

the \_\_\_\_\_

(owner)

or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of: \_\_\_\_\_  
(Bidder, if bidder is an individual)  
(Partner, if bidder is a corporation)  
(Officer, if the bidder is a corporation)

**END OF RFB 6192023**

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Amphitheater High • Canyon del Oro High • Ironwood Ridge High  
Amphitheater Middle School • Coronado K-8 School • Cross Middle School • La Cima Middle School • Wilson K-8 School  
Copper Creek Elementary • Donaldson Elementary • Harelson Elementary • Holaway Elementary • Innovation Academy • Keeling Elementary  
Mesa Verde Elementary • Nash Elementary • Painted Sky Elementary • Prince Elementary • Rio Vista Elementary • Walker Elementary • Rillito Center • Amphi Academy Online

Amphitheater Unified School District does not discriminate on the basis of race, color, religion/religious beliefs, gender, sex, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies are handled at 701 W. Wetmore Road, Tucson, Arizona 85705 by David Rucker, Equity & Safety Compliance Officer and Title IX Coordinator, (520) 696-5164, [drucker@amphi.com](mailto:drucker@amphi.com), or Kristin McGraw, Executive Director of Student Services, (520) 696-5230, [kmcgraw@amphi.com](mailto:kmcgraw@amphi.com).