

**COOPERATIVE PURCHASING AGREEMENT  
BETWEEN  
THE TOWN OF FOUNTAIN HILLS  
AND  
BEL-AIRE MECHANICAL, INC.**

THIS COOPERATIVE PURCHASING AGREEMENT (this "Agreement") is entered into as of March 3, 2016, between the Town of Fountain Hills, an Arizona municipal corporation (the "Town"), and Bel-Aire Mechanical, Inc., an Arizona corporation (the "Contractor").

RECITALS

A. After a competitive procurement process, Maricopa County, Arizona (the "County") entered into Serial Contract No. 15049-S dated November 1, 2015, and amended on January 22, 2016 (collectively, the "County Contract"), for the Contractor to provide heating, ventilation and air conditioning installation, service and repair. A copy of the County Contract is attached hereto as Exhibit A and incorporated herein by reference, to the extent not inconsistent with this Agreement.

B. The Town is permitted, pursuant to Section 3-3-27 of the Town Code, to make purchases under the County Contract, at its discretion and with the agreement of the awarded Contractor, and the County Contract permits its cooperative use by other public entities, including the Town.

C. The Town and the Contractor desire to enter into this Agreement for the purpose of (i) acknowledging their cooperative contractual relationship under the County Contract and this Agreement, (ii) establishing the terms and conditions by which the Contractor may provide the Town with heating, ventilation and air conditioning installation, service and repair, as more particularly set forth in Section 2 below (the "Materials and Services") and (iii) setting the maximum aggregate amount to be expended pursuant to this Agreement related to the Materials and Services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and the Contractor hereby agree as follows:

1. Term of Agreement. This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until March 2, 2017, unless terminated as otherwise provided in this Agreement or the County Contract.

2. Scope of Work. Contractor shall provide to the Town the Services and Materials to replace Cooling Tower No. 1 under the terms and conditions of the County Contract and as more particularly set forth in the Proposal attached hereto as Exhibit B and incorporated herein by reference.

3. Inspection; Acceptance. All Materials and Services are subject to final inspection and acceptance by the Town. Materials failing to conform to the requirements of this Agreement and/or the County Contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. Upon discovery of non-conforming Materials or Services, the Town may elect to do any or all of the following by written notice to the Contractor: (A) waive the non-conformance; (B) stop the work immediately; or (C) bring Materials or Service into compliance and withhold the cost of same from any payments due to the Contractor.

4. Compensation. The Town shall pay Contractor an amount not to exceed \$47,698.00 for the Materials and Services at the unit rates set forth in the County Contract and as more particularly set forth in the Proposal attached hereto as Exhibit B and incorporated herein by reference.

5. Payments. The Town shall pay the Contractor monthly, based upon acceptance and delivery of Materials and/or Services performed and completed to date, and upon submission and approval of invoices. Each invoice shall (i) contain a reference to this Agreement and the County Contract and (ii) document and itemize all work completed to date. The invoice statement shall include a record of materials delivered, time expended and work performed in sufficient detail to justify payment. Additionally, invoices submitted without referencing this Agreement and the County Contract will be subject to rejection and may be returned.

6. Records and Audit Rights. To ensure that the Contractor and its subcontractors are complying with the warranty under Section 7 below, Contractor's and its subcontractors' books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Agreement, including the papers of any Contractor and its subcontractors' employees who perform any work or services pursuant to this Agreement (all of the foregoing hereinafter referred to as "Records"), shall be open to inspection and subject to audit and/or reproduction during normal working hours by the Town, to the extent necessary to adequately permit (i) evaluation and verification of any invoices, payments or claims based on Contractor's and its subcontractors' actual costs (including direct and indirect costs and overhead allocations) incurred, or units expended directly in the performance of work under this Agreement and (ii) evaluation of the Contractor's and its subcontractors' compliance with the Arizona employer sanctions laws referenced in Section 7 below. To the extent necessary for the Town to audit Records as set forth in this Section, Contractor and its subcontractors hereby waive any rights to keep such Records confidential. For the purpose of evaluating or verifying such actual or claimed costs or units expended, the Town shall have access to said Records, even if located at its subcontractors' facilities, from the effective date of this Agreement for the duration of the work and until three years after the date of final payment by the Town to Contractor pursuant to this Agreement. Contractor and its subcontractors shall provide the Town with adequate and appropriate workspace so that the Town can conduct audits in compliance with the provisions of this Section. The Town shall give Contractor or its subcontractors reasonable advance notice of intended audits. Contractor shall require its subcontractors to comply with the provisions of this Section by insertion of the requirements hereof in any subcontract pursuant to this Agreement.

7. E-verify Requirements. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Contractor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). Contractor's or its subcontractors' failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the Town.

8. Conflict of Interest. This Agreement may be canceled by the Town pursuant to ARIZ. REV. STAT. § 38-511.

9. Applicable Law; Venue. This Agreement shall be governed by the laws of the State of Arizona and a suit pertaining to this Agreement may be brought only in courts in Maricopa County, Arizona.

10. Agreement Subject to Appropriation. The Town is obligated only to pay its obligations set forth in this Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the Town's then current fiscal year. The Town's obligations under this Agreement are current expenses subject to the "budget law" and the unfettered legislative discretion of the Town concerning budgeted purposes and appropriation of funds. Should the Town elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the Town shall be relieved of any subsequent obligation under this Agreement. The parties agree that the Town has no obligation or duty of good faith to budget or appropriate the payment of the Town's obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which this Agreement is executed and delivered. The Town shall be the sole judge and authority in determining the availability of funds for its obligations under this Agreement. The Town shall keep Contractor informed as to the availability of funds for this Agreement. The obligation of the Town to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the Town. Contractor hereby waives any and all rights to bring any claim against the Town from or relating in any way to the Town's termination of this Agreement pursuant to this section.

11. Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the terms of this Agreement, the County Contract, the Proposal and invoices, the documents shall govern in the order listed herein. Notwithstanding the foregoing, and in conformity with Section 2 above, unauthorized exceptions, conditions, limitations or provisions in conflict with the terms of this Agreement or the County Contract (collectively, the "Unauthorized Conditions"), other than the Town's project-specific requirements, are expressly declared void and shall be of no force and effect. Acceptance by the Town of any invoice containing any such Unauthorized Conditions or failure to demand full compliance with the terms and conditions set forth in this Agreement or under the County Contract shall not alter such terms and conditions or relieve Contractor from, nor be construed or deemed a waiver of, its requirements and obligations in the performance of this Agreement.

12. Rights and Privileges. To the extent provided under the County Contract, the Town shall be afforded all of the rights and privileges afforded to the County and shall be the

“County” (as defined in the County Contract) for the purposes of the portions of the County Contract that are incorporated herein by reference.

13. Indemnification; Insurance. In addition to and in no way limiting the provisions set forth in Section 12 above, the Town shall be afforded all of the insurance coverage and indemnifications afforded to the County to the extent provided under the County Contract, and such insurance coverage and indemnifications shall inure and apply with equal effect to the Town under this Agreement including, but not limited to, the Contractor’s obligation to provide the indemnification and insurance. In any event, the Contractor shall indemnify, defend and hold harmless the Town and each council member, officer, employee or agent thereof (the Town and any such person being herein called an “Indemnified Party”), for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys’ fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever (“Claims”), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the negligent acts, intentional misconduct, errors, mistakes or omissions, in connection with the work or services of the Contractor, its officers, employees, agents, or any tier of subcontractor in the performance of this Agreement.

14. Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (A) delivered to the party at the address set forth below, (B) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (C) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the Town:           Town of Fountain Hills  
16705 East Avenue of the Fountains  
Fountain Hills, Arizona 85268  
Attn: Grady E. Miller, Town Manager

With copy to:           GUST ROSENFELD P.L.C.  
One East Washington Street, Suite 1600  
Phoenix, Arizona 85004-2553  
Attn: Andrew J. McGuire, Esq.

If to Contractor:       Bel-Aire Mechanical, Inc.  
4201 North 47th Avenue  
Phoenix, Arizona 85031  
Attn: Brandon Sonju

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (A) when delivered to the party, (B) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage or (C) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party’s counsel or other recipient, the provisions above



**“Contractor”**

BEL-AIRE MECHANICAL, INC.,  
an Arizona corporation

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

(ACKNOWLEDGMENT)

STATE OF ARIZONA        )  
  ) ss.  
COUNTY OF MARICOPA    )

On \_\_\_\_\_, 2016, before me personally appeared \_\_\_\_\_  
\_\_\_\_\_, the \_\_\_\_\_ of BEL-AIRE MECHANICAL,  
INC., an Arizona corporation, whose identity was proven to me on the basis of satisfactory  
evidence to be the person who he/she claims to be, and acknowledged that he/she signed the  
above document on behalf of the corporation.

\_\_\_\_\_  
Notary Public

(Affix notary seal here)

**"Contractor"**

BEL-AIRE MECHANICAL, INC.,  
an Arizona corporation

By: Nicholas J. Ganem

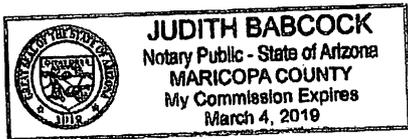
Name: Nicholas J. Ganem

Title: Vice - President

(ACKNOWLEDGMENT)

STATE OF ARIZONA        )  
  ) ss.  
COUNTY OF MARICOPA    )

On February 23, 2016, before me personally appeared Nicholas J. Ganem, the Vice President of BEL-AIRE MECHANICAL, INC., an Arizona corporation, whose identity was proven to me on the basis of satisfactory evidence to be the person who he/she claims to be, and acknowledged that he/she signed the above document on behalf of the corporation.



Judith Babcock  
Notary Public

(Affix notary seal here)

EXHIBIT A  
TO  
COOPERATIVE PURCHASING AGREEMENT  
BETWEEN  
THE TOWN OF FOUNTAIN HILLS  
AND  
BEL-AIRE MECHANICAL, INC.

[County Contract]

See following pages.



**Maricopa County**  
Office of Procurement Services

www.maricopa.gov

Chief Procurement Officer  
320 W. Lincoln Street  
Phoenix, Arizona 85003  
Phone: (602) 506-3967  
Fax: (602) 258-1573

**October 21, 2015**

**Bel-Aire Mechanical, Inc.**  
**4201 North 47th Avenue**  
**Phoenix, AZ 85031**

RE: 15049-S HVAC Service and Repair

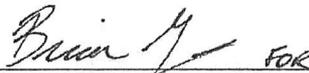
Dear Mr. Howard Clifford:

We are pleased to notify you Maricopa County has awarded your firm a contract to supply services and/or commodities per the subject contract with an effective date of **October 21, 2015**.

In accordance with the bid specifications, purchasing documents will be forwarded to you covering the specific items of this award.

If you have any questions regarding the subject bid serial/contract, please contact **Laura Ayala** at **602-506-3248**.

Sincerely,

  
\_\_\_\_\_  
Laura Ayala, Procurement Officer  
Office of Procurement Services

LA/jl  
Attach.

cc: Office of Procurement Services  
Re: **Serial 15049-S**

**SERIAL 15049 S HVAC SERVICE AND REPAIR**

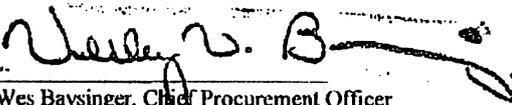
**DATE OF LAST REVISION: January 22, 2016 CONTRACT END DATE: October 31, 2017**

**CONTRACT PERIOD THROUGH OCTOBER 31, 2017**

**TO: All Departments**  
**FROM: Office of Procurement Services**  
**SUBJECT: Contract for HVAC SERVICE AND REPAIR**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **October 21, 2015 (Eff. November 1, 2015)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

  
Wes Baysinger, Chief Procurement Officer  
Office of Procurement Services

LA/mm  
Attach

Copy to: Office of Procurement Services  
Don Jeffery, Facilities Management  
Cynthia Robinson, Department of Transportation

(Please remove Serial 08136-S from your contract notebooks)

**ANDREW'S REFRIGERATION, 5617 E. HILLARY DRIVE, SCOTTSDALE, AZ 85254**

COMPANY NAME: Andrew's Refrigeration Inc.  
 DOING BUSINESS AS (DBA) NAME: \_\_\_\_\_  
 MAILING ADDRESS: 5617 E Hillery Dr. Scottsdale AZ 85254  
 REMIT TO ADDRESS: same  
 TELEPHONE NUMBER: 602-992-9560  
 FACSIMILE NUMBER: 602-992-9570  
 WEB SITE: weareiceonline.com  
 REPRESENTATIVE NAME: Jayson Wagner  
 REPRESENTATIVE TELEPHONE NUMBER: 602-725-0738  
 REPRESENTATIVE E-MAIL: jayson@weareiceonline.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input type="checkbox"/>	<input type="checkbox"/>	
FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document)	0% OF TOTAL BID AMOUNT		
<input checked="" type="checkbox"/> <del>1% 10 DAYS NET 30 DAYS</del> <input checked="" type="checkbox"/> NET 30 DAYS Eff. 01/22/16			

**1<sup>ST</sup> CALL**

<b>Labor Rates: Commercial / Industrial</b>					
Item	Qty	Unit	Price	Total	Notes
Regular Business Hours	1	hour	\$62.00	\$62.00	
After Business Hours	1	hour	\$93.00	\$93.00	
Weekends	1	hour	\$93.00	\$93.00	
Holidays	1	hour	\$93.00	\$93.00	

**1<sup>ST</sup> CALL**

<b>Labor Rates: Residential</b>					
Regular Business Hours	1	hour	\$62.00	\$62.00	Please see all additional required documents uploaded under this section as it is the only space provided . Thank you
After Business Hours	1	hour	\$93.00	\$93.00	
Weekends	1	hour	\$93.00	\$93.00	
Holidays	1	hour	\$93.00	\$93.00	

<b>Additional Pricing:</b>					
Parts Materials and Components - Cost Plus Percentage	1	each	25%	25%	
Any Services Outside the Scope of Work	1	hour	\$62.00	\$62.00	
Training	1	hour	\$62.00	\$62.00	

**ANDREW'S REFRIGERATION, 5617 E. HILLARY DRIVE, SCOTTSDALE, AZ 85254**

PRICING SHEET: NIGP CODE

03113 91017 91036 94155 99247

Terms:

~~1% 10 DAYS NET~~ 30 DAYS NET 30 DAYS Eff. 01/22/16

Vendor Number:

2011000646 0

Certificates of Insurance

Required

Contract Period:

To cover the period ending **October 31, 2017.**

**BEL-AIRE MECHANICAL, INC., 4201 NORTH 47<sup>TH</sup> AVE., PHOENIX AZ 85031**

COMPANY NAME: Bel-Aire Mechanical, Inc.  
 DOING BUSINESS AS (DBA) NAME: \_\_\_\_\_  
 MAILING ADDRESS: 4201 North 47th Avenue, Phoenix, AZ 85031  
 REMIT TO ADDRESS: 4201 North 47th Avenue, Phoenix, AZ 85031  
 TELEPHONE NUMBER: 623-846-8600  
 FACSIMILE NUMBER: 623-846-8700  
 WEB SITE: www.belairemechanical.com  
 REPRESENTATIVE NAME: Howard Clifford  
 REPRESENTATIVE TELEPHONE NUMBER: 623-846-8612  
 REPRESENTATIVE E-MAIL: hclifford@belairemechanical.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document)	n/a% OF TOTAL BID AMOUNT		
<input checked="" type="checkbox"/> NET 30 DAYS			

**5<sup>TH</sup> CALL**

<b>Labor Rates: Commercial / Industrial</b>					
Item	Qty	Unit	Price	Total	Notes
Regular Business Hours	1	hour	\$82.00	\$82.00	
After Business Hours	1	hour	\$115.00	\$115.00	
Weekends	1	hour	\$150.00	\$150.00	
Holidays	1	hour	\$150.00	\$150.00	

**6<sup>TH</sup> CALL**

<b>Labor Rates: Residential</b>					
Item	Qty	Unit	Price	Total	Notes
Regular Business Hours	1	hour	\$82.00	\$82.00	Attached doc Attachment B and also References and certifications of Servicemen.
After Business Hours	1	hour	\$115.00	\$115.00	
Weekends	1	hour	\$150.00	\$150.00	
Holidays	1	hour	\$150.00	\$150.00	

<b>Additional Pricing:</b>					
Item	Qty	Unit	Price	Total	Notes
Parts Materials and Components - Cost Plus Percentage	1	each	19%	19%	
Any Services Outside the Scope of Work	1	hour	\$65.00	\$65.00	
Training	1	hour	\$65.00	\$65.00	

**BEL-AIRE MECHANICAL, INC., 4201 NORTH 47TH AVE., PHOENIX AZ 85031**

PRICING SHEET: NIGP CODE            03113 91017 91036 94155 99247

Terms:                                    NET 30 DAYS

Vendor Number:                        W000001391 X

Certificates of Insurance            Required

Contract Period:                        To cover the period ending **October 31, 2017.**

**DELTA BAP, 16614 N. 40<sup>TH</sup> DRIVE, PHOENIX, AZ 85053**

COMPANY NAME: delta bap  
 DOING BUSINESS AS (DBA) NAME: delta bap  
 MAILING ADDRESS: 16614 n 40th dr., phoenix, az 85053  
 REMIT TO ADDRESS: 16614 n 40th dr., phoenix, az 85053  
 TELEPHONE NUMBER: 6027956014  
 FACSIMILE NUMBER: 6027956188  
 WEB SITE: www.deltabap.com  
 REPRESENTATIVE NAME: Ivo Draginov  
 REPRESENTATIVE TELEPHONE NUMBER: 6026220397  
 REPRESENTATIVE E-MAIL: ivo@deltabap.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) 0% OF TOTAL BID AMOUNT			
<input checked="" type="checkbox"/> NET 30 DAYS			

**4<sup>TH</sup> CALL**

<b>Labor Rates: Residential</b>				
Regular Business Hours	1	hour	\$69.00	\$69.00
After Business Hours	1	hour	\$89.00	\$89.00
Weekends	1	hour	\$105.00	\$105.00
Holidays	1	hour	\$105.00	\$105.00

<b>Additional Pricing:</b>				
<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Price</b>	<b>Total</b>
Parts Materials and Components - Cost Plus Percentage	1	each	10%	10%
Any Services Outside the Scope of Work	1	hour	\$74.00	\$74.00
Training	1	hour	\$74.00	\$74.00

PRICING SHEET: NIGP CODE 03113 91017 91036 94155 99247

Terms: NET 30 DAYS

Vendor Number: W000009342 X

Certificates of Insurance Required

Contract Period: To cover the period ending **October 31, 2017.**

**JOHNSON CONTROLS, INC., 2032 W. 4<sup>TH</sup> STREET, TEMPE AZ 85281**

COMPANY NAME: Johnson Controls, Inc.  
 DOING BUSINESS AS (DBA) NAME: Same  
 MAILING ADDRESS: 2032 West 4th Street, Tempe, AZ 85281  
 REMIT TO ADDRESS: Johnson Controls, Inc.,  
P O Box 730068, Dallas, TX 75373  
 TELEPHONE NUMBER: 480-517-3543  
 FACSIMILE NUMBER: 480-967-5213  
 WEB SITE: www.jci.com  
 REPRESENTATIVE NAME: Gary H. Whetstone  
 REPRESENTATIVE TELEPHONE NUMBER: 602-550-1279  
 REPRESENTATIVE E-MAIL: Gary.H.Whetstone@jci.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

NET 30 DAYS

**6<sup>TH</sup> CALL**

<b>Labor Rates: Commercial / Industrial</b>					
Item	Qty	Unit	Price	Total	Notes
Regular Business Hours	1	hour	\$105.00	\$105.00	Industrial HVAC work
After Business Hours	1	hour	\$157.50	\$157.50	Industrial HVAC Work
Weekends	1	hour	\$210.00	\$210.00	Industrial HVAC Work
Holidays	1	hour	\$210.00	\$210.00	Industrial HVAC Work

**7<sup>TH</sup> CALL**

<b>Labor Rates: Residential</b>					
Item	Qty	Unit	Price	Total	Notes
Regular Business Hours	1	hour	\$90.00	\$90.00	Light Commercial HVAC work
After Business Hours	1	hour	\$135.00	\$135.00	Light Commercial HVAC work
Weekends	1	hour	\$180.00	\$180.00	Light Commercial HVAC work
Holidays	1	hour	\$180.00	\$180.00	Light Commercial HVAC work

<b>Additional Pricing:</b>					
Parts Materials and Components - Cost Plus Percentage	1	each	25%	25%	
Any Services Outside the Scope of Work	1	hour	\$90.00	\$90.00	Pricing shown is for Light Commercial HVAC work on Regular working hours. Industrial HVAC work on regular working hours is \$105.00/ hour

**JOHNSON CONTROLS, INC., 2032 W. 4TH STREET, TEMPE AZ 85281**

Training	1	hour	\$90.00	\$90.00	Pricing shown is for light Commercial HVAC training. For Industrial HVAC training this rate would be \$90.00/ hour on regular working hours
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PRICING SHEET: NIGP CODE                    03113 91017 91036 94155 99247

Terms:    NET 30 DAYS

Vendor Number:                                2011001105 0

Certificates of Insurance                    Required

Contract Period:                                To cover the period ending **October 31, 2017.**

**SUN MECHANICAL CONTRACTING, 3951 E. COLUMBIA STREET, TUCSON AZ 85714**

COMPANY NAME: Sun Mechanical Contracting  
 DOING BUSINESS AS (DBA) NAME: Sun Mechanical Contracting  
 MAILING ADDRESS: 3951 E. Columbia Street, Tucson, AZ 85714  
 REMIT TO ADDRESS: 3951 E. Columbia Street, Tucson, AZ 85714  
 TELEPHONE NUMBER: (520) 790-3100  
 FACSIMILE NUMBER: (520) 790-5513  
 WEB SITE: www.sunmechanical.net  
 REPRESENTATIVE NAME: David McLain  
 REPRESENTATIVE TELEPHONE NUMBER: (480) 694-8764  
 REPRESENTATIVE E-MAIL: dmclain@sunmechanical.net

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0%
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) **0% OF TOTAL BID AMOUNT**

2% 10 DAYS NET 30 DAYS

**4<sup>TH</sup> CALL**

<b>Labor Rates: Commercial / Industrial</b>				
Item	Qty	Unit	Price	Total
Regular Business Hours	1	hour	\$82.00	\$82.00
After Business Hours	1	hour	\$117.00	\$117.00
Weekends	1	hour	\$117.00	\$117.00
Holidays	1	hour	\$117.00	\$117.00

**2<sup>ND</sup> CALL**

<b>Labor Rates: Residential</b>				
Item	Qty	Unit	Price	Total
Regular Business Hours	1	hour	\$70.00	\$70.00
After Business Hours	1	hour	\$90.00	\$90.00
Weekends	1	hour	\$90.00	\$90.00
Holidays	1	hour	\$90.00	\$90.00

<b>Additional Pricing:</b>				
Parts Materials and Components - Cost Plus Percentage	1	each	30%	30%
Any Services Outside the Scope of Work	1	hour	\$82.00	\$82.00
Training	1	hour	\$82.00	\$82.00

**SUN MECHANICAL CONTRACTING, 3951 E. COLUMBIA STREET, TUCSON AZ 85714**

PRICING SHEET: NIGP CODE            03113 91017 91036 94155 99247

Terms:                                    2% 10 DAYS NET 30 DAYS

Vendor Number:                        2011006467 0

Certificates of Insurance            Required

Contract Period:                        To cover the period ending **October 31, 2017.**

**TRANE U.S. INC., 850 W. SOUTHERN AVE., TEMPE, AZ 85282**

COMPANY NAME: Trane U.S. Inc.  
 DOING BUSINESS AS (DBA) NAME: Trane  
 MAILING ADDRESS: 850 W. Southern Ave., Tempe, AZ 85282  
 REMIT TO ADDRESS: Trane  
P.O. Box 98167, Chicago, IL 60693  
 TELEPHONE NUMBER: (602) 258-9600  
 FACSIMILE NUMBER: (602) 253-3801  
 WEB SITE: www.trane.com  
 REPRESENTATIVE NAME: Jamie C. Batsell  
 REPRESENTATIVE TELEPHONE NUMBER: (602) 502-2439  
 REPRESENTATIVE E-MAIL: jbatsell@trane.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) 0% OF TOTAL BID AMOUNT

1% 10 DAYS NET 30 DAYS

**3<sup>RD</sup> CALL**

<b>Labor Rates: Commercial / Industrial</b>				
<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Price</b>	<b>Total</b>
Regular Business Hours	1	hour	\$75.00	\$75.00
After Business Hours	1	hour	\$112.50	\$112.50
Weekends	1	hour	\$112.50	\$112.50
Holidays	1	hour	\$150.00	\$150.00

**5<sup>TH</sup> CALL**

<b>Labor Rates: Residential</b>				
<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Price</b>	<b>Total</b>
Regular Business Hours	1	hour	\$75.00	\$75.00
After Business Hours	1	hour	\$112.50	\$112.50
Weekends	1	hour	\$112.50	\$112.50
Holidays	1	hour	\$150.00	\$150.00

<b>Additional Pricing:</b>				
Parts Materials and Components - Cost Plus Percentage	1	each	29%	29%
Any Services Outside the Scope of Work	1	hour	\$99.00	\$99.00
Training	1	hour	\$99.00	\$99.00

**TRANE U.S. INC., 850 W. SOUTHERN AVE., TEMPE, AZ 85282**

PRICING SHEET: NIGP CODE           03113 91017 91036 94155 99247  
Terms:                                   1% 10 DAYS NET 30 DAYS  
Vendor Number:                       2011001488 0  
Certificates of Insurance           Required  
Contract Period:                      To cover the period ending **October 31, 2017.**

**UNITED TECHNOLOGIES, 18704 E. CHANDLER HEIGHTS ROAD, QUEEN CREEK, AZ 85142**

COMPANY NAME: United Technologies  
 DOING BUSINESS AS (DBA) NAME: United Technologies  
 MAILING ADDRESS: 18704 E. Chandler Heights Road, Queen Creek, AZ 85142  
 REMIT TO ADDRESS: 18704 E. Chandler Heights Road, Queen Creek, AZ 85142  
 TELEPHONE NUMBER: 480-888-0264  
 FACSIMILE NUMBER: 480-987-2680  
 WEB SITE: www.unitedmechanical.com  
 REPRESENTATIVE NAME: Jose Granado  
 REPRESENTATIVE TELEPHONE NUMBER: 480-888-0264 ext 102  
 REPRESENTATIVE E-MAIL: jose@uni-tech.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) N/A% OF TOTAL BID AMOUNT

NET 30 DAYS

**2<sup>ND</sup> CALL**

<b>Labor Rates: Commercial / Industrial</b>				
Item	Qty	Unit	Price	Total
Regular Business Hours	1	hour	\$69.00	\$69.00
After Business Hours	1	hour	\$99.00	\$99.00
Weekends	1	hour	\$99.00	\$99.00
Holidays	1	hour	\$99.00	\$99.00

**3<sup>RD</sup> CALL**

<b>Labor Rates: Residential</b>				
Item	Qty	Unit	Price	Total
Regular Business Hours	1	hour	\$69.00	\$69.00
After Business Hours	1	hour	\$99.00	\$99.00
Weekends	1	hour	\$99.00	\$99.00
Holidays	1	hour	\$99.00	\$99.00

<b>Additional Pricing:</b>				
Item	Qty	Unit	Price	Total
Parts Materials and Components - Cost Plus Percentage	1	each	20%	20%
Any Services Outside the Scope of Work	1	hour	\$99.00	\$99.00
Training	1	hour	\$99.00	\$99.00

**UNITED TECHNOLOGIES, 18704 E. CHANDLER HEIGHTS ROAD, QUEEN CREEK, AZ  
85142**

PRICING SHEET: NIGP CODE            03113 91017 91036 94155 99247

Terms:                                    NET 30 DAYS

Vendor Number:                        2011006472 0

Certificates of Insurance            Required

Contract Period:                        To cover the period ending October 31, 2017.

## HVAC SERVICE AND REPAIR

### 1.0 INTENT:

- 1.1 The intent of this Solicitation is to provide a source for Repair, Maintenance, Installation, and Retrofit for Heating, Ventilation, and Air Conditioning (HVAC) and Evaporative Cooling Equipment, for the Facilities Management Department (FMD) throughout Maricopa County. Major retrofits and projects will be requested through the use of quotes from all Contractors awarded to this contract, at the time of the project.
- 1.2 Each bidder shall be ranked as First Call, Second Call, and Third Call, so on and so forth. The Contractor of record having the lowest labor rate bid for normal business hours shall be called first by the requesting department for time and materials service work. If the contractor is unable to respond in the time parameters, the requesting agency shall proceed to the next lowest bidder.
- 1.3 Other governmental entities under agreement with the County may have access to services provided hereunder (see also Sections 3.9 and 3.10, below).
- 1.4 The County reserves the right to add additional contractors, at the County's sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County's needs or to ensure adequate competition on any project or task order work.

### 2.0 SPECIFICATIONS:

- 2.1 The work shall consist of repairs, maintenance, retrofitting (replacement of like-for-like with the exception of technology or inadequate performance of the unit), for the following HVAC groups, but not limited to:
- 2.2 Group 1: Residential, 1.5 ton through 20 ton units:
  - 2.2.1 Package air conditioning units
  - 2.2.2 Air conditioning compressors:
    - 2.2.2.1 Hermetic
    - 2.2.2.2 SEMI Hermetic
    - 2.2.2.3 Open Drive Reciprocating
  - 2.2.3 HVAC/split systems/remote condensing units
  - 2.2.4 Evaporative Cooler
- 2.3 Group 2: Commercial/Industrial, 1.5 ton through 250 ton:
  - 2.3.1 Package Air Conditioning Units
  - 2.3.2 Air Washers
  - 2.3.3 Fan Coils & Air Handlers
  - 2.3.4 Gas Fired Heating Systems
  - 2.3.5 Chilled Water Systems
  - 2.3.6 Condenser/chilled water pumps:
    - 2.3.6.1 Centrifugal

- 2.3.6.2 Submersible
- 2.3.6.3 Vertical
- 2.3.6.4 Turbine
- 2.3.7 Cooling towers:
  - 2.3.7.1 Drift Eliminators
  - 2.3.7.2 Spray Nozzles
  - 2.3.7.3 Float Mechanisms
  - 2.3.7.4 Drive Motors, Shafts, and Bearings
  - 2.3.7.5 Fan and Fan Assemblies
- 2.3.8 Variable Air Volume (VAV) units
- 2.3.9 Associated support components:
  - 2.3.9.1 Distribution Piping/Plumbing Including Component Parts
- 2.3.10 Electrical Components and Devices:
  - 2.3.10.1 Contactors
  - 2.3.10.2 Stand Alone Thermostats
  - 2.3.10.3 Magnetic Starters
  - 2.3.10.4 Transmitters
- 2.3.11 Duct:
  - 2.3.11.1 Fabrication, Design And Installation
  - 2.3.11.2 Repair
  - 2.3.11.3 Distribution diffusers
- 2.3.12 Pneumatic Controls:
  - 2.3.12.1 Repair, Replace, Calibrations
  - 2.3.12.2 Repairs to the Pneumatic System
- 2.3.13 Air/Dirt Separator Units
- 2.3.14 Solar Thermal Systems
  - 2.3.14.1 Solar Panel Array
  - 2.3.14.2 Pumps
  - 2.3.14.3 Piping/plumbing including component parts
  - 2.3.14.4 Valves and Valve assemblies

2.3.14.5 Glycol makeup

2.3.14.6 Sensors and relays

2.4 Contractor(s) shall supply all labor, supervision, materials, tools, equipment, and all effort necessary required to repair, retrofit, or replacement of HVAC systems and products used in the residential, commercial, and industrial environments.

2.5 Machinery/equipment that will be rented as additional cost and used indirectly to the HVAC industry for the performance of normal services, such as, but not limited to:

2.5.1 Backhoes

2.5.2 Jackhammers

2.5.3 Concrete cutters

2.5.4 Excavators

2.5.5 Chain hoists

2.5.6 Cranes

2.5.7 These items (and other approved equipment), if rented from a rental contractor, will be allowed the rental charge plus an administrative mark-up cost not to exceed five percent (5%).

2.6 HOURS OF SERVICE:

2.6.1 REGULAR HOURS are between 6:00 AM and 6:00 PM, Monday through Friday, excluding County holidays.

2.6.2 AFTER HOURS is after 6:00 PM and prior to 6:00 AM, Monday through Friday.

2.6.3 WEEKENDS are anytime Saturday or, Sunday.

2.6.4 HOLIDAYS are County Holidays (See County holiday schedule attachment).

2.6.5 Services shall be available 24/7, 365 days per year.

2.6.6 Contractor shall provide 24/7; 365 days per year telephone access, and respond to a call for services within thirty (30) minutes of receipt.

2.7 RESPONSE TIMES:

2.7.1 During REGULAR HOURS, AFTER HOURS, WEEKEND or HOLIDAYS, Contractor shall respond on-site within four (4) hours of receipt of a service request.

2.7.2 If the request is designated by the County as an EMERGENCY, the contractor shall respond on-site within two hours of receipt of a service request regardless of the time of day, WEEKEND or HOLIDAY.

2.8 TRIP CHARGE:

2.8.1 Trip charges are permitted when time and material work is requested at the following sites only:

2.8.1.1 MCSO Lake Aid Stations (Apache, Bartlett, Blue Point, Canyon and Saguaro)

2.8.1.2 County offices located in Gila Bend, AZ

2.8.1.3 County offices located in Buckeye, AZ

2.8.1.4 County offices located in Aguila, AZ

2.8.1.5 Only one trip charge may be charged per service call.

2.8.1.6 If the contractor arrives onsite and is unable to locate a County representative familiar with the work or unable to gain access to the work site, the Contractor may only bill for a trip charge. The Contractor is not authorized to incur nor will the County accepting billing for any labor charges.

2.9 CONTRACTOR REQUIREMENTS:

2.9.1 Contractor(s) shall supply all labor, supervision, materials, tools, equipment, and effort necessary to perform the Scope of Work presented.

2.9.2 The Contractor's service truck fleet and/or warehouse shall carry sufficient supply of repair parts and equipment to perform services per Scope of Work presented.

2.9.3 The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work.

2.9.4 All employees of the Contractor shall wear a company uniform identified with the company name consisting of a minimum of one of the following:

2.9.4.1 Shirt/blouse

2.9.4.2 Vest

2.9.4.3 Cap

2.9.5 No one except authorized employees of the Contractor is allowed on the premises of Maricopa County. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.

2.9.6 The Contractor shall perform the work in a way to minimize disruption to the normal operation of building occupants. Upon completion of work the Contractor shall clean and remove from the job site all debris, materials and equipment associated with the work performed.

2.9.7 Contractor shall adhere to all regulations, rules, ordinances, and standards set by Federal, State, County, and Municipal governments pertaining to safety on the job site.

2.10 BUILDING SECURITY (KEYS):

2.10.1 The Contractor may be provided keys to required County Facilities at the discretion of FMD. Keys may be acquired by:

2.10.2 The Contractor being provided permanent key(s), wherein the Contractor verifies receipt of and accepts responsibility for keys. The keys must be returned at the completion of the work or at the direction of FMD. Keys not returned may cause the County to re-key the ENTIRE building or locations that the set of keys opened with the cost being borne by the Contractor.

- 2.10.3 In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of FMD.
- 2.10.4 The Contractor shall notify FMD within twenty-four (24) hours if any keys are lost, misplaced, stolen or otherwise not within the Contractor's control.
- 2.10.5 Once the Purchase Order is complete, expired, or terminated the Contractor shall immediately return all badges and keys to FMD.

2.11 SALVAGE:

Salvage rights shall be evaluated on a project by project basis by the County and shall be determined prior to incorporation in the contractor's bid price. Salvage rights automatically apply for all work if in the best interest to the County. Salvageable materials without pre-approved contractor salvage rights shall be securely stored and are not to be transported off the site without written permission from Maricopa County. If contractor is given salvage rights, salvageable materials shall be removed daily. No on site storage of contractor's salvaged materials will be permitted.

2.12 INVOICES AND PAYMENTS:

**For Time & Material work, Contractor(s) must provide, at Contractor's own expense, all equipment, expendable shop supplies (rags, cleaners, solvents, gasses, etc.), miscellaneous parts (screws, bolts nuts, small items etc.), tools, etc. necessary to perform all the required services. This shall be all inclusive as "cost of doing business" and as such, be included in the contracted labor rates.**

**Contractor(s) are allowed a one-time Misc. Shop fee charge of up to \$25.00 per work order to cover these types of expenses. Anything beyond the \$25 limit, will be provided at the contractor's own expense.**

**Invoices are required to contain the following information:**

- Company name, address and contact information**
- County bill-to name and contact/requestor information**
- Building Name and Building Number**
- County contract number or**
- County purchase order number**
- Maximo (FMD) service call number**
- Invoice number and date**
- Date of service or delivery**
- Description of Purchase (services performed)**
- Labor breakdown: rate per hour x no. of hours by personnel type**
- Material breakdown: itemized parts list to contain unit price x quantity, indicating mark-ups as contracted)**
- Arrival and completion time**
- Total Amount Due with tax amounts separated. Must also clearly indicate the tax rate being applied**
- Payment Terms**

2.13 CONTRACTOR EMPLOYEE BACKGROUND CHECK:

A background check is required for all Contractor employees providing services to the County. The cost of this service shall be incurred by the County. No Contractor employee may access County property without approval of FMD. Bidders/proposers need to be aware that there may be multiple background checks (Sheriff's Office, County Attorney's Office, Courts as well as Maricopa County general government) to determine if the respondent is acceptable to do business with the County. This applies to (but is not limited to) the company, sub-contractors and employees and the failure to pass these checks shall deem the respondent non-responsible.

2.14 PROJECT WORK AND TIME AND MATERIALS:

- 2.14.1 Project work shall mean work performed on major retrofits/repairs, which, in the best interest of the County, would be more advantageous to be performed as “all inclusive” as opposed to time and materials. Each of the contractors assigned to this contract shall be provided a request for project quote with a detailed Scope of Work. As such, each contractor **MUST** submit a response, with award to the lowest quote of the project. Contractors are not to submit their own project quote sheets. Only County letterhead quote sheets are acceptable. All terms and conditions are those established under this agreement. All additional labor charges outside the Scope of Work are those established on the pricing page of the Contractor.
- 2.14.2 The threshold from time and materials to project work shall be (~~\$5,000~~ **\$10,000**). Exceptions to this shall be emergencies that arise and must be dealt with immediately without the time for project quotes. This figure is not firm fixed. The County reserves the right to adjust this figure to a higher-level if deemed in the best interest of the department.
- 2.14.3 A construction tax may be applied to the total project cost. This is calculated at 65% of the retail tax rate applied to the combined labor and materials associated with project work.
- 2.14.4 The County’s project quote sheet will contain the following information:
  - 2.14.4.1 The contract serial number;
  - 2.14.4.2 Name and address of site;
  - 2.14.4.3 FMD site ID number;
  - 2.14.4.4 Detailed scope of work,
  - 2.14.4.5 Other information relative to the SOW,
  - 2.14.4.6 Line item, project cost,
  - 2.14.4.7 Check box for “will quote” or “will not quote” the project,
  - 2.14.4.8 Deadlines for quote delivery,
  - 2.14.4.9 Signature line for both the County and the Contractor
- 2.14.5 After site review of the project, the Contractor must submit the project quote sheet back to the requestor, either with acceptance and a firm price or decline with a written reason explaining why the project was declined. Contractors who have declined project work three times during a six-month period shall be required to attend a meeting with the Office of Procurement Services and FMD to discuss possible default of contract.
- 2.14.6 The submitted project price quote shall be all-inclusive. Any cost overruns shall be absorbed by the Contractor; or cost savings shall be additional profit. Exceptions shall be changes requested by the County that incur higher project cost and longer delays. All change orders to a project must be in writing, referencing the contract serial number, and approved by FMD (or County user agency if requested by them) prior to any authorization to proceed. Contractor failing to acquire change orders in writing run the risk of incurring these additional costs without payment. ALL contractors shall have an opportunity to quote on project work, and the County user agencies **MUST** ensure all contractors of record for HVAC services receive such documentation.
- 2.14.7 Contractors shall be compensated for additional work requested that is not detailed in the scope at labor rates bid on the pricing page of the Contractor.

2.14.8 This contract may also be used for time and materials work (under \$5,000) and priced per hour as bid in the pricing section. Each bidder shall be ranked as first call, second call, third call, and so forth. The contractor of record having the lowest labor bid shall be called first by the requesting department for time and materials service. If the contractor is unable to respond in the time parameters, the requesting agency shall proceed to the next lowest bidder. If the vendor cannot perform work, the County will not be charges for an evaluation. The County will maintain a rank call log. Consistent decline of service requests by a contractor or consistent non-compliance with response time specifications shall cause the County to review the file and make a determination for default of contract.

2.14.9 TIME AND MATERIALS, LABOR HOUR QUOTES:

2.14.9.1 The Contractor, when submitting a quote to perform a T&M HVAC task, shall use his/her quote as an "estimate". The County will monitor the Contractor's time, ensuring hours spent on each job is verifiable. Only actual hours on the job shall be billed. Exceptions are "project quotes", wherein one price is all-inclusive to perform an entire job.

2.15 DETENTION FACILITIES:

2.15.1 Contractors should be aware to use caution when servicing a detention facility. It shall be a requirement that the Contractor's service vehicle be secured and locked. Tools taken into a detention facility must be monitored and accounted for at all times.

2.15.2 Areas in detention facilities may require the Contractor to make repairs in stages rather than in whole due to the nature of the facility. This should be a consideration when preparing a quote.

2.16 The Contractor shall be responsible for sourcing all HVAC parts/components/units necessary in the repair/replacement of HVAC systems. Exceptions are if in the best interest of the County, to utilize its own HVAC commodity contracts to source said supplies.

2.17 WARRANTY:

Replacement parts/components/units shall be new and with minimum warranty of ninety (90) days, unless longer warranties are available from manufacturers. All labor for repairs shall have a 90-day warranty.

2.18 Contractor must meet all Federal EPA and OSHA guidelines in the proper handling and disposal of refrigerant.

2.19 Repair work for HVAC service shall be performed with the use of one (1) HVAC technician. If needed, Contractor may dispatch a laborer to aid the technician. Any additional technicians or laborers needed for a specific job must be pre-approved by the County user agency.

2.20 TECHNICAL TRAINING TO COUNTY STAFF:

The Contractor(s) may be required to provide technical expertise training in HVAC services. These training sessions will be on-request by applicable County agencies. The training requested may be for old or new technology. The training will be held at a County facility, or if deemed necessary, the Contractors facility. Training aids (i.e., service manuals, mock-up equipment; etc.) shall be provided by the Contractor. The County under a separate purchase order may purchase Service manuals. The Contractor shall be given advance notice to prepare, research, and schedule staff in order to provide an adequate presentation. The cost of this service will be line item priced in the pricing section of the contract. Exceptions: equipment units purchased under project work will be specified in the job scope to include training. Technical training shall be performed during regular business hours.

2.21 Contractor to pay for all connections, installation, use, development, etc. fees and/or charges, and obtain and pay required permits and licenses. These costs to be billed back to the County without mark-up.

2.22 CONTRACTOR QUALIFICATIONS:

2.22.1 Contractor's firm must be in business HVAC service a minimum five (5) years, and completely familiar with the specified requirements and methods needed for proper performance of this contract. Contractor must have a minimum of three (3) fully stocked service vehicles. Proof of these requirements must accompany bid package.

2.22.2 Contractor's technical staff must have CFC certification. Technicians must be thoroughly trained with a minimum of five (5) years' experience in the field of air conditioning and heating, and have Factory Certified Training. Proof of these requirements must accompany bid package.

2.22.3 Contractors shall be licensed by the State of Arizona, Registrar of Contractors, by having an ~~L-39~~ **C-39** license for Air Conditioning ~~and Refrigeration and Solar~~. Copies of license must accompany bid package.

2.22.4 The Contractors service truck fleet shall carry sufficient supply of repair parts and equipment to perform routine HVAC service and repairs, and hot water boiler service and repair. The Contractor shall have a local shop and/or warehouse that stocks parts to keep their trucks supplied daily. As part of the County's due diligence, these requirements shall be verified by FMD via a formal inspection after bid submittals and prior to bid award.

2.22.5 Contractor MUST meet all Federal E.P.A. and O.S.H.A. guidelines in the proper handling and disposal of refrigerants, refrigerant oils, and refrigerant filters/dryers.

2.23 CONTRACTOR REQUIREMENTS:

2.23.1 All service work performed by Contractor shall be to a professional standard, meeting all required city building codes, and susceptible to Facilities Management staff inspection. Documentation, through an audit and feedback system of contract administration shall be used in this contract, by the Facilities Management Department.

2.23.2 The Contractor shall perform the work in a way to minimize disruption to the normal operation of building tenants. Upon completion of work the Contractor is responsible for cleaning and removing from the job site all debris, materials and equipment associated with the work performed, having sign-off by user agency, or Facilities Management.

2.23.3 The Contractor shall make necessary repairs to HVAC units in such a manner that does not damage County property. In the event damage occurs to Maricopa County property, or any adjacent property by reason of any repairs or installations performed under this Contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from the monies due the Contractor.

2.23.4 In the event the work performance of the Contractor is unsatisfactory, the Contractor will be notified by FMD and be given 4 hours to correct the work. Labor for all re-work will be at no cost to the County. Any additional parts replaced shall be billed at contract pricing.

3.0 PURCHASING REQUIREMENTS:

3.1 ACCEPTANCE:

Upon delivery and successful installation, the material(s) shall be deemed accepted and the warranty period shall begin. All documentation shall be completed prior to final acceptance.

3.2 FACTORY AUTHORIZED SERVICE AVAILABILITY:

The Contractor shall have and maintain a local factory authorized service facility within the Phoenix, Arizona metropolitan area. The facility shall be capable of supplying and installing component parts, troubleshooting, repairing and maintaining the material(s). Minimum service hours shall be from 8:00 A.M. through 5:00 P.M., Arizona Time, Monday through Friday.

3.3 USAGE REPORT:

The Contractor shall furnish the County a usage report upon request delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

~~3.4 INVOICES AND PAYMENTS:~~

~~3.4.1 Invoices are required to contain the following information:~~

- ~~3.4.1.1 Company name, address and contact~~
- ~~3.4.1.2 County bill to name and contact information~~
- ~~3.4.1.3 Building Name and Building Number~~
- ~~3.4.1.4 County purchase order number~~
- ~~3.4.1.5 Maximo (FMD) service call number~~
- ~~3.4.1.6 Invoice number and date~~
- ~~3.4.1.7 Date of service or delivery~~
- ~~3.4.1.8 Description of Purchase (services performed)~~
- ~~3.4.1.9 Pricing per unit of purchase~~
- ~~3.4.1.10 Extended price~~
- ~~3.4.1.11 Arrival and completion time~~
- ~~3.4.1.12 Total Amount Due~~

3.4.2 Billable Parts Pricing:

3.4.2.1 All parts sold to the County MUST be itemized and priced in one of two formats:

3.4.2.1.1 Priced separately as:

- 3.4.2.1.1.1 Contractor's cost, then cost + percentage price (i.e., \$25.00 [contractor's cost] \$30.00 [cost + percentage]), or
- 3.4.2.1.1.2 Parts priced singularly (contractor's cost + percentage, i.e., \$30.00), with a statement at the bottom of invoice that states "The above parts pricing reflects XX% over cost."

3.4.3 Invoicing for project work must contain:

- 3.4.3.1 Contract serial number;
- 3.4.3.2 Purchase order number (If used);
- 3.4.3.3 Terms as bid;
- 3.4.3.4 Description of work performed;
- 3.4.3.5 Location of job site and FMD site number);
- 3.4.3.6 Project cost as quoted;
- 3.4.3.7 Applicable construction tax if required (65% of retail tax rate);
- 3.4.3.8 Grand total;
- 3.4.3.9 Attached to the invoice must be the project quote sheet and all change orders.

3.4.4 Invoicing that does not have all the required information as listed above, will be sent back for corrections, delaying payment to the Contractor.

- 3.4.5 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.
- 3.4.6 Payment may be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).
- 3.4.7 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.5 APPLICABLE TAXES:

- 3.5.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.
- 3.5.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.
- 3.5.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.6 TAX (SERVICES):

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.7 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

3.8 POST AWARD MEETING:

The Contractor may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

3.9 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a

solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please state so** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

**3.10 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's):**

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

**3.11 VOLUNTARY EMPLOYEE DISCOUNTS:**

3.11.1 Contractors may voluntarily offer discounts to County employees for products or services provided under this contract. Whether a Contractor offers or does not offer an employee discount is not a factor in nor considered in the evaluation of responses to this solicitation.

3.11.2 Any discount offered is part of a commercial transaction between the contractor and the individual County employee, the County is not a party to the transaction. Any disputes or issue that arises from an individual commercial transaction between the contractor and an individual County employee is a matter between the Contractor and the employee. If a discount is offered, the terms will be announced to County employees.

**4.0 CONTRACTUAL TERMS & CONDITIONS:**

**4.1 CONTRACT TERM:**

This Invitation for Bid is for awarding a firm, fixed-price purchasing contract to cover a term of two (2) years.

**4.2 OPTION TO RENEW:**

The County may, at its option and with the concurrence of the Contractor, renew the term of this Contract up to a maximum of Four (4) additional years. (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Office of Procurement Services of the County's intention to renew the contract term at least thirty (60) calendar days prior to the expiration of the original contract term..

**4.3 PRICE ADJUSTMENTS:**

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract annual anniversary date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

**4.4 FUEL COST PRICE ADJUSTMENT:**

4.4.1 This provision provides for limited increased or decreased costs of motor fuels (fuels) used to perform services under this Contract. This provision does not apply to burner fuel (i.e. propane, natural gas, fuel oil, used motor oil). It applies to motor fuel only. Fuel cost adjustments may be either positive or negative. A positive fuel cost adjustment will result in an increase in payments to Contractor while a negative fuel cost adjustment will result in a decrease in payments to Contractor.

- 4.4.2 This provision is intended to minimize risk to both parties to this Contract due to fuel cost fluctuations that may occur during the term of this Contract. This provision is not designed to estimate actual quantities of fuel used in providing services under this Contract, but to provide a reasonable basis for calculating a fuel cost adjustment based on average conditions.
- 4.4.3 Application of this provision will come into effect upon Contractor submittal of a fuel cost adjustment request. A request may be submitted only when the increased cost of fuel, established as a percentage of total contract price (base fuel cost) upon award of this Contract, exceeds ten (10%) percent of the base fuel cost. The Contractor may request a fuel surcharge no more than four (4) times annually, during the month(s) of March, June, September and December. The request must be submitted no later than the tenth (10<sup>th</sup>) of the month. Any surcharge shall be effective the first of the following month after receipt and approval. The date of County approval of a fuel cost adjustment request shall become the base date for any future Contractor adjustment requests.
- 4.4.4 Contractor shall include, as part of its price bid, the percentage of total contract price fuel represents (e.g., fuel cost equals 10% of Contractor cost) (see also, Attachment A, Vendor Information). This percentage will represent and establish the base fuel cost for this Contract. The base fuel cost shall be established as the due date for submission of proposals for this Contract. All subsequent fuel cost adjustments shall be based upon the date the County approves a Contractor's request for fuel cost adjustment (e.g. fuel cost adjustment approved by County on January 1, 2006, January 1, 2006 becomes base date for any next Contractor request for adjustment).
- 4.4.5 Fuel Cost Application Requirement. The Contractor must provide documentation including type of motor fuel and fuel invoices with price of the fuel used in providing services under this Contract, from the month bids were due and the month of the cost adjustment request, with any fuel cost adjustment application. The fuel cost adjustment application must be completed with all applicable data, and signed by the Contractor. Any cost adjustment will be calculated by the County by using the bureau of Labor Statistics, Producer Price Index for Gasoline – WPU0571 and #2 Diesel Fuel – WPO57303 (<http://data.bls.gov/cgi-bin/surveymost?wp>).
- 4.4.6 The fuel surcharge shall be based on the current quarterly index of the West Coast (PADD5) Diesel (On-Highway)-All Types or Reformulated Areas Gasoline compared to the previous quarterly index period as reported on the Energy Information Administration (EIA) website: <http://www.eia.doe.gov/>
- 4.4.7 The computation of the fuel surcharge amount shall be determined as follows:
- 4.4.7.1 The fuel cost component from Attachment A (vendor information) of the Contract with Maricopa County, multiplied by the percent of change indicated by the EIA report from the previous index period.
- 4.4.7.2 Upon agreement by the County to the surcharge, the County shall issue written approval of the change prior to any adjusted invoicing submitted for payment.
- 4.4.7.3 The surcharge shall be added as a separate line item to the invoice.
- 4.5 INDEMNIFICATION:
- 4.5.1 To the fullest extent permitted by law, and to the extent that claims, damages, losses or expenses are not covered and paid by insurance purchased by the Contractor, the Contractor shall defend indemnify and hold harmless the County (as Owner), its agents, representatives, agents, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including, but not limited to attorneys' fees, court costs, expert witness fees, and the costs and attorneys' fees for appellate proceedings)

arising out of, or alleged to have resulted from the negligent acts, errors, omissions, or mistakes relating to the performance of this Contract.

- 4.5.2 Contractor's duty to defend, indemnify, and hold harmless the County, its agents, representatives, agents, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death or injury to, impairment of, or destruction of tangible property, including loss of use resulting there from, caused by negligent acts, errors, omissions, or mistakes in the performance of this Contract, but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, any one directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.
- 4.5.3 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
- 4.5.4 The scope of this indemnification does not extend to the sole negligence of County.
- 4.5.5 Each Party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of the negligent performance of this Agreement, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

4.6 INSURANCE:

- 4.6.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.
- 4.6.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.
- 4.6.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.
- 4.6.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.
- 4.6.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 4.6.6 The insurance policies required by this Contract, except Workers' Compensation and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

4.6.7 The policies required hereunder, except Workers' Compensation and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

4.6.8 COMMERCIAL GENERAL LIABILITY:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for premises liability, bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provisions which would serve to limit third party action over claims. There shall be no endorsement or modifications of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

4.6.9 AUTOMOBILE LIABILITY:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services or use or maintenance of the Premises under this Contract.

4.6.10 WORKERS' COMPENSATION:

4.6.10.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

4.6.10.2 Contractor, its contractors and its subcontractors waive all rights against Contract and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor, its contractors and its subcontractors pursuant to this Contract.

4.6.11 CERTIFICATES OF INSURANCE:

4.6.11.1 Prior to Contract AWARD, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.6.11.2 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

4.6.11.3 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

**4.6.12 CANCELLATION AND EXPIRATION NOTICE:**

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

**4.7 ORDERING AUTHORITY:**

4.7.1 Any request for purchase of product(s) shall be accompanied by a valid purchase order, issued by Office of Procurement Services, a Purchase Order issued by the using Department or direction by a Certified Agency Procurement Aid (CAPA) with a Purchase Card for payment.

**4.8 REQUIREMENTS CONTRACT:**

4.8.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

4.8.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor for actual and documentable costs incurred by the Contractor in response to the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

4.8.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders from the County Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

**4.9 SUSPENSION OF WORK:**

The Procurement Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time that the Procurement Officer determines appropriate for the convenience of the County. No adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor. No request for adjustment under this clause shall be granted unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the contract.

**4.10 STOP WORK ORDER:**

The Procurement Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Procurement Officer shall either—

4.10.1 Cancel the stop-work order; or

4.10.2 Terminate the work covered by the order as provided in the Termination for Default or the Termination for Convenience of the County clause of this contract.

4.10.3 The Procurement Officer may make an equitable adjustment in the delivery schedule and/or contract price, or otherwise, and the contract shall be modified, in writing, accordingly, if the Contractor demonstrates that the stop work order resulted in an increase in costs to the Contractor.

4.11 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

4.12 TERMINATION FOR DEFAULT:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

4.12.1 Deliver the supplies or to perform the services within the time specified in this contract or any extension;

4.12.2 Make progress, so as to endanger performance of this contract; or

4.12.3 Perform any of the other provisions of this contract.

4.12.4 The County's right to terminate this contract under these subparagraphs may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.

4.13 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.14 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

4.15 SUBCONTRACTING:

4.15.1 The Contractor may not assign to another Contractor or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

4.15.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor,

who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

4.15.3 Should the prime contractor require work outside of their own competency and expertise, they may then use a subcontractor to perform such work. Examples would be, but not limited to: concrete cutting, underground detection, asbestos removal, or concrete removal and reinstallation. In these examples, the work is not HVAC in nature, and therefore the subcontractor may perform the services and bill at the prevailing rate for the service. In this case, the subcontractors accepted charges shall be paid by the prime, and invoiced to the County.

4.15.4 Additionally, insurance and bonding requirements as outlined in this contract shall be a requirement of the subcontractor.

4.16 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Office of Procurement Services shall be responsible for approving all amendments for Maricopa County.

4.17 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

4.18 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

4.18.1 In accordance with section MCI 371 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy, and make use of, any and all said materials.

4.18.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.18.3 If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future invoices, request for credit, request for a check or deduction from current billings submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.

4.19 VALIDITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of the Contract.

4.20 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

4.21 RELATIONSHIPS:

4.21.1 In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

4.21.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by the County.

4.22 NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website <http://azmemory.azlibrary.gov/cdm/singleitem/collection/execorders/id/680/rec/1> which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

4.23 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

4.23.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

4.23.1.1 is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

4.23.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.23.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

4.23.1.4 Have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

4.23.2 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

4.24 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

4.24.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

4.24.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 4.24 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

4.25 CONTRACTOR LICENSE REQUIREMENT:

4.25.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Office of Procurement Services and the using agency of any and all changes concerning permits, insurance or licenses.

4.25.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

4.26 INFLUENCE

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any unethical conduct may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

4.26.1 A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,

- 4.26.2 That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.

If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.

4.27 PUBLIC RECORDS:

All Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection after Contract award and execution, except for such Offers deemed to be confidential by the Office of Procurement Services. If an Offeror believes that information in its Offer should remain confidential, it shall indicate as confidential, the specific information in its offer and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code and the Arizona Public Records Law.

~~5.0 FACILITIES MANAGEMENT OPERATION REQUIREMENT~~

~~5.1 HOURS OF SERVICE:~~

- ~~5.1.1 REGULAR HOURS are between 6:00 AM and 6:00 PM, Monday through Friday, excluding County holidays.~~
- ~~5.1.2 AFTER HOURS is after 6:00 PM and prior to 6:00 AM, Monday through Friday.~~
- ~~5.1.3 WEEKENDS are anytime Saturday or Sunday.~~
- ~~5.1.4 HOLIDAYS are County Holidays (See County holiday schedule attachment).~~
- ~~5.1.5 Services shall be available 24/7, 365 days per year.~~
- ~~5.1.6 Contractor shall provide 24/7; 365 days per year telephone access, and respond to a call for services within thirty (30) minutes of receipt.~~

~~5.2 RESPONSE TIMES:~~

- ~~5.2.1 During REGULAR HOURS, AFTER HOURS, WEEKEND or HOLIDAYS, Contractor shall respond on site within four (4) hours of receipt of a service request.~~
- ~~5.2.2 If the request is designated by the County as an EMERGENCY, the contractor shall respond on site within two hours of receipt of a service request regardless of the time of day, WEEKEND or HOLIDAY.~~

~~5.3 TRIP CHARGE:~~

~~Trip charges are permitted when time and material work is requested at the following sites only:~~

- ~~5.3.1 MCSO Lake Aid Stations (Apache, Bartlett, Blue Point, Canyon and Saguaro)~~
- ~~5.3.2 County offices located in Gila Bend, AZ~~
- ~~5.3.3 County offices located in Buckeye, AZ~~
- ~~5.3.4 County offices located in Aguila, AZ~~
- ~~5.3.5 Only one trip charge may be charged per service call.~~

- 5.3.6 ~~If the contractor arrives onsite and is unable to locate a County representative familiar with the work or unable to gain access to the work site, the Contractor may only bill for a trip charge. The Contractor is not authorized to incur nor will the County accepting billing for any labor charges.~~

~~5.4~~ ~~CONTRACTOR REQUIREMENTS:~~

- 5.4.1 ~~Contractor(s) shall supply all labor, supervision, materials, tools, equipment, and effort necessary to perform the Scope of Work presented.~~
- 5.4.2 ~~The Contractor's service truck fleet and/or warehouse shall carry sufficient supply of repair parts and equipment to perform services per Scope of Work presented.~~
- 5.4.3 ~~The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work.~~
- 5.4.4 ~~All employees of the Contractor shall wear a company uniform identified with the company name consisting of a minimum of one of the following:~~
  - 5.4.4.1 ~~Shirt/blouse~~
  - 5.4.4.2 ~~Vest~~
  - 5.4.4.3 ~~Cap~~
- 5.4.5 ~~No one except authorized employees of the Contractor is allowed on the premises of Maricopa County. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.~~
- 5.4.6 ~~The Contractor shall perform the work in a way to minimize disruption to the normal operation of building occupants. Upon completion of work the Contractor shall clean and remove from the job site all debris, materials and equipment associated with the work performed.~~
- 5.4.7 ~~Contractor shall adhere to all regulations, rules, ordinances, and standards set by Federal, State, County, and Municipal governments pertaining to safety on the job site.~~

~~5.5~~ ~~BUILDING SECURITY (KEYS):~~

- 5.5.1 ~~The Contractor may be provided keys to required County Facilities at the discretion of FMD. Keys may be acquired by:~~
- 5.5.2 ~~The Contractor being provided permanent key(s), wherein the Contractor verifies receipt of and accepts responsibility for keys. The keys must be returned at the completion of the work or at the direction of FMD. Keys not returned may cause the County to re-key the ENTIRE building or locations that the set of keys opened with the cost being borne by the Contractor.~~
- 5.5.3 ~~In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of FMD.~~
- 5.5.4 ~~The Contractor shall notify FMD within twenty four (24) hours if any keys are lost, misplaced, stolen or otherwise not within the Contractor's control.~~
- 5.5.5 ~~Once the Purchase Order is complete, expired, or terminated the Contractor shall immediately return all badges and keys to FMD.~~

~~5.6 SALVAGE:~~

~~Salvage rights shall be evaluated on a project by project basis by the County and shall be determined prior to incorporation in the contractor's bid price. Salvage rights automatically apply for all work if in the best interest to the County. Salvageable materials without pre approved contractor salvage rights shall be securely stored and are not to be transported off the site without written permission from Maricopa County. If contractor is given salvage rights, salvageable materials shall be removed daily. No on-site storage of contractor's salvaged materials will be permitted.~~

~~5.7 INVOICES AND PAYMENTS:~~

~~5.7.1 For Time & Material work, Contractor(s) must provide, at Contractor's own expense, all equipment, expendable shop supplies (rags, cleaners, solvents, gasses, etc.), miscellaneous parts (screws, bolts nuts, small items etc.), tools, etc. necessary to perform all the required services. This shall be all inclusive as "cost of doing business" and as such, be accounted for in the contracted labor rates.~~

~~Invoices are required to contain the following information:~~

- ~~5.7.2 Company name, address and contact information~~
- ~~5.7.3 County bill to name and contact/requestor information~~
- ~~5.7.4 Building Name and Building Number~~
- ~~5.7.5 County purchase order number~~
- ~~5.7.6 County contract number~~
- ~~5.7.7 Maximo (FMD) service call number~~
- ~~5.7.8 Invoice number and date~~
- ~~5.7.9 Date of service or delivery~~
- ~~5.7.10 Description of Purchase (services performed)~~
- ~~5.7.11 Labor breakdown (rate per hour x personnel type)~~
- ~~5.7.12 Material breakdown. Itemized parts list to contain (unit price x quantity, indicating mark-ups as contracted)~~
- ~~5.7.13 Arrival and completion time~~
- ~~5.7.14 Total Amount Due with tax amounts separated. Must also clearly indicate the tax rate being applied~~
- ~~5.7.15 Payment Terms~~

~~5.8 CONTRACTOR EMPLOYEE BACKGROUND CHECK:~~

~~A background check is required for all Contractor employees providing services to the County. The cost of this service shall be incurred by the County. No Contractor employee may access County property without approval of FMD.~~

EXHIBIT B  
TO  
COOPERATIVE PURCHASING AGREEMENT  
BETWEEN  
THE TOWN OF FOUNTAIN HILLS  
AND  
BEL-AIRE MECHANICAL, INC.

[Proposal]

See following pages.



December 3, 2014

Mr. Raymond Rees  
Facilities/Environmental Supervisor  
Town of Fountain Hills  
16705 E. Avenue of the Fountains  
Fountain Hills, AZ 85268

Reference: Replacement of Cooling Tower #1

Belaire Mechanical is pleased to provide this proposal to provide materials, labor and subs to replace cooling tower # 1 per the following scope of work:

Project Scope

- Lockout/tag out Tower
- Disconnect Piping & Electrical from Tower
- Using a local crane service remove and dispose of Tower
- Supply and set new Tower into place
- Seal Tower as necessary
- Re-use existing Electrical Feed (making modifications as necessary)
- Wire in to existing starter
- Fabricate and install carbon steel spool pieces for proper condenser water connections
- Perform Start-up as per factory requirements
  - Check motor rotation
  - Check and adjust Belt Deflection
  - Tighten all Electrical Connections
  - Grease bearings

Proposed Equipment

- Baltimore Aircoil Co. Model S15E-1285-06KN, Induced Draft, Crossflow Cooling Tower
- CTI Certified Thermal Performance
- 10 HP TEAO Premium Efficiency Inverter Duty Motor
- One Speed/One Winding 460/3/60
- G354Steel Panels and Structural
- PVC Fill and Drift Eliminators
- External Service Platform w/ Ladder and Safety Cage, Internal Walkway

The cost for the above referenced proposal will be .....\$47,698.00  
This includes materials, labor, subs and applicable sales taxes.

Exclusions: Premium labor, structural supports, painting and any work not mentioned in the above scope.