



REQUEST FOR QUOTATION

QUOTE NO. Q-22-33-22

QUOTE DUE DATE: Tuesday December 14, 2021 11 am (Local Time)

LOCATION: SUNNYSIDE SCHOOL DISTRICT PURCHASING DEPARTMENT  
2241 E. WIEDING ROAD  
TUCSON, ARIZONA 85706  
(520) 545-2052

**Material and/or Service: As Needed Laminator/Shredder Repair Services and Materials**

Please quote on items included in this R.F.Q. packet. Follow all directions and instructions.

No order will exist until a written purchase order is executed.

Quotes must be submitted in a sealed envelope and marked plainly on outside of envelope the request for quotation number and the time and date due

SUSD reserves the right to accept or reject any quote or any part thereof; unless specified otherwise, and to waive any informalities in any quote (for any reason whatsoever), deemed by us to be for the best interest of the District.

Any questions related to a request for quote shall be directed to the contact person whose name appears below.

CONTACT PERSON: Joel Martinez  
PHONE NUMBER: (520) 545-2052  
DATE: 11/30/2021

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE INVITATION FOR QUOTE.

Authorization:

A handwritten signature in blue ink, appearing to read "Joel Martinez", is written over a horizontal line.

Joel Martinez, Procurement Supervisor  
EMAIL: Joelma@susd12.org

THIS R.F.Q. IS OFFERED BY

Firm/Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

**GENERAL INFORMATION, INSTRUCTIONS, AND REQUIREMENTS:**

1. Each quoter shall sign the designated copy of this R.F.Q. document on the front cover sheet.
2. All prices shall be F.O.B. Sunnyside Unified School District No. 12, 2238 East Ginter Road, Tucson, AZ, 85706.
3. Prices must be firm for a period of sixty (60) days following opening of R.F.Q.
4. Quoters located in Arizona shall add sales tax to total of quote. (DO NOT include tax with individual items).
5. Quoters located outside of Arizona may indicate 5.6% use tax; and the School District shall pay the tax to quoter. However, if use tax is not billed, the School District will pay use tax directly to the state. Out of state vendors must indicate whether use tax will be paid directly to them, or have the School District pay directly to the State of Arizona.
6. If out of state vendors quote, then sales tax will not be consideration in the determination of awarding a quote.
7. Sunnyside Unified School District No. 12 reserves the right to return any quoted item after award has been made, that does not meet specifications indicated on quote, is of poor quality, not an equal, or not matching sample previously provided. Item will be returned at vendor's expense.
8. An equal item may be substituted for each item specified. If item(s) quoted are other than specified, quoter, shall provide brochures and an explanation with the quote. Sunnyside School District reserves the right in determination of equals.
9. Quote award(s) to be on a per item, group of similar items, or all or none basis. Sunnyside School District will base award on its own best interest.
10. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the School District within thirty (30) days. The Purchase order number must be referenced on the invoice.
11. Factors to be used in award of quote will be quality of service, price, past experience usage, and any other factors normally used in proper evaluation of these products/services. Sunnyside School District reserves the right in determination of award. Award to be based on one (1) or more of the above factors.

**Brand Name**

1. Specific brand of merchandise, supplies, or equipment used in the specifications is done to indicate general character or quality desired, or to match an item already in use. Such references are not intended to limit or restrict bidding by other vendors.
2. If specific items are not available, please bid on suitable alternates. Quoter must be prepared to submit a sample of alternate at no cost to the District.
3. Consideration will be given to quotes on other brands quoted as "equal". However, the Sunnyside Unified School District will be the sole judge on the question of "equal quality". After each item, full brand name, model number, etc., must be written on the bid form by all bidders. If "other brand" is not shown in writing on the bid form, it will be assumed that bidder is quoting on the specified item and bid will be awarded accordingly.
4. Descriptive literature must accompany all quotes.

### Compliance with Specifications

Sunnyside Unified School District reserves the right to cancel order and return any item awarded on bid; if after delivery, it is found not matching minimum specifications, or of poor quality, or not matching sample provided, or delivery is later than specified in bid.

### Delivery of Quoted Item(s):

1. Delivery to be F.O.B. Sunnyside Unified School District No. 12. Prompt delivery is of the essence and may be a factor in award. Quoter must indicate delivery time following receipt of a purchase order on the quote form.
2. Failure to deliver order within the specified time frame may result in purchase order cancellation.

In the best interest of the district, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful bidder(s).

### INSURANCE

The successful bidder agrees to obtain and maintain comprehensive general liability insurance with bodily injury limits of \$1,000,000 per occurrence, property damage limits of \$500,000 per occurrence, including completed operations, personal injury, and contractual coverages. Certificates of Insurance evidencing such coverages will be supplied to SUSD and will have a clause providing that 15 days written notice of proposed action will be given to SUSD by the insurance company before cancellation, reduction, restriction, or limitation of coverage, which notice shall be evidenced by a return receipt of a registered or certified letter.

In addition, the successful bidder agrees to obtain and maintain worker's compensation and employer's liability insurance in conformity with state law.

### INDEMNIFICATION

The successful bidder shall indemnify and save harmless SUSD from and against all claims, suits, actions, liability, loss, damage, and expense arising from any negligent action or negligent omission of the vendor or any subcontractor of the vendor under this contract or any of their respective agents or employees in connection with the performance of this contract.

### SUSPENSION OR DEBARMENT

Sunnyside School District may, by written notice to the contractor, immediately terminate this contract if Sunnyside School District determines that the contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement unit or other governmental body.

### Registered Sex Offender Restriction.

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

### Conflict of Interest.

As per A.R.S. #38-503, each bidder is to disclose any substantial interest that they have with a Sunnyside Unified School District employee or Governing Board Member. All parties hereby are put on notice that this Contract is subject to termination if any District employee or Governing Board member has substantial interest in the firm and/or services and has not followed State and District rules governing orders in such interest.

### Contractor's Employment Eligibility

By entering into the contract, contractor warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, The Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations.

The District may request verification of compliance from any contractor or subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws.

Should the district suspect or find that the contractor or any of its subcontractors are not in compliance, the District 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.

#### **Terrorism Country Divestments**

Per A.R.S. 35-392, the School District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

#### **Scrutinized Business Operations**

Per A.R.S. 35-391, the School District is prohibited from purchasing from a company with scrutinized operations in Iran or Sudan.

#### **Employee Eligibility Verification**

Each contractor shall warrant compliance with all federal immigration laws and regulations that relate to their employees and that they have verified employment eligibility of each employee through the E-Verify program. The contractor shall acknowledge that a breach of the warranty shall be deemed a material breach of the contract subject to penalties up to and including termination of the contract.

The contractor further acknowledges that the School District retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the contract to ensure compliance by the contractors or subcontractor.

#### **Fingerprinting of Employee Requirements**

A contractor, sub-contractor or vendor or any employee of a contractor, subcontractor or vendor, who is contracted to supply services on a regular basis (at least five (5) times during a month) shall at its own expense, obtain a valid fingerprint clearance card in accordance with A.R.S. 41-1758.

A copy of the valid fingerprint clearance card shall be supplied to the District upon request. An exception to this requirement may be made as authorized in Governing Board policy.

#### **Immigration Non-Discrimination**

In compliance with the Constitution of the United States and the U. S. Supreme Court's 1982 opinion in *Plyler v. Doe*, 457 U.S. 202 (1982), Sunnyside Unified School District educates all Arizona resident students regardless of their immigration or citizenship status, or that of their parents. It is SUSD's belief and intention that its schools should be a safe place for students to learn and thrive in an environment free from investigation and enforcement of immigration status.

Unless specifically required by court order or other legal process or laws related to employment or the enrollment of students in college level joint/dual enrollment courses, Sunnyside Unified School District employees are prohibited from investigating or reporting to any state or federal official information regarding the immigration or citizenship status of any student or parent. To the extent that such information regarding the student is contained in student education records, no employee may disclose it unless specifically permitted under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99).

Sunnyside Unified School District requests that all vendors, volunteers, and visitors at SUSD schools or SUSD school-sponsored events refrain from investigating and enforcing actions related to immigration status. Failure to honor this request may result

in the termination of business relationships and/or a prohibition from entering District property or attending District-sponsored events.

**Small Business, Minority Owned Firms, and Women's business Enterprises**

The District shall make a positive effort to utilize small businesses, minority owned firms, and women's business enterprises, labor surplus area firms whenever possible. Contractors awarded under this solicitation are required to take affirmative steps to include small businesses, minority owned firms, women's business enterprises and labor surplus area firms when sub-contractors are required.

Equal Employment Opportunity. The awarded vendor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapters 60). Appendix II to 2CFR§200(C)

Contract Work Hours and Safety Standard Act. The awarded vendor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Appendix II to 2CFR§200(E)

Byrd Anti-Lobbying Amendment. Pursuant to 31 USC 1352, the awarded vendor must submit a Certification Regarding Lobbying and Disclosure of Lobbying Activities which conforms in substance with the language provided in Appendix II to 2CFR§200(I). Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, and U.S. Code. No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative Agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions. Pursuant to 31 USC 1352, the FSMC must disclose lobbying activities in connection with school nutrition programs. If there are material changes after the initial filing, updated reports must be submitted on a quarterly basis. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Appendix II to 2CFR§200(I).

The awarded vendor shall purchase, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States. "Substantially" means the final processed product contains over 51% domestically grown agricultural commodities.

This provision applies to all food purchases paid from the nonprofit school food service account.

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request.

(1) Exceptions include:

(a) The product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality, or

(b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

(2) To be considered for the alternative or exception, the request must be submitted in writing to a designated official of the District, a minimum of 30 days in advance of delivery. The request must include the:

(a) Alternative substitute(s) that are domestic and meet the required specifications:

(i) Price of the domestic food alternative substitute(s); and

(ii) Availability of the domestic alternative substitute(s) in relation to the quantity ordered.

(b) Reason for exception: limited/lack of availability or price (include price):

(i) Price of the domestic food product; and

(ii) Price of the non-domestic product that meets the required specification of the domestic

product.

(3) Buy American exceptions should be kept on file for review.

**Contract Period**

It is the intent of the District to award a provider of the following items beginning date of award and ending June 30, 2022.

After the quote evaluation a blanket purchase order may be issued to the successful quoter(s). Actual quantities of award materials requested by SUSD and delivered by vendor will be charged against this blanket purchase order.

All deliveries shall be accompanied by delivery tickets or packing slips indicated school district purchase order number, vendor name and name of article.

Indicate number of days for delivery after receipt of order: \_\_\_\_\_

**PROPOSAL FOR:**  
**FOR THE 2021-2022 SCHOOL YEAR**

1. Do you service the Pima County, AZ area?

\_\_\_\_\_

2. Do you offer any discount for new equipment, service contracts, serving, repairs, parts? If so, what?

\_\_\_\_\_

3. Of the following laminators, what do you service?

a. GBC - Pinnacle 27 \_\_\_\_\_

b. GBC - Ultima 65 \_\_\_\_\_

c. Laminex Minikote 25 (201585) \_\_\_\_\_

d. ARL27 \_\_\_\_\_

4. Of the following paper shredders, what do you service?

a. Fellowes - C480c \_\_\_\_\_

b. Fellowes Powershred 320 \_\_\_\_\_

c. Fellowes 99Ms \_\_\_\_\_

d. Fellowes Powershred 480CC \_\_\_\_\_

5. What is your cost for a service call for machines listed above and for machines not listed above?

\_\_\_\_\_

6. Do you service binding machines?

\_\_\_\_\_

7. What is your average service call response time?

\_\_\_\_\_

8. Do you have any sort of travel fees associated with service calls?

\_\_\_\_\_

9. Is there an hour minimum for service calls?

\_\_\_\_\_

10. Do you offer service agreements on existing equipment? If so, what is the yearly cost and service entail?

\_\_\_\_\_

11. What would your cost be for a large laminator, comparable to model GBC Ultima 65?

\_\_\_\_\_

12. Do you offer warranties or extended warranties on a laminator purchase, if so, what is the cost for a warranty and what is the duration of the warranties?

\_\_\_\_\_

13. What would your cost be for a large paper shredder, comparable to model Fellowes Powershred 480CC?

\_\_\_\_\_

14. Do you offer warranties or extended warranties on a large shredder purchase, if so, what is the cost for a warranty and what is the duration of warranties?

\_\_\_\_\_

15. What is your cost for laminating rolls on the laminators below?

|                                 | <u>QTY:</u> | <u>SIZE:</u>                 | <u>PRICE</u> |
|---------------------------------|-------------|------------------------------|--------------|
| a. GBC - Pinnacle 27            | 1           | 27"x250ft, 1.5 mil thickness | \$ _____     |
| b. GBC - Ultima 65              | 1           | 27"x250ft, 1.5 mil thickness | \$ _____     |
| c. Laminex Minikote 25 (201585) | 1           | 25"x250ft, 1.5mil thickness  | \$ _____     |
| d. ARL27                        | 1           | 27"x250ft, 3 mils thickness  | \$ _____     |

Sunnyside Unified School District #12

VENDOR RELATIONS TO SUNNYSIDE SCHOOL DISTRICT EMPLOYEES

Conflict of Interest Certification

Firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(business name, address and telephone number)

**Project Name: Q-22-32-22 As Needed Laminator/Shredder Repair Services and Materials**

**Completed forms must be returned to Sunnyside SUSD #12 Purchasing Department with your offer**

As per A.R.S. #38-503, a Conflict of Interest states "Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale or purchase". Therefore each bidder/offeror must disclose any substantial interest that they may have with a Sunnyside Unified School District employee or a Governing Board Member. All parties hereby are put on notice that this Contract is subject to termination if any District employee or Governing Board member has substantial interest in the firm and/or services and has not followed State and District rules governing orders in such interest.

The offeror must also certify that there has not been an offer to give, or does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a District official or employee in connection with the submitted offer/

**This form must be completed by a representative of the submitting Firm who has the authority to execute this form. The Representative attests that he or she has the authority to execute this form and has sufficient knowledge to address Conflicts of Interest and under the penalty of perjury, the information submitted is true, complete and accurate. The company representative completing this form shall execute their signature in the appropriate area.**

To report a Conflict of Interest:

I do hereby certify that I believe there may be a potential conflict of interest related to a family member's employment by the District, a personal relationship with an employee of the District or a relationship to a Governing Board Member.

Please list the employee's name, worksite and job title: \_\_\_\_\_  
\_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

If no conflict has been identified as described above. Please complete the following information.

On behalf of \_\_\_\_\_ (list Offeror's name) do hereby certify that no employee of this Firm has a Family member employed at Sunnyside Unified School District #12, a personal relationship with an employee of the District or a relationship to a Governing Board Member, nor has there been an offer to provide any gratuity in any form to the aforementioned.

Print Name \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Name of Firm \_\_\_\_\_ (Completed forms must be returned to: Sunnyside SUSD #12 Purchasing Department or may be emailed to [Joelma@susd12.org](mailto:Joelma@susd12.org))