STATE OF ARIZONA
ARIZONA CORRECTIONAL INDUSTRIES
FAX ON DEMAND

ARIZONA CORRECTIONAL INDUSTRIES
3701 WEST CAMBRIDGE
Phoenix, Arizona 85009
602-272-7600
FAX: 602-255-3108

SOLICITATION NUMBER:	J5-004
SOLICITATION DUE DATE/TIME:	OCTOBER 18, 2004 AT 10:00 A.M., M.S.T.
SUBMITTAL LOCATION:	ARIZONA CORRECTIONAL INDUSTRIES 3701 WEST CAMBRIDGE PHOENIX, ARIZONA 85009
DESCRIPTION:	LEASE OF A SEMI TRACTOR WITH A 48' FLATBED TRAILER

In accordance with A.R.S.§ 41-2533, competitive sealed bids or faxes for the materials of services specified will be received by ARIZONA CORRECTIONAL INDUSTRIES at the above-specified location, until the time and date cited. Bids received by the correct time and date will be opened, and the name of each offeror and the amount of the offer will be publicly read.

Offers must be in the actual possession of ARIZONA CORRECTIONAL INDUSTRIES on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be in a sealed envelope or faxed copy with the Solicitation Number and the offeror's name and address clearly indicated on the envelope. All offers must be completed in black ink or typewritten. Additional instructions for preparing an offer are included in this solicitation.

People with disabilities may request special accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Request for special accommodations should be made as early as possible. Such requests are to be addressed to the contact person for this solicitation.

OFFERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

Solicitation Contact Person:

Vicki Fitzpatrick

VICKI FITZPATRICK, Purchasing Manager

10-07-04

Date

Phone: 602-272-7600, EXT. 235

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	SPECIAL INSTRUCTIONS TO OFFERORS	ARIZONA CORRECTIONAL INDUSTRIES 3701 WEST CAMBRIDGE Phoenix, Arizona 85009 602-272-7600 FAX: 602-255-3108
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1.0 Bids must be submitted BY FAX or in a SEALED ENVELOPE WITH BID INVITATION NUMBER and the bidder's name and address clearly indicated on the envelope.

1.1 All bids must be completed in BLACK INK OR TYPEWRITTEN and all required documents are to be returned by the time and date indicated.

1.2 VENDORS SHALL REFERENCE BID J5-004 ON THE OUTSIDE OF THE RESPONSE ENVELOPE. If the Bid Number is not on the response envelope, ARIZONA CORRECTIONAL INDUSTRIES cannot guarantee proper handling of your Bid.

1.3 Send or Fax Bid Response:

Arizona Correctional Industries
Attention: Vicki Fitzpatrick
3701 West Cambridge Avenue
Phoenix, Arizona 85009
FAX (602) 255-3108

	SPECIAL TERMS AND CONDITIONS	ARIZONA CORRECTIONAL INDUSTRIES 3701 WEST CAMBRIDGE Phoenix, Arizona 85009 602-272-7600 FAX: 602-255-3108
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2.0 **Purpose:**

The purpose of this contract is to lease a semi tractor with a 48' flatbed trailer to haul loads to Kingman.

2.1 **Authority:**

This Solicitation is issued under the authority of the Purchasing Manager. Any contract entered into is the result of an award issued under the same authority. No alteration of any portion of the Solicitation, any resultant contract, any item or services awarded, or any other agreement that is based upon this Solicitation may be made without express written approval of the Purchasing Manager in the form of an official contract amendment. Any attempt to alter any documents on the part of any ordering agency or contractor is a violation of the contract and the State of Arizona Procurement Code. Any such actions is subject to legal and contractual remedies available to the State inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.

2.2 **Offer Acceptance Period:**

In order to allow for an adequate evaluation, the State requires an offer in response to this Solicitation to be valid and irrevocable for one hundred and twenty (120) days after the opening time and date.

2.3 **Shipping Terms:**

Prices shall be **F.O.B. Destination** to the delivery location designated herein. Contractor shall retain title and control of all goods until they are delivered and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. All claims for visible or concealed damage shall be filed by the contractor. The State will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.

2.4 **Warranty:**

All products supplied under this specification shall be fully guaranteed by the contractor for a minimum period of one (1) year from the date of acceptance by the State. Any defects of design, workmanship, or materials that would result in noncompliance with the contract specifications, shall be fully corrected by the contractor without cost to the State. Any bid submitted must include written warranty. Failure to include this information may result in the bid being rejected.

2.5 **Brand Names:**

Any manufacturer's names, trade names, brand names, or catalog numbers used in the Specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but to establish the quality, design or performance that is desired. Any bid which proposes like quality, design or performance which is desired will be considered.

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2.6 **Bid Opening:**

The FAX-ON-DEMAND BID shall be opened on the date and time, and at the place designated on the cover page of this document, unless amended in writing by Arizona Correctional Industries. The name of each offeror and the bid price shall be read at this time.

2.7 **Evaluation:**

2.7.1 Cost consideration

2.7.2 Conformity with scope of work

2.7.3 Terms and Conditions of Bid

2.8 **Term of Contract:**

2.8.1 The term of this lease is a month to month basis estimating approximately a three (3) to four (4) month period and the contract shall not exceed one (1) year.

2.9 **Cancellation:**

The State reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The State will issue written notice to the contractor for acting or failure to act as in any of the following:

2.9.1 The contractor provides a component that does not meet the specifications of the contract;

2.9.2 The contractor fails to adequately perform the services set forth in the Specifications of the contract;

2.9.3 The contractor fails to make progress in the performance of the contract and/or gives the State reason to believe that the contractor will not or cannot perform to the requirements of the contract.

2.9.4 Upon receipt of the written notices of concern, the contractor shall have ten (10) days to provide a satisfactory response to the State. Failure on the part of the contractor to adequately address all issues of concern may result in the State resorting to any single or combination of the following remedies:

2.9.5 Cancel any contract:

2.9.5.1 Reserve all rights or claims to damage for breach or any covenants of the contract;

2.9.5.2 Perform any test or analysis on equipment for compliance with the specifications of the contract. If the results of any test or analysis finds a component noncompliant with the specifications, the actual expense of testing shall be born by the contractor;

2.9.5.3 In case of default, the State reserves the right to purchase a component, or to complete the required work in accordance with the Arizona Procurement Code. The State may recover any actual excess costs from the contractor by:

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- Deduction from an unpaid balance;
- Collection against the bid;
- Any combination of the above or any other remedies as provided by law.

3.0 **Taxes:**

Prices offered shall not include applicable State and local taxes. The State will pay all applicable taxes. Taxes must be listed as a separate item on the invoice(s).

3.1 **Contract Type:**

This shall be a fixed price contract.

3.2 **Pricing:**

The offeror must submit a fixed bid as described in the Scope of Work and as may be amended by the soliciting authority. All prices shall be F.O.B. Phoenix, Arizona.

3.3 **Safety Standards:**

All items supplied on this contract must comply with the current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, The National Electric Code, The National Fire Protection Association Standards and Environmental Protection Agency.

3.4 **Notice Warning**:

Any person who takes into or out of or attempts to take into or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility, shall be prosecuted under the provisions of the Arizona Revised Statues. All persons, including employees and visitors, entering upon these confines are subject to routine searches of their persons, vehicles, property or packages.

Definition A.R.S.§ 13-2501:

3.5 **Contraband**:

Contraband means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use or of possession would endanger the safety, security or preservation of order in a correctional facility or any person therein. (Any other article includes any substance, which could cause abnormal behavior, i.e., marijuana, nonprescription medication, etc.)

3.5.1 Promoting prison contraband A.R.S. § 13-2505:

A person, not otherwise authorized by law, commits promoting prison contraband:

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- By knowingly taking contraband into a correctional facility or the grounds of such a facility; or
- By knowingly conveying contraband to any persons confined in a correctional facility; or
- By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility.

3.5.2 Promoting Prison Contraband is a Class 5 felony.

4.1 **Invoices/Payments**

4.1.1 The Contractor shall prepare an invoice for payment after completing each technical manual. The invoice may be sent or delivered to the Finance and Accounting Department to the attention of the Controller of ACI at:

Arizona Correctional Industries
3701 West Cambridge
Phoenix, Arizona 85009

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5.0 **Scope of Work**:

The vendor is requested to provide pricing to supply a lease semi tractor with a 48' flatbed trailer to Arizona Correctional Industries. Arizona Correctional Industries intends to use the equipment to haul loads of furniture from Florence, Arizona to Kingman, Arizona. The lease period is a month to month basis estimating approximately a three (3) to four (4) month period not to exceed one (1) year.

5.1 **Standard of Specifications:**

5.1.1 Vehicle must have current DOT inspection and current licenses
5.1.2 Vehicle shall pass all national safety requirements

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Submit this form with an original signature to Arizona Correctional Industries.

The undersigned hereby offers and agrees to furnish the materials, service or construction in compliance with all terms, conditions, specifications and amendments in the solicitation.

Arizona Transaction (Sales) Privilege Tax

License No.: _____

Federal Employer Identification

No.: _____

_____
Company Name

_____
Address

_____
City State Zip

For clarification of this offer, contact:

Name: _____

Phone: _____

FAX: _____

_____
Signature of Person Authorized to Sign Offer

_____
Printed Name

_____
Title

OFFER ACCEPTANCE AND CONTRACT AWARD (For State of Arizona use only)

Your Offer is hereby accepted as described in the Notice of Award.

The Contractor is now bound to perform based upon the solicitation and the Contractor's offer as accepted by the State.

This contract shall henceforth be referred to as Contract No.: _____.

The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until Contractor receives as executed purchase order or contract release document.

State of Arizona

Awarded this day _____ day of _____ 2004

_____
VICKI FITZPATRICK, Purchasing Manager

	PRICE SHEET	ARIZONA CORRECTIONAL INDUSTRIES 3701 WEST CAMBRIDGE Phoenix, Arizona 85009 602-272-7600 FAX: 602-255-3108
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6.0 Pricing

$_____ Monthly Fee

$_____ Mileage

If payment is made within _____ calendar days after acceptance of goods and/or services, the above-quoted price, excluding sales tax, shall be discounted by _____ %. (Refer to Uniform Instructions to bidders for discount requirements.)

Notice: If the transaction privilege (sale) taxes are not described and itemized on the offer, the State will assume that the price(s) offered include all applicable transaction privilege (sales) taxes.