STATE OF ARIZONA
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DEMA Procurement Office, Building #M5330
5636 East McDowell Road
Phoenix, Arizona 85008-3495.

REQUEST FOR QUOTATION NUMBER: Q5-0019 **(NOTE: THIS IS NOT A PURCHASE ORDER)**

QUOTATION DUE DATE: 3:00 P.M. (MST), 3 May 2005

In accordance with the Arizona Procurement Code, A.R.S, Chapter 23, competitive sealed Quotations for the material or service specified will be received by the Department of Emergency and Military Affairs, Department Procurement Office (State), until the date and time cited.

A FAXED QUOTE IS ACCEPTABLE. FAX QUOTATION TO (602) 267-2576. A hard copy of your quotation shall also be immediately mailed to: Betty Kinchion, DEMA Procurement Office, 5636 E. McDowell Rd., Building #M5330, Phoenix, AZ 85008.

Quotations must be in the possession of the Department Procurement Office (State) on, or prior to, the due date and time. Except as provided in the Arizona Procurement Code, late quotations will not be considered.

MATERIAL/SERVICE OR PROJECT LOCATION: Arizona Army National Guard, Camp Navajo, 1 Hughes Avenue, Bellemont, Arizona 86015

SCOPE OF WORK: Furnish all labor, supplies, material, applicable taxes, transportation and services required to: TRENCH UTILITIES, RV PARK @ CAMP NAVAJO (SEE ATTACHED SCOPE OF WORK)

PROCUREMENT RELATED QUESTIONS SHALL BE DIRECTED TO:

BUYER: BETTY KINCHION **TELEPHONE:** (602) 267-2853 **FAX:** (602) 267-2576

TECHNICAL QUESTIONS REGARDING THE SCOPE/STATEMENT OF WORK SHALL BE DIRECTED TO:

MIKE HYDE **TELEPHONE:** (928) 773-3374

QUOTATION ISSUE DATE: April 21, 2005

It is the responsibility of the bidder submitting a quote to fully understand all terms and conditions referenced in this quotation. The award will be made to the overall lowest, responsive, responsible bidder (considering freight, delivery, installation, taxes and/or other applicable associated fees/expenses). Your respective proposed delivery schedule(s) must be indicated in the spaces below. All quotations must be FOB Destination, Freight Pre-Paid. **Quotes are due at the Department of Emergency & Military Affairs, Procurement Office, 5636 E. McDowell Rd. Bldg. #M5330, Phoenix, AZ 85008-3495 by the quotation due date and time. (A FAXED QUOTE IS ACCEPTABLE. FAX YOUR QUOTATION AND REQUESTED DOCUMENTS TO (602) 267-2576). A HARDCOPY OF THE QUOTATION AND APPLICABLE DOCUMENTS SHALL BE MAILED TO THE BUYER'S ATTENTION AT THE ABOVE ADDRESS.**

PRICE SHEET

Line Item	QTY	Description	Unit Price	Extended Price
1		TRENCH UTILITIES, RV PARK @ CAMP NAVAJO (see attached scope of work)	$	$
2			$	$
3			$	$
4			$	$
5			$	$
6			$	$

Subtotal: $_____

Tax: $_____

Delivery: $_____

TOTAL:

DELIVERY SCHEDULE: _____

PAYMENT TERMS: _____

If payment is made within _____ calendar days after acceptance of goods and/or services, the above quoted price, shall be discounted by _____ % (excluding sales tax).

If payment is made by the Arizona State American Express Purchasing Card program, after acceptance of goods and/or services and an accepted invoice has been provided, the above prices shall be discounted by _____ % (excluding sales tax).

==========

COMPANY NAME: _____

ADDRESS: _____
Street City State and Zip

TELEPHONE: _____ FAX NUMBER: _____

ARIZONA TRANSACTION (SALES) PRIVILEGE TAX LICENSE NO.: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

I hereby certify that I have read, received, understand and agree with all terms and amendments of the request for quotation and that acceptance by the State of Arizona of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, I agree to fully comply with all terms and conditions as set forth in the Arizona Procurement Rules and Regulations, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

_____ _____
Signature Date

_____
Typed Name and Title

ATTACHMENT A – (Mandatory Submission Requirement)
SMALL, WOMAN-OWNED AND/OR MINORITY-OWNED BUSINESSES CERTIFICATION

Executive Order 2004-29 requires all State of Arizona agencies to track and report solicitations distributed and awarded to Small, Woman-Owned and/or Minority-Owned firms.

A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and employs fewer than 100 employees OR has less than $4 million in annual sales. To qualify as a minority or women-owned business, the firm must be at least 51% minority or woman owned.

When practical, purchases/contracts less than $50,000 will be made from small businesses.

CHECK THE APPROPRIATE CLASSIFICATION APPLICABLE TO YOUR FIRM:

☐ 1.0 Small Business (SB), ☐ 2.0 Small Business African American (SBAA), ☐ 3.0 Small Business Asian (SBA), ☐ 4.0 Small Business Hispanic (SBH), ☐ 5.0 Small Business Native American (SBNA), ☐ 6.0 Small Business Other (SBO), ☐ 7.0 Small, Women Owned Bus. (SWOB), ☐ 8.0 Small, Women Owned Bus. African American (SWOBAA), ☐ 9.0 Small, Women Owned Bus. Asian (SWOBA), ☐ 10.0 Small, Women Owned Bus. Hispanic (SWOBH), ☐ 11.0 Small, Women Owned Bus. Native American (SWOBNA), ☐ 12.0 Small, Women Owned Bus. Other (SWOBO), ☐ 13.0 Women Owned Business (WOB), ☐ 14.0 Women Owned Bus. African American (WOBAA), ☐ 15.0 Women Owned Business Asian (WOBA), ☐ 16.0 Women Owned Business Hispanic (WOBH), ☐ 17.0 Women Owned Business Native American (WOBNA), ☐ 18.0 Women Owned Business Other (WOBO), ☐ 19.0 African American (AA), ☐ 20.0 Asian (A), ☐ 21.0 Hispanic American (HA), ☐ 22.0 Native American (NA)

☐ 23.00 None of these categories is applicable and firm does not qualify as either a Small, Woman, or Minority-Owned firm. (NONE)

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COMPANY NAME:

_____

ADDRESS:

_____
Street City State and Zip

I hereby certify that _____ (Firm/Company Name) ☐ is or ☐ is not (check one) a small business with less than 100 employees and/or less than $4 million in annual sales.

_____
Signature Date

I hereby certify that _____ (Firm/Company Name) ☐ is or ☐ is not (check one) a ☐ Minority and/or ☐ Women (check one <u>or</u> both) owned business in accordance with Executive Order 2004-29 issued by Governor Napolitano.

_____
Signature Date

INSTRUCTIONS TO OFFERORS

1. **Submission.** Quotations shall be signed and received in the Department of Emergency and Military Affairs Procurement Office (State) by the date and time indicated. Erasures, interlineations or other modifications in the Quotation must be initiated by the person signing the quotation/estimate.

2. **Quotation Waiver and Rejection.** Notwithstanding any other provision of this Request for Quotation/Estimates, the Department expressly reserves the right to:

   a. Waive any immaterial defect or informality; or
   b. Reject any or all quotations, or portions thereof, or
   c. Reissue a Request for quotation/estimate.

3. **Taxes.** The State will pay any applicable State of Arizona transaction privilege tax and any other applicable state or local taxes on the services rendered or products supplied. No payment shall be made for any personal property taxes levied on vendor or any taxes levied on employee's wages. Applicable taxes must be shown separately on any invoice and such sums shall be due and payable to vendor upon delivery. If claiming a tax exemption, a valid tax exemption certificate number must be provided with your quote.

4. **Award of Contract.** Unless the Bidder states otherwise, or unless otherwise provided within the Request For Quotation, the State reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the State.

   A response to a Request for Quotation is an offer to contract with the State based upon the terms, conditions and specifications contained in the State's Request for Quotation. Quotations do not become contracts unless and until an authorized procurement officer accepts them.

5. **Americans with Disabilities Act.** People with disabilities may request special accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for special accommodations must be made seventy-two (72) hours prior to quote due date. If you require accommodations, please contact the Buyer, as stated on the front page of this package.

6. **Incorporation by Reference.** The following documents shall apply to all work under this solicitation and are hereby incorporated by reference with the same force and effect as if they were given in full text. A copy of these documents can be obtained from the following url: http://www.azspo.az.gov/PoliciesDocuments/index.htm

   a. Uniform Instructions to Offerors
   b. Uniform General Terms and Conditions.

7. **Offer Acceptance Period:** Any Vendor submitting an offer under this Solicitation shall hold its offer open for a period of ninety (90) days after the date of the solicitation due date.

8. **Manufacturers Names**: Any Manufacturers names, trade name, brand names or catalogue numbers used in the specifications/Scope of Work are for the purpose of describing and/or establishing a general quality level, design or performance desired. Such references are not intended to limit or be restrictive but are necessary to approximate the quality of design or performance which is desired. Any quote that proposes like quality, design or performance will be considered. If the description of your quote differs in any way, you must give a complete and detailed description of your exceptions to include pictures and literature if necessary. Unless a specific exception is made, the assumption will be that you are quoting exactly as specified in the Request for Quotation.

9. **Descriptive Literature**: All offers must include complete manufacturers descriptive literature regarding items they propose to furnish. Literature shall be sufficient in detail in order to allow full and fair evaluation of the offer submitted. Failure to include this may result in the proposal being rejected.

10. **Contractor License.** Each Offeror must be properly licensed to perform all work covered by this solicitation in accordance with the laws of the State of Arizona. Proof of licensure may be requested by the State prior to contract award.

11. **Warranty.** The successful Contractor shall warrant all labor and materials for one (1) year from the date of acceptance by the State.

12. **Notice to Proceed.** The Department of Emergency and Military Affairs will issue a Notice to Proceed or executed Purchase Order for the material or service covered under this agreement.

13. **Completion Time.** The scope of this agreement and/or final delivery shall be completed within 100 calendar days from the date of the Notice To Proceed.

14. **Post Award Conference.** After award of this agreement, the Contractor may be required to participate in a post award meeting for the purpose of ensuring a complete understanding of the requirements of the contract. This meeting will be arranged by the department procurement officer or designated representative.

15. **Termination.** The DEMA Procurement Office reserves the right to terminate this agreement for convenience without penalty or recourse by giving thirty (30) days prior written notice to the Contractor. In the event DEMA exercises this provision, all documents, data, and reports prepared by the Contractor under this agreement shall become the property of the State of Arizona (at the option of the DEMA Procurement Office). The Contractor shall be entitled to receive just and equitable compensation for the work completed to the effective date of the termination.

16. **Arbitration.** After exhausting all applicable administrative review procedures, to the extent required by A.R.S. 12-1518 except as may be required by other applicable statutes, the parties to this agreement shall resolve all disputes arising out of or relating to this agreement through arbitration.

17. **Discounts.** Payment discount periods shall be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date the State's warrant is mailed. Unless freight and other charges are itemized, any discount provided shall be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more shall be deducted from the quotation price in determining the low quotation. The State shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.

18. **Delivery Days.** All deliveries shall be made within (30) days of receipt of a contract release order/purchase order for common stock items. Deliveries shall be made within (30) days of a contract release order/purchase order for mail ordered items.

19. **Packing Slip.** Each shipment shall include a packing slip showing the contract number, item, price, purchase order number, and quantity shipped.

20. **Defective Products.** All defective products shall be replaced and exchanged by the contractor within (30) days of initial notification. The cost of transportation, unpacking, inspection, repackaging, reshipping or other like expenses shall be borne by the contractor.

21. **In accordance with Executive Order 2004-29 and Rule R2-7-335 (Small Business Set Aside) of the Arizona Procurement Code, this request for quotation is restricted to small, woman-owned and/or minority-owned businesses. Businesses qualifying as such must self certify their status as such by filling out and completing ATTACHMENT A SMALL, WOMAN-OWNED AND/OR MINORITY-OWNED BUSINESSES CERTIFICATION**

Camp Navajo

ARIZONA ARMY NATIONAL GUARD
CAMP NAVAJO
P.O. BOX 16123
BELLEMONT, ARIZONA 86015-6123

PROJECT

TRENCH UTILITIES, RV PARK

LOCATION

CAMP NAVAJO

BELLEMONT, ARIZONA 86015-5000

POINT OF CONTACT: Mike Hyde
(928) 773-3374

Arizona Army National Guard

CAMP NAVAJO
PO BOX 16123, 1 HUGHES AVENUE
BELLEMONT, ARIZONA 86015-5000

PROJECT

TRENCH UTILITIES, RV PARK

LOCATION

CAMP NAVAJO

BELLEMONT, ARIZONA 86015-5000

POINT OF CONTACT: Mike Hyde
(928) 773-3374

PROJECT DIRECTORY

Owner:	CAMP NAVAJO PO BOX 16123 1 HUGHES AVENUE BELLEMONT, ARIZONA 86015-5000
Director of Facilities:	LTC. Pete Cullum Facilities Engineer Camp Navajo Bellemont, Arizona 86015-5000 (928) 773-3322
Point of Contact:	Mr. Mike Hyde Camp Navajo Bellemont, Arizona 86015-5000 (928) 773-3374

TRENCH UTILITIES, RV PARK
CAMP NAVAJO

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SECTION 01110 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY OF WORK

A. Project Identification: As follows:

1. Location: Trench Utilities, RV Park
2. Owner: Camp Navajo, Bellemont, Arizona 86015

B. The Work consists of Trenching for utilities into Camp Navajo RV Park. Contractor shall trench 900? lineal feet. The trench will be four (4) feet wide and four (4) feet deep, Compact the subgrade shown on site map enclosed, as described in the Contract Documents.

1.2 WORK RESTRICTIONS

1. Contractor's Use of Premises: During construction, Contractor shall have **full** use of **site** indicated. Contractor's use of premises is limited only by Owner's right to perform work or employ other contractors on portions of Project

B. See Camp Navajo's General Provisions (enclosed)

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01110

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SECTION 02300 - EARTHWORK

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

A. Unauthorized excavation consists of removing materials beyond indicated subgrade elevations or dimensions without direction by Owner. Unauthorized excavation and remedial work shall be at Contractor's expense.

B. Do not interrupt existing utilities serving facilities occupied by Owner. Provide temporary utility services.

C. Contractor will trench and maintain a four (4) foot by four (4) foot deep utility trench, 900 lineal feet

PART 2 - PRODUCTS

PART 3 - EXECUTION

3.1 EARTHWORK

A. Protect subgrades and foundation soils from softening and damage by water, freezing temperatures, or frost.

B. Explosives: **Do not use explosives.**

C. Excavate to subgrade elevations regardless of character of materials and obstructions encountered.

D. Excavate for structures, building slabs, pavements, and walkways. Trim subgrades to required lines and grades.

E. Utility Trenches: Excavate trenches to indicated slopes, lines, depths, and invert elevations. Contractor to trench for utitlities that will be 4 foot by four foot deep trench, 950 lineal feet.

1. Place, compact, and shape bedding course to provide continuous support for pipes and conduits over rock and other unyielding bearing surfaces and to fill unauthorized excavations.
2. Place and compact initial backfill of satisfactory soil material or subbase material, free of particles larger than 1 inch (25 mm), to a height of 12 inches (300 mm) over the utility pipe or conduit. Place and compact final backfill of satisfactory soil material to final subgrade.

F. When subgrade or existing ground surface to receive fill has a density less than that required for fill, break up ground surface, pulverize, moisture-condition or aerate soil, and recompact.

G. Grade areas to a smooth surface to cross-sections, lines, and elevations indicated.

END OF SECTION 02300