

Solicitation No. 2020-10
Human Resources Advertising Services
Monday November 25th at 3:00PM
City of Flagstaff Purchasing Division

Submitted By: Geo & Associates



GEO
PRESENTED BY
(520) 323-3221

Welcome Remarks

Geo & Associates Inc. is an experienced, longstanding recruitment marketing agency with local, national and international clients. We are recruitment experts specializing in government and municipal contracts. We have three Arizona offices across the state and a strong desire to provide quality, affordable recruitment services that bring value to our clients. From strategy and ad design to messaging and evaluation, Geo provides full-service recruitment services with an expert team of 31 professionals.

We are well-versed in the Arizona market and we specialize in all phases of recruitment marketing for government organizations. From analysis of existing employment needs and facilitation of recruitment efforts, to the development of comprehensive strategy, we will help develop and evolve the City of Flagstaff's recruitment goals.

We have a diverse array of local and national clients from both the public and private sectors. Geo is 1 of only 20 agencies on the Arizona Procurement List for the Governor's Office and we are the only agency to have 3 offices across the state of Arizona. Below find a list of recent clients that we have provided similar services:

- The Arizona Department of Health of Services and the State Hospital – medical staff recruitment and preparedness
- Maricopa County Recorder's Office – Temporary election worker recruitment and hiring ads
- Navajo County – Temporary election worker recruitment and hiring ads
- Az Hospice and Palliative Care – Hospice employee and volunteer recruitment and hiring ads
- Washington Patrol – Statewide and regional recruitment and hiring ads with out-of-home and digital media
- Claremont New Hampshire – Workforce and employer recruitment services with digital media
- The Arizona Department of Child Safety – Foster parent/family recruitment
- Riverside County California – Foster parent/family recruitment
- Flagstaff Unified School District – Branding and student recruitment strategies
- Community College of Aurora – New student recruitment
- Northwest Fire – Recruitment training video
- Jim Click Automotive Team – Employee/Sales recruitment
- Cellular One – Employee recruitment

The City of Flagstaff recruitment account will be led by Georgia Lacy, Theodore Serrano and Mitch Eskritt and supported by our remaining 28 staff members. The account leads will work directly with City officials to facilitate the specific needs and requirements of every recruitment project or job posting and approve all content developed for this contract. They will be available any time to handle any and all questions.

Our goal is to always provide the best service at the best price that produces the best results. Our customer service philosophy has always been that the greatest reward is a recruitment campaign that delivers qualified respondents for our clients, and we would like to produce those results for the City of Flagstaff. Our commitment to you is that if given the opportunity, we will invest all resources and staff power to take the time to understand your needs and goals to produce a campaign that delivers results.

Thank you.



Georgia Lacy, Owner & President of Geo

Experience and Qualifications

Geo & Associates has been providing recruitment marketing services since 1981. We are one of the top agencies in the state of Arizona with the ability to engage audiences and inspire them to act on recruitment messaging. From public and private sector employers to academic institutions, we are able to produce qualified recruitment leads that fill vacancies and deliver talented individuals to positions of need. We have a staff of 31 professionals who make it their mission to deliver on our client's goal each and every day.

As mentioned in the cover letter, we have several current and recent clients in which we have provided recruitment marketing services. We take pride in our recruitment marketing successes and welcome you to review our sample case studies in the following section for more detail on individual projects.

As a part of this contract, we will manage the city's recruitment and employment campaigns from start to finish. We can handle as much or as little of each campaign as requested by the City. We will start by developing and overall employment and recruitment strategy that provides the foundation for each individual campaign. This, along with the evaluation of existing recruitment needs, allows us to learn what the City has done in the past, what has worked and what hasn't. We incorporate our experience and best practices so the City benefits from our decades of experience in this industry.

For each individual campaign, we will write the job ad, post the job ad and place any media associated with increasing the reach of the job ad (i.e. newspaper ads, social media promotion etc.). We do more than just write copy, we create an overall design, within the City's brand, that engages the intended audience. We utilize graphics, video and creativity to separate the City's employment ads from others, ultimately making the City's ads more desirable and more likely to deliver increased responses.

Upon completion of the individual employment and recruitment campaigns, we collect responses, evaluate responses and provide recommendations to the City based on how each individual meets the needs outlined in the job posting.

We specialize in all of these services as they relate to employee recruitment. As one of the State's largest media buyers, we are well-versed in delivering strong value to our clients when placing paid media ads. We utilize public service announcements, strong negotiation tactics and targeted media efforts to deliver affordable employee recruitment campaigns. Additionally, we have 3 copywriters and 4 graphic designers that will assist with the design and layout of job descriptions and ads.

Our in-house staff has the ability to meet all deliverables requested by the City on time and on budget. We pride ourselves in quick turnaround for rush jobs (less than 24 hours) and we will work as fast as needed to deliver on the City's hiring goals.

Geo & Associates does not take any exceptions to this RFP or Service Agreement.

Geo Team

A staff of 31 professionals at your fingertips



Georgia Lacy

Owner/President
Project Manager

Financial Support Staff

Project Leads



Theo Serrano

Vice President
Project Manager

Account Management
Support Staff
Copywriting Support Staff



Mitch Eskritt

Recruitment Media Director
Project Manager

Recruitment Support Staff
Digital/Social Media Support
Staff



Jeff Mohney

Video Department Manager
Lead Videographer

Video Production Support
Staff
Web Support Staff



Jeremy Smith

Senior Graphic Designer
Department Manager

Graphic Design Support Staff

Our account management team above has worked on every single recruitment project the agency has handled in the past ten years (or more). Our lead staff have all been with the agency for over 10 years and all of them have had a hand in developing campaigns for the clients listed in our experience in the cover letter and the samples on the next 4 pages. These staff members will take the lead on this account with Georgia, Theo and Mitch being the main points of contact for the City of Flagstaff.

Client Work History

Sample 1

Maricopa County Recorder/Elections Department

While under contract with the Maricopa County Recorder/Elections Department, we were tasked with creative development and placement for an election's workers hiring campaign. This entire campaign lasted less than 5 weeks and was prepared and placed by our staff in less than 1 week.

With the 2018 Fall General Election fast approaching, Maricopa County needed to hire 4,000 temporary elections workers to support the county's vast voting network. We were tasked with developing a strategy that would reach the temporary employee population, seniors and the unemployed to give them an opportunity to work for the county and provide the much-needed election support. We created a digital, social, print and radio media strategy that delivered strong results and helped the county meet their hiring needs.

Highlights:

- Developed a hiring marketing and recruitment strategy for the 2018 general election
- With a \$30,000 budget, we helped the county hire 4,000 temporary elections workers in 30 days
- Delivered additional \$8,000 in no-charge PSA media
- Wrote job postings that were listed on the county government employment website
- Developed customized creative
- Placed media across a variety of traditional, digital and social media channels
- Deliver over 8,000 verifiable hiring leads to the county which resulted in the county exceeding hiring expectations

Print Ad



WE'RE HIRING!

Elections Workers

- Clerical work on ballot processing
- Physical, warehouse work supporting polling locations
- Night and Weekend shifts available, to speed up final results

CLICK HERE FOR MORE INFORMATION

Digital Ad



WE'RE HIRING!

Elections Workers

CLICK HERE FOR MORE INFORMATION

Client Work History

Sample 2

Hospice and Palliative Care

As the agency of record for an Az Hospice and Palliative Care, we developed and provided consulting on all pre-hiring projects. We utilized our expertise to write job postings and create outreach materials to increase volunteer applications. We even built an entire page on their website dedicated to hiring and careers. Each campaign would vary based on specific hiring needs but we were very responsive to the clients needs. We responded to all requests within 24-48 hours and performed all deliverables in less than one week.

Highlights:

- Directly increased qualified volunteer and employee applications by 19%
- Created careers/hiring section of their website (see below)
- Wrote and posted job applications on LinkedIn, craigslist, and local job boards
- Developed customized recruitment creative



Careers | Volunteer | Career Paths

Hospice is a situation that can be very challenging for individuals, families, and caretakers. It's also a very important place that can matter immensely to a family in need.

Are you a good fit for our team?

Do you love helping others, no matter how painful a situation might be? Do you have the compassion and caring nature we need to provide the highest possible level of care for every patient? If so, you may be a great fit for our special institution.

Please [click here](#) for a current list of available careers with us!

Healthcare jobs

Are you a healthcare professional who wants to provide for people who need care most? We have a need for dedicated individuals who want to make a difference.

- Nurse practitioners
- RNs
- LPNs
- CNAs

Administrative jobs

Do you have the ability to pay attention to details while providing a compassionate environment for patients and family members? We believe in providing a great experience from start to finish, from receptionist to upper management. If you want to provide unparalleled services to those who need care most, you may be right for us!

Call today to get started on a career that's right for you!

Your Name (optional)

Your Email (required)

Subject

Your Message

SEND

Client Work History

Sample 3

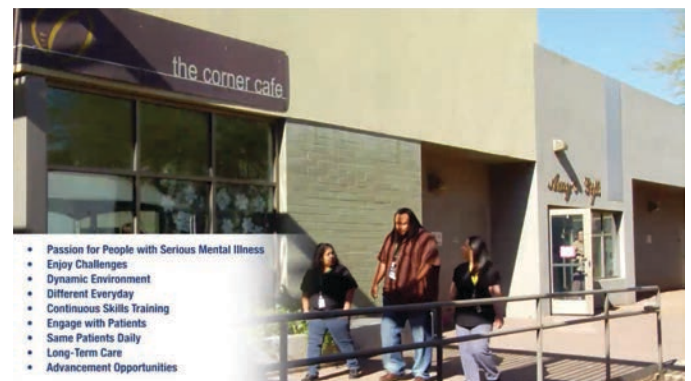
Arizona Department of Health Services - Arizona State Hospital

Three months ago we completed an employee recruitment video for the Arizona State Hospital, which provides long-term psychiatric care to Arizonans with mental illnesses who are under court order for treatment.

We were hired to provide job seekers with realistic job preview videos for positions at the Arizona State Hospital including the hazards of this type of work environment, potential employees learning their rights and responsibilities, and the types of institutionalized patients to be dealt with.

Project began in late June 2019 with outlining of job preview position requirements which were then formulated into scripts, outlines and shot sheets for each of the job preview positions. These were presented to the client for input, review and revisions. Production and on-location shoot schedule were prepared and set up for July 2019 that outlined all locations, ADHS personnel for on-camera interviews and testimonials, and staff interactions on the hospital floor for over 20 staff members while being cognizant of the physically and mentally disabled individuals both on-camera and in support shots, so as not to disturb their daily routine. Initial edited video presented to client for input, review and revisions. Final video completed and delivered August 2019, within 45-day timeframe allotted by contract.

Video Link: <https://app.box.com/s/ravbsa4x4publv4ok3bo>



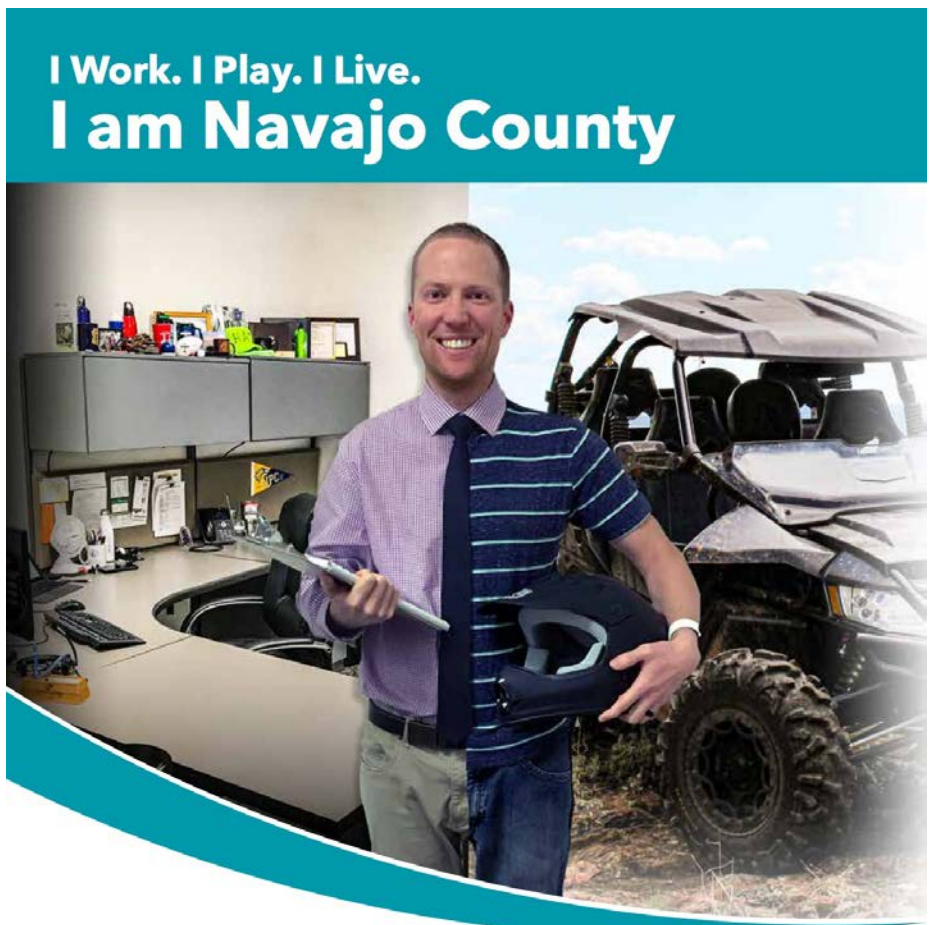
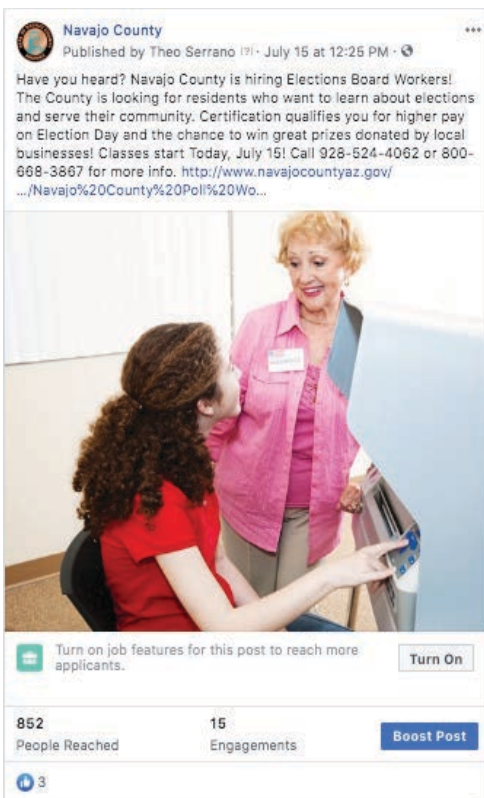
Client Work History

Sample 4

Navajo County

We were hired by Navajo County in the Summer of 2019 to assist with a variety of recruitment, social media and public awareness marketing campaigns. The County originally reached out to our agency for help with building awareness and educating the public on an upcoming special election for Proposition 421. When they learned of the depth and breadth of our skill set, they requested a variety of other support tactics including social media marketing for elections workers and a recruitment flyer for their county hiring events.

We have provided samples below of some of the recruitment marketing materials we developed. We know that they were able to hire enough elections workers for their special election due in large part to our efforts on social media. We have not been provided a recap on the effectiveness of the flyer at their hiring events.



Meet Eric. Eric is our Human Resources Manager in Navajo County. Eric embodies what we at Navajo County strive to be. In Navajo County life is more than 9 to 5. When Eric is not busy making sure the County is running with integrity and accountability he is out having fun exploring miles and miles of trails in the White Mountains and all across our diverse and unique Navajo County.

Come explore all that Navajo County has to offer.
Join our team today!



<http://www.navajocountyaz.gov/careers>

Project Approach

As a part of this contract, we propose the following services to the City of Flagstaff:

- Employment and recruitment strategy development: We will develop an overall strategy and direction for employee recruitment. The strategy will include an overview of job types, employment direction, recruitment tactics, benefits of working for the city and tactics on how to reach the best candidates.
- Evaluation of existing recruitment needs: we will look at past employment efforts and determine what worked and what didn't while implementing our experience and determining how the City can improve.
- Develop and design hiring materials and brochures for prospective and incoming employees: our in-house graphic design department will creatively design any materials that may be beneficial to recruitment efforts. During our evaluation phase we will determine which elements are necessary for this phase, but we like to provide our clients with a new or prospective hire packet that future employees can review to determine if working for the City is best for them. These packets are great for getting employment candidates excited about working for the City.
- Job ad writing: our expert staff of copywriters will carefully craft the language in all job ads. Each ad is proofed by 3 staff members as well as the account leads and the client to ensure accuracy and quality.
- Job ad posting: We will post all ads for the City on a variety of employment sites including but not limited to LinkedIn, Indeed, Craigslist as well as local and national job boards. Placement locations will be determined on a case by case basis.
- Media buying as it relates to job posting: we are expert media buyers that buy efficiently for our clients and stay within budget while negotiating more media than our competitors.
 - Print
 - Social media
 - Digital media
 - Traditional media (radio, television, out-of-home)
- Graphic design for job posts and advertising related to job posting: our in-house graphic design team will be utilized in the development of all employment ads. They are not only outstanding designers, but also very detail oriented when it comes to copywriting layout. They will organize job ads so that they are easy to read and understand for the potential recruit.
- Audio/video production for recruitment and advertising related to recruitment and job posting: we understand this offering isn't for everyone but you have no idea of the effectiveness of a quality recruitment video. So many people react strongly to visual stimuli and we feel that an informative, education recruitment video does wonders for our clients.
- Response collection, evaluation and recommendation: upon completion of each recruitment campaign, we will collect, evaluate and make recommendations to the city based on the most qualified candidates who apply or who may be a good fit for the City based on past experience.

Project Approach

Job Posting Example: This is only a model depiction for layout and design purposes only.

8.5x11 inch
Recruitment Flyer




300x250
Recruitment Web Banner



728x90
Recruitment Web Banner



Long form job posting



VACANCY ANNOUNCEMENT CITY OF FLAGSTAFF "We Make the City Better"

Are you looking to begin a career with the Parks and Recreation Section? Start in Aquatics by becoming a Head Lifeguard! Team Flagstaff is looking for a customer service-oriented individual with current lifeguarding certifications, experience teaching swim lessons, and working in and around an aquatics facility.



- Arizona State Retirement System (ASRS)
- Group insurance including health, dental, and vision coverage
- Deferred compensation plan
- Life Insurance, Accidental Death & Dismemberment and Voluntary Life Insurance
- Long-term disability through ASRS and voluntary short-term disability
- Paid vacation and sick leave
- 11 paid holidays including a floating holiday
- Wellness program
- Voluntary Purchase Day Program
- Uniform Allowance
- Vera Whole Health Clinic

Vacancy No: 070-19-03
Position Title: Head Lifeguard
Division / Section: Public Works/Recreation/Parks/Cemetery
Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible
Work Week: 40 hours per week; Shifts will rotate including early mornings, nights, weekends, and some holidays between the hours of 6 AM - 9 PM based on facility needs
Salary Range: \$12.8736 Per Hour

Actively supports and upholds the City's stated mission and values. Under direct supervision from the Recreation Coordinator and/or Recreation Supervisor, employees of this class provide lifeguard and swimming instruction duties associated with the Aquatics program. In addition to all Lifeguard duties, a primary responsibility of the Head Lifeguard is to lead the activities of the temporary/seasonal Pool Manager, Water Safety Instructor, and Lifeguard Instructor positions.

ADMINISTRATIVE DUTIES

- **Supervisory:** This job has responsibility for leading and monitoring the work of temporary and seasonal aquatics employees, but does not supervise.
- **Budgetary:** This job does not have budgetary responsibilities, but carries out day-to-day activities within approved budget
- **Strategic Planning:** This job does not have strategic planning responsibilities, but carries out day-to-day activities in order to reach the stated goals and objectives.
- **Policies/Procedures:** This job carries out day-to-day activities in accordance with established policies and procedures.
- **Compliance:** This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
- **Council Communications:** This job carries out day-to-day activities in accordance with Council's adopted priorities and direction.
- **Reporting:** This job does not have duties related to reporting to Federal/State/Local agencies.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Monitors the activities of patrons in the pool area. Ensures guest activities are in compliance with City recreation rules and safety standards.
- Leads the activities of the Pool Manager and Lifeguard Instructor temporary employees.
- Performs rescue and life-saving techniques, including administering basic first aid and CPR, as needed.
- Monitors the condition of the swimming pool and ensures that the facility and equipment is safe and usable.
- May clean the pool, deck, and locker room areas. Includes contact with household chemicals and pool testing kits.
- Set up pool recreation area daily, ensuring safe environment for patron; Close pool and clean pool area, including proper set up for next day.
- May demonstrate, teach, and lead swimming instruction.
- Assist Recreation Coordinator and/or Recreation Assistant with supervisory duties: report completion, filing, scheduling, programming, training, collecting fees & other related duties as required.
- Assists with planning and implementing Aquatics special events.
- May run errands for the city of Flagstaff and transport patrons in City-owned vehicles.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or G.E.D.
- Current American Red Cross Lifeguard Training certificate.
- Current American Red Cross First Aid and CPR certificates.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Some experience as a Lifeguard.
- Some experience teaching swimming at all levels (beginner to advanced) and age groups.
- Competitive swimming experience.
- Some experience with adaptive aquatics.
- Some experience leading the work of others.

OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Obtain American Red Cross certification for Lifeguard Instructor within one year of hire.
- Obtain American Red Cross certification for Water Safety Instructor within one year of hire.
- Ability to work split shifts, weekdays, weekends and/or evenings as assigned.
- Pre-employment background investigation and pre-employment drug/alcohol screening.
- Regular attendance is an essential function of this job to ensure continuity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)

- Ability to perform lifeguard duties according to American Red Cross and City of Flagstaff standards.
- Knowledge of swimming techniques and Aquatics equipment.
- Ability to administer first aid and CPR.
- Ability to work effectively with patrons, supervisor, co-workers, and public.

- Basic knowledge of pool sanitation and chemical testing regulations.
- Skill in swimming instruction and ability to instruct both groups and individuals.
- Knowledge of proper emergency response tactics.
- Safety hazard identification and injury prevention ability.
- Skill in leading the work of others.
- Ability to schedule staff and manage scheduling issues.
- Recordkeeping/report writing ability.
- Skill in conducting meetings and ability to organize the work of others.
- Thorough knowledge of and skill in CPR and First Aid techniques.
- Effective communication skills.
- Program/event development and assessment abilities.
- Skill in training staff identifying areas of needed improvement.
- Knowledge of basic office equipment and ability to utilize office equipment to perform essential job functions.
- Skill in managing time and prioritizing responsibilities.
- Ability to focus for extended periods of time, including monitoring the activities of a large group of patrons and quickly identify potential safety risks.
- Proficient computer literacy skills, including knowledge of Microsoft Office Suite applications (Word, Excel, Publisher, Outlook).
- Ability to interact with public in a firm, effective and respectful manner.



PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger/handle/feel, reach with hands and arms, talk or hear; the employee is regularly required to sit, climb or balance; and the employee is occasionally required to stoop, kneel, crouch, or crawl, taste or smell.
- The employee must frequently lift and/or move up to 25 pounds, regularly lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.
- Vision requirements for this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Working conditions include frequent exposure to fumes or airborne particles and regular exposure to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); working near moving mechanical parts; working in high, precarious places; toxic or caustic chemicals; and risk of electrical shock.
- The noise level in the work environment is usually loud.

PRE-EMPLOYMENT REQUIREMENTS

- There are no pre-employment physical requirements for this position.
- Pre-employment testing requirements for this position include: Fingerprints, Drug & Alcohol (non-regulated).
- There are no pre-employment vaccination requirements for this position.

CLASSIFICATION INFORMATION

Range 2, A-1-1 FLSA non-exempt
The City of Flagstaff is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, or protected Veteran status.

FOR APPLICATION MATERIALS

Visit Human Resources
Monday - Friday 8 AM - 4 PM
211 W. Aspen Ave., Flagstaff, AZ 86001

Call: (928) 213-2090 or
1 (800)-463-1389
Fax: (928) 213-2089

Website: www.flagstaff.az.gov
Email: human.resources@flagstaffaz.gov

Fees for Services

List of All Programs and Services Proposed:

City of Flagstaff Purchasing Division Request for Proposal Human Resources Advertising Services

Geo & Associates – Price Proposal November 18, 2019

Area of Focus	Detailed Description	Line Item Cost
	Hourly Rates and Estimated Hours expected to complete sample project	
Recruitment Ad development	<ol style="list-style-type: none"> 1. Write, design, illustrate or otherwise prepare advertisements, etc. for all print and online media as approved by HR. 2. Develop ad template for multiple positions. 	<ol style="list-style-type: none"> 1. \$85/hr. for ad development. Estimated \$425 for overall ad creation. 2. Estimated \$375 for this task.
Publish advertisements	<ol style="list-style-type: none"> 1. Develop an overall strategy and direction for employee recruitment. 2. Order space/time to secure and publish all advertisements online and or in print within the agreed upon time frames. <ol style="list-style-type: none"> 1. Print (local, state, national) 2. Social media 3. Digital media 4. Traditional media (radio, television, out-of-home) 3. Actual placement negotiation, recommendation and cost contingent on overall employment and recruitment strategy development, which includes an overview of job types, employment direction, recruitment tactics on how to reach the best candidates and HR client input. 	<ol style="list-style-type: none"> 1. \$45/hr. for planning and execution. Estimated \$180 for overall strategy. 2. Estimated cost is dependent upon placement medium, tactical execution and duration. Starts from \$175 for ad placement in local paper and \$450 for social media placement. 3. TBD
Verification and Lead Gen Metrics	<ol style="list-style-type: none"> 1. Verification of advertisements published in print and online to include response collection, evaluation and recommendation, including lead generation metrics. 	<ol style="list-style-type: none"> 1. \$85/hr. for planning and execution. Estimated \$375 for this overall task.

References

Navajo County Government

Eric Scott

Human Resources Manager | Risk Manager

100 East Code Talkers Drive

Holbrook, AZ 86025

(928) 524-4033

eric.scott@navajocountyaz.gov

Description: Eric tasked us with creating a recruitment flyer for county hiring and job fairs. Our goal was to engage potential hires with a fun flyer that showed then benefits of working for Navajo County. In addition to this flyer, we managed social media marketing for Navajo County for 3 months in Summer 2019. During this time we provided social media posting, graphic design, election awareness, hiring awareness and social media advertising.

Maricopa County Recorder/Elections

Murphy Heber

(Former) Communications Director for County Recorder Adrian Fontes

111 S. 3rd Avenue, Suite 103

Phoenix, AZ 85003

(602) 372-1021

cmhebert@risc.maricopa.gov

Description: We were hired by the Recorder's Office to handle 2018/2019 Election and Election Worker hiring marketing. We managed the public awareness marketing for 8 different county election events as well as 1 major marketing campaign to hire 4,000 temporary elections workers.

Community College of Aurora

Mary Jackson Meeks

(Former) Director of Communications and Marketing

(720) 353-5785

From 2014 to 2019, we were the agency of record for Community College of Aurora. We developed recruitment marketing campaigns for a variety of specific academic programs and career placement programs. We worked closely with their Strengthening Working Families Initiative (SWFI) to recruit low income working parents for academic programs with direct placement into jobs upon completion.

Contractor Questionnaire

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

Solicitation No. 2020-10
Senior Procurement Specialist: Emily Markel

CONTRACTOR QUESTIONNAIRE (FORM)

Contractor:

Company Name: Geo & Associates, Inc.

Doing Business As (if different than above): _____

Address: 10645 N. Oracle Road, STE 121-312

City: Tucson State: AZ Zip: 85737 -

Phone: 520-323-3221 Fax: NA

E-Mail Address: geoadv@geo4ads.com Website: geo4ads.com

Taxpayer Identification Number: 86-0434285

Mailing Address (if different than above):

Address: Same

City: _____ State: _____ Zip: _____ -

Contractor Contact for Questions about Proposal:

Name: Georgia Lacy Fax: NA

Phone: 520-323-3221 E-Mail Address: geoadv@geo4ads.com

Transaction Privilege (Sales)Tax/Use Tax Information (check one):

Contractor is located outside Arizona (The City will pay use tax directly to the AZ Dept of Revenue)

OR

Contractor is located in Arizona (The Contractor must invoice the applicable state and local tax to City, and remit taxes.)

Arizona Department of Revenue TPT License Number: 86-0434285
(Attach proof of registration)

Business License Information (check one):

Contractor does not have a business location within the City of Flagstaff

OR

Exceptions

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

Solicitation No. 2020-10
Senior Procurement Specialist: Emily Markel

EXCEPTIONS (FORM)

Notations. Any strikeouts, notes or modifications to the Solicitation documents shall be initialed in ink by the authorized person who signs the Proposal. If notations are made, they must be submitted with your Proposal and are considered Exceptions.

Exceptions: In addition to any notations on the Solicitation documents, please identify and list any exceptions to the Solicitation, by section/paragraph, on this Exceptions Form. The City reserves the right to reject, accept or further negotiate Exceptions. Exceptions may render the Proposal non-responsive.

Exceptions to Form of Contract: You may request changes to the form of contract (including any Standard or Special Terms and Conditions) on the Exceptions Form. You may also submit your own form of contract. The City will consider these in the same manner as any other exceptions.

You must indicate any and all exceptions taken to the requirements, specifications, and/or terms and conditions of this Solicitation, including the contract.

Exceptions (INITIAL ONE):

No exceptions

Exceptions taken (describe). Attach additional pages if needed.

Confidential Materials

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

Solicitation No. 2020-10
Senior Procurement Specialist: Emily Markel

CONFIDENTIAL MATERIALS (FORM)

If you believe part of your Proposal is confidential, mark the page(s) "CONFIDENTIAL" and isolate the pages as an attachment to this form. Also include an explanation why they are confidential.

Requests to deem the entire Proposal as confidential will not be considered.

If you want confidential information returned to you after contract award (and you are not selected for contract award), then note this below. You will be responsible for pick up.

Generally, information submitted in response to a Solicitation is subject to disclosure pursuant to the Arizona Public Records Law after contract award.

The information identified as confidential shall not be disclosed until the City makes a written determination whether the information may be treated as confidential. If the City determines it is necessary to disclose the information, the City will inform you in writing.

Confidential/Proprietary Materials (INITIAL ONE):

No confidential/proprietary materials have been included with this Proposal

Confidential/Proprietary materials are included in this Proposal. See attached.

Cooperative Purchases

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

Solicitation No. 2020-10
Senior Procurement Specialist: Emily Markel

COOPERATIVE PURCHASES (FORM)

The City of Flagstaff is a member of Flagstaff Alliance for the Second Century, along with the Coconino County Community College District, Northern Arizona University, Coconino County and Flagstaff Unified School District. The City is also a member of S.A.V.E. (Strategic Alliance for Volume Expenditures), which consists of numerous municipalities, counties, universities, colleges, schools and other Arizona State agencies. Cooperative purchasing arrangements such as the above are sanctioned by state law and allow a Contractor to sell services and materials to any member of a cooperative group under the same pricing, terms and conditions of contract awarded to the Contractor by any other member, following a competitive procurement process.

Is your company willing to offer the goods and services solicited under the terms and conditions of this solicitation to other members of the Flagstaff Alliance for the Second Century and S.A.V.E. under the same pricing, terms and conditions?

Yes No (INITIAL ONE)

If you answered No, that is acceptable. The City will not reject your Proposal or consider it to be non-responsive. If you answered Yes, and a contract is approved, others may seek to do business with you under the same terms and conditions, subject to your approval.

Disclosure

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

Solicitation No. 2020-10
Senior Procurement Specialist: Emily Markel

DISCLOSURE (FORM)

For any item checked YES, you must provide information. Answering YES to one or more questions does not necessarily mean you will be disqualified from this Solicitation. **FAILURE TO PROVIDE TRUE AND COMPLETE INFORMATION MAY RESULT IN DISQUALIFICATION FROM THIS SOLICITATION.**

1. Has your company or any affiliate* in the past 5 years: (i) had a permit revoked or suspended, (ii) been required to pay a fine, judgment or settlement of more than \$100,000, (iii) been convicted of a criminal offense (including a plea of guilty or *nolo contendere*), or (iv) been found in contempt of court, as a result of or in connection with any of the following:

- a. Any offense relating to integrity or honesty, including fraud, bribery, embezzlement, false claims, false statements, falsification or destruction of records, forgery, obstruction of justice, receiving stolen property, theft, price fixing, proposal rigging, restraint of trade or other antitrust law violation? YES _____
NO x
- b. Violation of the terms of any public contract? YES _____
NO x
- c. Failure to pay any uncontested debt to a government agency? YES _____
NO x
- d. Violation of any law or regulation pertaining to the protection of public health or the environment? YES _____
NO x

*An "affiliate" of your company means any person, company or other entity that, either directly or indirectly (for example, through stock ownership by family members), controls, is controlled by, or is under common control with, your company.

2. Has your company or any affiliate in the past 5 years been named as a party in any lawsuit related to performance of a contract (you do not need to list subcontractor lien claims which have been fully paid/satisfied)?

YES _____ NO x

3. Has your company or any affiliate of your company in the past 5 years been debarred or suspended from submitting proposals on public contracts?

YES _____ NO x

I hereby verify that the foregoing information, and any explanation attached are to the best of my knowledge, true and complete.



Signature of Person Authorized to Sign Proposal

Declarations

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

Solicitation No. 2020-10
Senior Procurement Specialist: Emily Markel

DECLARATION RELATED TO SOLVENCY (FORM)

Is your Contractor currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or has a trustee or receiver been appointed over all or a substantial portion of the property of your Contractor under federal bankruptcy law or any state insolvency law?

Yes No (INITIAL ONE)

DECLARATION RELATED TO GRATUITIES (FORM)

I hereby verify and declare that, to the best of my knowledge, neither the Contractor nor anyone associated with the Contractor has given, offered to give, or intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Proposal ("Gratuities").



Signature of Person Authorized to Sign Proposal

DECLARATION OF NON-COLLUSION (FORM)

I hereby verify and declare that:

The pricing for this Proposal has been arrived at independently and without consultation, communication or agreement with any other Contractor who may submit an Proposal.

The pricing for this Proposal has not been disclosed to any other Contractor who may submit a Proposal, and will not be, prior to the Closing Date and Time.

No attempt has been made or will be made to induce any Contractor or person to refrain from submitting a Proposal, or to submit a Proposal with higher pricing than this Proposal, or to submit an intentionally high or noncompetitive Proposal or other form of complementary Proposal.

This Proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any Contractor or person to submit a complementary or other noncompetitive bid.

Contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.



Signature of Person Authorized to Sign Proposal