



## PURCHASING DEPARTMENT/WAREHOUSE

Katherine Mendoza

Purchasing /Warehouse Manager

1001 West Roger Road, Tucson, AZ 85705

(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 25, 2022

### **Amphitheater Public Schools Request for Quote (RFQ) 7142022 Recycle / Disposal of Surplus Electronic Equipment**

You are invited to submit a quote for the Recycle/Disposal of Surplus Electronic Equipment, RFQ 7142022 for Amphitheater Public Schools (the District). E-Mailed quotes will be received by the Purchasing/Warehouse Manager for Amphitheater Public Schools up to and before 2:00 P.M. local time on Tuesday June 14, 2022 at [kmendoza@amphi.com](mailto:kmendoza@amphi.com).

**No verbal, telephoned, USPS mailed, hand delivered, or faxed quotes will be accepted.**

The District is not responsible for quotes received late. Any quote received after the scheduled closing time will not be reviewed.

If you have any questions regarding this Request for Quote, please contact Katherine Mendoza at [kmendoza@amphi.com](mailto:kmendoza@amphi.com). All questions must be received no later than end of day Monday June 6, 2022. An amendment with answers to all questions received by this date will be published on Wednesday, June 8, 2022 at the following website: <http://www.AZPurchasing.org> and <http://www.amphi.com/Page/11059>. Vendor must acknowledge any amendments to this solicitation on page five of this solicitation.

**Note:** Vendor may visit the site on: Thursday, June 2, 2022 at 2:00 pm to view product staged.

### BACKGROUND INFORMATION

Amphitheater Public Schools District is located in Tucson, Arizona. Further information about the District is located on the District website: <http://www.amphi.com/>. The purpose of this RFQ is to procure recycle/disposal services for a one-time pickup of surplus electronic equipment for the District. The itemized list of surplus electronic equipment that is shrink wrapped and palletized is on page seven of this document.

Amphitheater High • Canyon del Oro High • Ironwood Ridge High  
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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).

## MINIMUM REQUIREMENTS

The Vendor must meet the minimum requirements listed below and provide written documentation confirming each requirement with the submitted quote. **NOTE: If the Vendor does not provide written documentation for the minimum requirements, the submitted quote will be deemed non-responsive.**

- Must be able to pick up at the District Warehouse located at 1001 W. Roger Road in Tucson, Arizona 85705.
- Must provide an environmentally responsible recycle/disposal program.
- Must certify compliance with all regulatory environmental requirements for recycle/disposal.

## SCOPE OF SERVICES

The awarded Vendor must provide disposal (recycling) services to the District for this one-time pickup of surplus electronic equipment. All equipment shall be destroyed and the contents recycled in an environmentally recognized program with a certificate of destruction provided.

The District will log in all surplus electronic equipment by item and serial number and will palletize and shrink wrap the pallets for Vendor pickup at the District's Warehouse located 1001 W. Roger Road in Tucson, Arizona 85705. The District would like to receive a nominal value for each piece of equipment received paid by the piece. Amphitheater Public School expects full payment at the time of pickup for the recycled / disposal surplus electronic equipment. The Materials Management and Disposition of Arizona Administrative Code R7-2-1131, (C) applies: Only United States Postal Money Orders, certified checks, cashier's checks or cash shall be accepted for sales of surplus materials unless otherwise approved by the school district.

**Note:** Hard drives have been wiped/cleared. Equipment is free of ID/Asset tagging.

**See Pricing Sheet on page seven of this solicitation document.**

## PROPOSAL INFORMATION

Each Quote 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 Quote is not properly signed, it will be considered non-responsive. Amphitheater Public Schools reserves the right to increase, decrease or eliminate any item of this Proposal prior to the award or the issuing of purchase orders to the Vendor. The District also reserves the right to reject any, any part of, or all proposals for any reason whatsoever, or to waive any irregularities or informalities in the proposals. Evaluation of Quote will be determined by price comparison of Quotes 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 proposal if in the best interests of the District.

## OFFEROR CERTIFICATION

By submission of this Quote 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.

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The prices in this Quote 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.

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

#### PUBLIC INFORMATION

After contract award, the quote shall be open for public inspection except to the extent the offeror(s) designate, and the District concurs, that trade secrets or other proprietary data remain confidential. If the offeror(s) designates a portion of its quote 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 proposal.

#### 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, Vendor/Contractor's Final Bid/Proposal Submission, Vendor/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 Vendor 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 Vendor under the awarded contract shall become the property of and be delivered to the District. The Vendor 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. R7-2-1125 shall apply.

#### 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 Vendor's/Contractor'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.

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### 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 quote 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 quote opening if protest is based on the solicitation. If protest is made after the quote 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: \_\_\_\_\_

ACKNOWLEDGMENT OF AMENDMENT ONE: \_\_\_\_\_

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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 subcontractor 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 subcontractor under this contract.

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

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

Any breach of VENDOR'S or any subcontractor'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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## PRICING PAGE FOR RFP 7142022

## RECYCLE / DISPOSAL OF SURPLUS ELECTRONIC EQUIPMENT

VENDOR NAME: \_\_\_\_\_

			<b>Price</b>
<b>Item</b>	<b>Make</b>	<b>Qty</b>	<b>Per Each</b>
Printer Laserjet / Deskjet	HP	16	
Printer Laser	Lanier/Brother/ Lexmark	5	
Copier	Ricoh Aficio/Gestetner	5	
Computer Desktop HP	HP	304	
Smartboard	Smartech	4	
Chromebook	HP	161	
Catalyst	Cisco	16	
<b>Misc:</b>			
Cassette recorder	Califone	2	
Mail Machine (for District)	Pitney Bowes	1	
APC Smart UPS	APC	6	
Projector	Beseler / Opa Scope	2	
Scanner	ScanMaker/ Pitney Bowes/ NCS Pearson	3	
Reading Learning machine	Learning Resources	1	
Modular Phones	Meridian	2	
Typewriter	Brother	1	
Key boards	HP	45	
Microphones		10	
Cable Cords		3000	
Speakers		20	
TV's with remotes (Box style)		22	
Fax Machine	Brother Intellifax	1	
APC Back Up	Smart UPS	1	
Computer Monitor's		107	

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**END OF RFQ 7142022**

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