



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## Attachment 1 Offer and Acceptance Form

**SUBMISSION OF OFFER:** Undersigned hereby offers and agrees to provide Medium and Heavy Duty Cabs, Chassis, and Buses in compliance with the Solicitation indicated above and our Offer indicated by the latest dated version below:

Initial Offer:	1.	11/28/18	CT						
		date	initial						
Revised Offers:	2.	NA		3.	NA		4.	NA	
		date #1	initial		date #1	initial		date #1	initial
	5.	NA		6.	NA		7.	NA	
		date #4	initial		date #5	initial		date #6	initial
Best and Final Offer:	8.	11/28/18	CT						
		date	initial						

### FREIGHTLINER OF ARIZONA, LLC.

Offeror company name

9899 WEST ROOSEVELT STREET

Address

TOLLESON, AZ 85353

City | State | ZIP

47-3036507

Federal tax identifier (EIN or SSN)

Signature of person authorized to sign Offer

Initials

x *Cory Thompson - Truck Sales*

Printed name and title

CORY THOMPSON-TRUCK SALES

Contact name and title

[cthompson@vvgtruck.com](mailto:cthompson@vvgtruck.com)

623-907-9900

Contact Email Address

Contact phone number

**CERTIFICATION:** By signature in the above, Offeror certifies that it:

- will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;
- has not given, offered to give, nor 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 submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
- complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
- is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

**ACCEPTANCE OF OFFER:** State hereby accepts the initial Offer, Revised Offer, or Best and Final Offer identified by number #8 at the top of this form, and which was dated 11/28/18 (the Accepted Offer). Offeror is now bound (as Contractor) to carry out the Work under the attached Contract, of which the Accepted Offer forms a part. Contractor is cautioned not to commence any billable work or to provide any material or perform any service under the Contract until Contractor receives the applicable Order or written notice to proceed from Procurement Officer.

State's Contract No. is: **CTR041810**

The effective date of the Contract is: **1/18/19** Contract awarded **1/18/19**

Date

Date

*Nicola Perrera*

Procurement Officer signature

**Nick Perrera**

Statewide Procurement Manager



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## Part 3 of the Solicitation

### CONTENTS:

SECTION 3-A: INSTRUCTIONS TO OFFERORS .....	2
SECTION 3-B: OFFER FORMS (ATTACHMENTS) .....	13
ATTACHMENT 1..... OFFER AND ACCEPTANCE FORM .....	14
ATTACHMENT 2-A.... EXPERIENCE AND CAPACITY QUESTIONNAIRE.....	15
ATTACHMENT 2-B.... ORGANIZATION PROFILE.....	22
ATTACHMENT 3-A... METHOD PROPOSAL (METHOD OF APPROACH).....	24
ATTACHMENT 3-B... KEY PERSONNEL PROPOSAL .....	26
ATTACHMENT 3-C ... PROPOSED SUBCONTRACTORS .....	29
ATTACHMENT 3-D ... BOYCOTT OF ISRAEL DISCLOSURE .....	31
ATTACHMENT 4..... PRICING SHEET .....	32
ATTACHMENT 5-A... CONFIDENTIAL INFORMATION DESIGNATION .....	33
ATTACHMENT 5-B... CONFORMANCE STATEMENTS.....	35
ATTACHMENT 5-C ... INSURANCE .....	39
ATTACHMENT 5-D ... OFFER CHECKLIST .....	40



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## Section 3-A: Instructions to Offerors

### 1.0 Definition of Terms

As used in these Instructions to Offerors, the terms listed below are defined as follows:

- 1.1 **Arizona Procurement Code; A.R.S.; A.A.C.** "Arizona Procurement Code" means, collectively, Title 41 Chapter 23, *et. sequitur*, in the Arizona Revised Statutes (abbreviated "A.R.S.") and administrative rules R2-7-101 *et. sequitur* in the Arizona Administrative Code (abbreviated "A.A.C.").  
NOTE: There are frequent references to the Arizona Procurement Code throughout the Solicitation Documents, therefore, you will need to be familiar with its provisions to be able to understand the Solicitation Documents fully.  
The Arizona Department of Administration State Procurement Office provides a reference compilation of the Arizona Procurement Code on its website:  
<https://spo.az.gov/administration-policy/state-procurement-resource/procurement-regulations>  
The Arizona State Legislature provides the official A.R.S. online at:  
<http://www.azleg.gov/ArizonaRevisedStatutes.asp>  
The Office of the Arizona Secretary of State provides the official A.A.C. online at:  
<http://www.azsos.gov/rules/arizona-administrative-code>
- 1.2 **Clarifications** "Clarifications" means, per A.A.C. R2-7-C313, communications between the Procurement Officer and Offeror for the purpose of providing a greater mutual understanding of the Offer. Clarifications may include demonstrations, questions and answers, or elaborations on previously-submitted information.
- 1.3 **Contract** "Contract" is defined in paragraph 1.2 of the Uniform Terms and Conditions.
- 1.4 **Contract Amendment** "Contract Amendment" is defined in paragraph 1.3 of the Uniform Terms and Conditions.
- 1.5 **Contract Terms and Conditions** "Contract Terms and Conditions" is defined in paragraph 1.8 of the Special Terms and Conditions.
- 1.6 **Contractor** "Contractor" is defined in paragraph 1.4 of the Uniform Terms and Conditions.
- 1.7 **Evaluation** "Evaluation" means, per A.A.C. R2-7-316, the process whereby the Procurement Officer will determine which Responsive offers, revised offers, and best and final offers are the most advantageous to State taking into consideration the evaluation factors set forth in the Solicitation Documents.
- 1.8 **Negotiation** "Negotiation" means, per A.A.C. R2-7-101(32), an exchange or series of exchanges between State and an offeror for the purposes set forth in A.A.C. R2-7-C314.
- 1.9 **Not Susceptible for Award** "Not Susceptible for Award" means, per A.A.C. R2-7-C311, that the relevant offer has been determined by the Procurement Officer to fail one or more of the tests and comparisons set forth therein. NOTE: A determination of Not Susceptible for Award and a determination of Responsive are mutually exclusive.



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- 1.10 Offer: Initial Offer; Revised Offer; Best and Final Offer (BAFO)
  - "Initial Offer" means, per A.A.C. R2-7-101(33), Offeror's proposal submitted to State in response to the Solicitation, as initially submitted.
  - "Revised Offer" means any revised versions of the Initial Offer that Offeror has submitted to State at State's request as permitted under A.A.C. R2-7-C314 and R2-7-C315.
  - "Best and Final Offer" ("BAFO") means, per A.A.C. R2-7-101(8), the Revised Offer submitted after negotiations have been completed that contain Offeror's most favorable terms for price, service, and products to be delivered.
  - Reference to "an Offer," "the Offer," or "your Offer" means any of the Initial Offer, a Revised Offer, or the Best and Final Offer.
- 1.11 Offeror
  - "Offeror" is the Person submitting an Offer; instructions addressed to "you" and references to "your" items are to be construed as being synonymous with "Offeror" and "Offeror's" throughout these Instructions to Offerors.
- 1.12 Pricing Document
  - "Pricing Document" means Section 2-B of the Solicitation Documents. Also known as Pricing Document as defined in the Special Terms and Conditions.
- 1.13 The State's e-Procurement System
  - "The State's e-Procurement System" is defined in paragraph 1.16 of the Special Terms and Conditions.
- 1.14 Procurement Officer
  - "Procurement Officer" means the person, or his or her designee, who has been duly authorized by State to administer the Solicitation and make written determinations with respect to the Solicitation. The Procurement Officer is identified in The State's e-Procurement System.
- 1.15 Solicitation
  - "Solicitation" means this procurement solicitation, which State is issuing as either:
    1. an invitation for bids ("IFB") under A.R.S. § 41-2533;
    2. a request for proposals ("RFP") under A.R.S. § 41-2534;
    3. a request for quotations ("RFQ") under A.R.S. § 41-2535; or
    4. a request for qualifications under A.R.S. §41-2558.
  - Refer to the Solicitation Summary for which of the foregoing is this Solicitation.
- 1.16 Solicitation Amendment
  - "Solicitation Amendment" means, per A.A.C. R2-7-303, a change to the Solicitation that has been issued by Procurement Officer.
- 1.17 Solicitation Summary
  - "Solicitation Summary" means Section 1 of the Solicitation Documents.
- 1.18 State
  - "State" is defined in paragraph 1.11 of the Uniform Terms and Conditions.
- 1.19 Subcontract
  - "Subcontract" is defined in paragraph 1.13 of the Uniform Terms and Conditions.
- 1.20 Subcontractor
  - "Subcontractor" is defined in paragraph 1.19 of the Special Terms and Conditions.

## 2.0 Solicitation Inquiries

- 2.1 Duty to Examine
  - Examine the entire Solicitation, obtain clarification in writing for any questions or concerns by submitting inquiries, then examine your Offer thoroughly and carefully for completeness and accuracy before submitting it. Lack of care in preparing an Offer will not be grounds for modifying or withdrawing it after the due date and time.



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- 2.2 **State Contact Person** Direct all inquiries related to the Solicitation to Procurement Officer, including requests for or inquiries regarding standards referenced in the Solicitation. Apart from the State's e-Procurement System Help Desk, do not contact any State personnel other than Procurement Officer concerning the Solicitation while it is in progress, through and including award.
- 2.3 **Submission of Inquiries** Submit all inquiries related to the Solicitation in The State's e-Procurement System. The Procurement Officer will not respond to inquiries received in any other manner.
  1. Submit technical inquiries about navigating and/or submitting proposals in the State's e-Procurement System to the State's e-Procurement System Help Desk:
    - by phone at (602) 542-7600, option2; or
    - by email to <https://app@azdoa.gov>.
  2. Submit all other inquiries about the Solicitation using the **"Discussions with Buyer" tab in the State's e-Procurement System**. Always refer to the appropriate Solicitation document by page and paragraph number. Except for technical inquiries about navigating and/or submitting proposals in the State's e-Procurement system, the State is not responsible for responding to any inquiries submitted **less than 3 (three) business days before the offer due date and time**.
- 2.4 **Timeliness** Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least seven days before the Offer due date and time for review and determination by the State. Failure to do so may result in the inquiry not being considered for a Solicitation Amendment.
- 2.5 **Verbal or Email Responses** An Offeror shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.
- 2.6 **Solicitation Amendments** Only a Solicitation Amendment issued in The State's e-Procurement System can change the Solicitation.
- 2.7 **Pre-Offer Conference** No Pre-Offer Conference will be held for this solicitation.

## 3.0 Offer Preparation

- 3.1 **Online Documents** The Solicitation Documents are only provided online in The State's e-Procurement System; State will not provide any printed copies or other formats.
- 3.2 **Electronic Submissions** When submitting an Offer, only include files that are Microsoft Word documents, Excel workbooks, or PowerPoint presentations and Adobe Acrobat documents. Obtain advance approval before submitting files in any other format.
- 3.3 **Deviations in Offer** When submitting an Offer, clearly indicate in writing any deviations from the Specifications or other Solicitation technical requirements documents. Any unidentified deviation will be deemed void upon submission.  
  
NOTE: Deviations are technical exceptions of a significant but not material nature, typically having to do with part/model numbers, details of attachments, mountings, clearances, internal configurations, etc., and are not to be confused with the material exceptions covered in paragraph 3.5.



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- 3.4 Evidence of Intent**

Every one of your Offer submissions (e.g. **initial submission and any subsequent re-submission**) must contain Attachment 1 [Offer and Acceptance Form] with a signature by your duly authorized officer, executive, principal, or agent. The signature will be deemed to signify your intent to be bound by that Offer and the terms of the Solicitation, and your representation that the information you have provided in that Offer is true and accurate.
- 3.5 Exceptions to Solicitation Documents**

If you are submitting an Offer conditioned on exceptions to the Solicitation Documents, indicate "NO" on Attachment 5-B [Conformance Statement] and provide the required justification. Any exceptions taken elsewhere in an Offer or any of your preprinted or standard terms will be void in that Offer and without force or effect in any resulting contract.
- 3.6 Insurance and Bonds**

Provide the evidence of insurance availability, evidence of insurance in place, evidence of bonding capacity, bonds in hand, or other security that are called for in Attachment 5-C [Insurance and Bonding Evidence].

If you intend to withhold or redact any element of your evidence of insurance policy compliance required by Section 6.2 of the Special Terms and Conditions [Contractor Insurance Requirements] on the grounds that it is confidential information, then you **must claim it as such and submit the necessary substantiated justification with each Offer using Attachment 5-A [Designation of Confidential Information] and as per Instruction 4.7 Confidential Documents below.**

Unless Procurement Officer has determined that your evidence documentation, or some or all your insurance program, is confidential information under paragraph 4.7, refusing after contract award to provide the complete, un-redacted copies of policies as called for in that exhibit will be a material breach of the Contract.
- 3.7 Identification of Taxes in Offer**

State is subject to Arizona Transaction Privilege Tax as well as certain local sales/use taxes, as described in the Contract Terms and Conditions.
- 3.8 Excise Tax**

State is exempt from certain federal excise tax on manufactured goods; State will provide the necessary exemption certificates as evidence to the extent exemption applies to the Work.
- 3.9 Tax Identification**

You must provide to State your federal employer identification number or social security number for the purposes of reporting monies paid under the Contract to appropriate taxing authorities. The submission is mandatory under 26 U.S.C. §6041A. If the identifier provided is a social security number, State shall only use it for tax reporting purposes and only share it with appropriate government officials.
- 3.10 Disclosure**

If you are submitting an Offer despite having been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, then you must provide with that Offer the name and address of the governmental unit, the effective date, duration, and circumstances of the suspension, debarment, or other preclusion, and your justification for State to consider the Offer despite the suspension, debarment, or other preclusion. Include in your disclosure any suspension, debarment, or other preclusion that is pending, but indicate that it is pending.



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- 3.11 **Federal Immigration Laws** By signing an Offer, you will be deemed to have represented that both you and all your proposed subcontractors are in compliance with federal immigration laws and regulations relating to the immigration status of their personnel. State may, at its discretion, demand evidence of compliance during Evaluation, which you must provide promptly. Not providing the evidence will be grounds for Procurement Officer to determine that the Offer is Not Susceptible for Award.
- 3.12 **Cost of Offer Preparation** State will not reimburse to you or any of your prospective subcontractors, suppliers, or consultants any costs associated with responding to the Solicitation.
- 3.13 **Offshore Performance of Work Prohibited** Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

## 4.0 Submission of Offer

- 4.1 **Required Offer Content**

**INITIAL SUBMISSION:**  
Submit all of the Initial Offer content called for in Section 3-B: Offer Forms (Attachments).

**BEST and FINAL OFFER**  
Best and Final Offer (BAFO) must contain all of the Attachments indicated in the applicable Procurement Officer request for a Submitted Offer. Make revisions in response to the negotiations / discussions and the Procurement Officer's Request for Best and Final Offer in all applicable documents and pricing grid in the State's e-procurement system.
- 4.2 **Attachment Forms**

If an Attachment indicates that a "Form" is being provided for an Attachment, then the Solicitation includes the required form and format for submitting the Attachment. No other form or format will be accepted, and your Offer can be determined to be Not Susceptible for Award if you submit an unofficial form.

If, however, the Solicitation Documents indicate that you are allowed to attach additional documents regarding a particular question or line item, then doing so will be acceptable so long as the filled-out Attachment clearly states "**See Attachment X Supplement (#1 of 2)**", etc., and the additional document is clearly marked as "**Attachment X Supplement (#1 of 2)**," etc.

**NOTE (1):** Each Form has a blank space to list your Attachment Supplements.

**NOTE (2):** You must upload each such "additional" document as an individual file and name the file to match the document title.

**NOTE (3):** Do not include non-specific marketing materials in an Offer. If something is not specifically called for, then including it will not be helpful during Evaluation, and might in fact be grounds for down-grading if it does not address your experience and capacity to carry out the work for this Solicitation.
- 4.3 **Pricing** Pricing must be shown in the EXCEL document titled as follows:



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## Attachment 4 Pricing

### 4.4 Submission

Submit each Offer online in The State's e-Procurement System before the "Bid Opening Date" indicated for the "Solicitation No." State will not consider a proposal submitted by any other method other than The State's e-Procurement System, and it will be deemed void upon submission. **By A.A.C. R2-7-C307, State will not consider later offers.** State will give no extension or grace period for delays or incomplete proposals caused by internet connectivity problems, file uploading difficulties, or misunderstanding of the requirements or procedures for online submission in The State's e-Procurement System. If your proposal is not submitted correctly, completely, and in conformance to these Instructions herein, then Procurement Officer may determine it Not Susceptible for Award.

NOTE: Using the State's e-Procurement System requires a certain level of technical competency; select your staff to submit proposals and handle other Solicitation general matters in The State's e-Procurement System carefully, since the State's e-Procurement System Help Desk cannot do any of the required actions for you.

### 4.5 Solicitation Amendments

**Acknowledge each Solicitation Amendment in The State's e-Procurement System.** By A.A.C. R2-7-C303(C), you must acknowledge every Solicitation Amendment issued as of the due date and time for an Offer to be Responsive. To be Responsive you must submit or re-submit your offer. If you have submitted your proposal early, you must be alert for subsequent Solicitation Amendments if one is issued after your submission but before offer due date and time, then the Procurement Officer may determine the Offer to be Not Responsive if you have not acknowledged it.

### 4.6 Amending or Withdrawing

You cannot amend or withdraw a submitted proposal after the offer due date and time unless expressly permitted under applicable law.

### 4.7 Confidential Information

If you believe that a portion of your Offer (or a protest or other correspondence) contains a trade secret or other manner of your proprietary information, you must:

1. indicate on Attachment 5-A [Designation of Confidential Information] that your proposal contains such claimed confidential information; and
2. designate clearly throughout the Offer each instance of that trade secret or other proprietary information in the other portions of your proposal using the term "confidential."

**Simply indicating that the proposal contains confidential information is not sufficient to claim the protections under A.A.C. R2-7-C317 – Attachment 5-A** must be accompanied by a detailed explanation as to why each item or category of items in the proposal should be designated confidential information.

**Submit Confidential Information/Documentation as a Supplement(s) to Section 5-A. DO NOT incorporate information you are requesting to be determined as Confidential in any other section of your response. If the Confidential information is to be responsive to another Section/Question, simply provide a statement providing the Section 5-A Supplement Title to be reviewed by the Evaluators.**

Procurement Officer shall review your claim of confidentiality and provide a written determination; until a written determination has been made, Procurement Officer shall not disclose the claimed information to anyone who does not have a legitimate State interest. If Procurement Officer denies the claim of confidentiality, you may



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appeal the determination to the State Procurement Administrator within the time specified in the determination.

NOTE: Contract terms and conditions, pricing, and information generally available to the public are not and will not be designated confidential information.

#### 4.8 Public Record

Once submitted and opened by Procurement Officer, your Offer is a public record and must be retained by State for 6 (six) years. All offers will be available for public inspection in the State's e-Procurement System after the resulting contracts have been awarded, except for any portions that were determined to be confidential information.

Procurement Officer shall make the names of Persons who submitted offers available in The State's e-Procurement System promptly after the opening date.

#### 4.9 Offeror Certification

By signing the Offer and Acceptance Form (or other official contract form specified by Procurement Officer), you will be deemed to have certified that:

1. you did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of your Offer; and
2. you do not discriminate against any employee or applicant for employment or person to whom you provide services because of race, color, religion, sex, national origin, or disability, and that you comply with an applicable federal, state, and local laws and executive orders regarding employment.

### 5.0 Responsibility; Responsiveness and Acceptability

#### 5.1 Responsibility

In accordance with A.R.S. 41-2534(G), A.A.C. R27-C312 and R2-7-C316, the State shall consider the following in determining Offeror's responsibility, as well, as the responsiveness and acceptability of their proposals. The State will consider, but is not limited to, the following in determining an Offeror's responsibility as well as susceptibility to Contract Award:

1. Whether the Offeror has had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract;
2. Whether the Offeror's record of performance includes factual evidence of failure to satisfy the terms of the Offeror's agreements with any party to a contract. Factual evidence may consist of documented vendor performance reports, customer complaints and/or negative references;
3. Whether the Offeror is legally qualified to contract with the State and the Offeror's financial, business, personnel, or other resources, including subcontractors;
4. Legally qualified includes if the vendor or if key personnel have been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.
5. Whether the Offeror promptly supplied all requested information concerning its responsibility;



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6. Whether the Offer was sufficient to permit evaluation by the State, in accordance with the evaluation criteria identified in this Solicitation or other necessary offer components. Necessary offer components include: attachments, documents or forms to be submitted with the offer, an indication of the intent to be bound, reasonable or acceptable approach to perform the Scope of Work, signed Solicitation Amendments, references to include experience verification, adequacy of financial/business/personal or other resources to include a performance bond and stability including subcontractors and any other data specifically requested in the Solicitation;
7. Whether the Offer was in conformance with the requirements contained in the Scope of Work, Terms and Conditions, and Instructions for the Solicitation and its Amendments, including the documents incorporated by reference;
8. Whether the Offer limits the rights of the State;
9. Whether the Offer includes or is subject to unreasonable conditions, to include conditions upon the State or necessary for successful Contract performance. The State shall be the sole determiner as to the reasonableness of a condition;
10. Whether the Offer materially changes the contents set forth in the Solicitation, which includes the Scope of Work, Terms and Conditions, or Instructions; and,
11. Whether the Offeror provides misleading or inaccurate information.

## 5.2 Responsiveness and Acceptability

Proposals that do not contain information sufficient to evaluate the proposal in accordance with the factors identified in the solicitation or other necessary proposal components may not be considered responsive and/or acceptable. Necessary components include an indication of the Offeror's intent to be bound, price proposal, solicitation amendments, bond and reference data as required.

Proposal Content. The Offeror shall make a firm commitment to provide services as required and proposed.

- The material contained in the Offer shall be relevant to the service requirements stated in the solicitation.
- It is to be submitted in a sequence that reflects the scope of work section of this document.
- It is to include information relevant to the designated evaluation criteria.
- Failure to include the requested information may have a negative impact on the evaluation of the Offeror's proposal.

## 5.3 Eligibility for Evaluation and Negotiation

If Procurement Officer determines an offeror is Not Responsible, then he or she is not permitted by A.A.C. R2-7-C314 to give further consideration to its offer or include it in any Negotiation or make Evaluation of its offer. If, however, Procurement Officer determines that an offer is Responsive (i.e., there is no applicable determination of Not Susceptible for Award), then he or she is obliged by A.A.C. R2-7-C314 to make Evaluation of it and include the offeror in the immediate round of Negotiation (if there is any Negotiation).

If Procurement Officer determines subsequently that your Revised Offer is Not Susceptible for Award by virtue of comparison to other revised offers per A.A.C. R2-7-C314(A)(3), then he or she will not include you in any further Negotiation. For clarity of intent, the foregoing means that Procurement Officer may reduce the number of offers that are "susceptible for award" with each successive round of Negotiation, since the purpose of Negotiation is to achieve best value for State.



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## 6.0 Evaluation of Offers

- 6.1 Offer Validity Period** By submitting an Offer, you agree to hold it open for the validity period specified in the Solicitation Summary. If no validity period is specified therein, then you shall hold your Offer open for 180 (one hundred eighty) days. The specified or default validity period (whichever applies) re-starts upon submission of each Revised Offer or a Best and Final Offer.
- 6.2 Clarifications** Upon receipt and opening of proposals submitted in response to this solicitation, the State may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or for eliminating minor informalities or correcting nonjudgmental mistakes in proposals. Clarifications shall not otherwise afford Offerors the opportunity to alter or change their proposal.
- 6.3 Oral Presentations** The State may request oral presentations. If requested, the Offeror shall be available for oral presentations with no more than ten (10) business days advance notice. Participants in the oral presentations should include the Offeror's key persons. Such oral presentations shall not otherwise afford an Offeror the opportunity to alter or change its Offer.
- 6.4 Cost or Pricing Data** Submit any cost or pricing data promptly that Procurement Officer requests under A.R.S § 41-2543 per A.A.C. R2-7-702(B)(2). Procurement Officer may make the following preconditions for eligibility and award:
1. submission of appropriate cost or pricing data under A.A.C. R2-7-704;
  2. determination that the submitted cost or pricing data demonstrates that pricing is fair and reasonable under A.A.C. R2-7-702(A); and,
  3. determination that the data is not defective under A.A.C. R2-7-705.
- 6.5 Evaluation Criteria** In accordance with the Arizona Procurement code A.R.S. § 41-2534, awards shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.
- 6.5.1 Capacity of Offeror, Experience;
  - 6.5.2 Methodology; and
  - 6.5.3 Cost.
- 6.6 Negotiations** In accordance with A.R.S. § 41-2534, after the initial receipt of proposals, the Procurement Officer may conduct discussions with those Offerors who submit proposals determined by the State to be reasonably susceptible of being selected for award.
- Procurement Officer will request a best and final offer from any offerors with whom negotiation has been conducted, provided that, State may make award made without any Negotiation and therefore every offeror is forewarned to always submit its offer complete and on the most favorable terms initially, and not to assume any opportunity for Negotiation.
- 6.7 Financial Stability** You must be able to substantiate your financial stability to State's satisfaction as a precondition of any contract award. Procurement Officer may demand documentation such as current and audited financial statements, including income and balance sheets, directly from you or may obtain reports from independent



# Request for Proposal

Solicitation No.  
**BPM00228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

financial rating services. Not providing the evidence will be grounds for Procurement Officer determining your Offer is Not Susceptible for Award.

- 6.8 **Consideration of Exceptions** Procurement Officer may determine that your Offer is Not Susceptible for Award if it is conditioned on an exception to a material aspect of the Solicitation. Even if Procurement Officer determines that an exception is one that does not merit Not Susceptible for Award determination, he or she may down-grade your Offer in Evaluation if the exception is significant.
- 6.9 **Consideration of Deviations** Procurement Officer may down-grade your Offer in Evaluation if it contains deviations that, in his or her determination, materially reduce the value to State of affected Materials or Services across the life-cycle thereof.
- 6.10 **Consideration of Prompt Payment Discount** Procurement Officer may credit any proposed prompt payment discounts for the purpose of evaluating offer prices.
- 6.11 **Consideration of Taxes** Procurement Officer shall not include Arizona Transaction Privilege Tax and other sales/use taxes for the purpose of evaluating offer prices.
- 6.12 **Consideration of Cost** Regardless of the relative order assigned to cost in the Solicitation Summary, cost is an essential consideration in every award State makes; State's intent is always to obtain the best pricing available and it strives to make its evaluations be a straightforward comparison of best value between the responsible and responsive proposals as far as possible to the extent permissible under the Arizona Procurement Code.
- 6.13 **Unit Price Prevails** In the case of discrepancy in your Offer between a unit price or rate and an extension of that unit price or rate, the unit price or rate will prevail.
- 6.14 **Waiver and Rejection** Notwithstanding any other provision of the Solicitation Documents, State reserves the right to waive any minor informality, reject any or all offers or portions thereof or cancel the Solicitation.

## 7.0 Award of Contract

- 7.1 **Best Advantage to State** Under A.A.C. R2-7-C317, contracts will be awarded to the responsible offeror(s) whose offer(s) is/are determined to be most advantageous to the State based on the stated evaluation criteria.
- 7.2 **Number of Types of Awards** State may make multiple awards or to award contracts by individual line items or alternates, by group of line items or alternates, or to make an aggregate award, or regional awards, whichever is determined to be most advantageous to State.
- 7.3 **Contract Inception** Your Offer does not constitute a contract nor does it confer any right on you to the award of a contract. A contract is not created until your Offer has been accepted for State by Procurement Officer's signature on the Offer and Acceptance Form. Notice of award or of intent to award will not constitute State's acceptance of your Offer.
- 7.4 **Contract Document Consolidation** State may, at its option, consolidate the resulting contract documents after contract award. Examples of such consolidation are reorganizing Solicitation Documents and those components of the Accepted Offer not pertaining to the contract's operation and excluding any components of the Accepted Offer that were not awarded.



## Request for Proposal

Solicitation No.

**BPM000228**

Description:

Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration

**State Procurement Office**

100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

Contract document consolidation will not, however, include or be construed to include any materially change the Solicitation or the Contract.

### 8.0 Solicitation or Award Protests

Any protest must comply with and be resolved according to Arizona Revised Statutes Title 41, Chapter 23, Article 9, and rules adopted thereunder. Protests must be in writing and be filed with both Procurement Officer and the State Procurement Administrator. Protest of the Solicitation must be received before the offer due date and time. Protest of a proposed award or of an award must be received within 10 (ten) days after Procurement Officer makes the procurement file available for public inspection. In either case, the protest must include:

1. the name, address, email address and telephone number of the interested party;
2. signature of the interested party or its representative;
3. identification of the purchasing agency and the solicitation or contract number;
4. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. the form of relief being requested.

### 9.0 Comments Welcome

SEPARATELY AND APART FROM THIS SOLICITATION, The State Procurement Office periodically reviews these Instructions to Offerors and welcomes any comments the public may have.

Please submit your comments to:

State Procurement Administrator,  
State Procurement Office, 100 North 15th Avenue, Suite 402  
Phoenix, Arizona, 85007

End of Section 3-A



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## Section 3-B: Offer Forms (Attachments)

ATTACHMENT 1.....	OFFER AND ACCEPTANCE FORM .....	14
ATTACHMENT 2-A...	EXPERIENCE AND CAPACITY QUESTIONNAIRE .....	15
ATTACHMENT 2-B...	ORGANIZATION PROFILE.....	22
ATTACHMENT 3-A...	METHOD PROPOSAL (METHOD OF APPROACH) .....	24
ATTACHMENT 3-B...	KEY PERSONNEL PROPOSAL .....	26
ATTACHMENT 3-C ...	PROPOSED SUBCONTRACTORS .....	29
ATTACHMENT 3-D ...	BOYCOTT OF ISRAEL DISCLOSURE .....	31
ATTACHMENT 4.....	PRICING SHEET .....	32
ATTACHMENT 5-A...	CONFIDENTIAL INFORMATION DESIGNATION .....	33
ATTACHMENT 5-B...	CONFORMANCE STATEMENTS.....	35
ATTACHMENT 5-C ...	INSURANCE .....	39
ATTACHMENT 5-D ...	OFFER CHECKLIST .....	40

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## Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

### Attachment 2-A Experience and Capacity Questionnaire

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

The Offeror shall provide a narrative response to each question that demonstrates their understanding of the Scope of Work requirements and describes your company's overall method of approach for providing the service stated in this solicitation. If there is a question that is not applicable to the services required by the Scope of Work, you may mark it N/A.

#### EXPERIENCE AND CAPACITY QUESTIONS:

##### Question 1: Company Profile

The Offeror must include a narrative description of its organization. The narrative must include the following:

- 1.1 Brief overview of business operations, with an emphasis on experience providing Training - Professional Development and/or Related Consultation services.
- 1.2 Date established;
- 1.3 Ownership (public, partnership, subsidiary, etc.);
- 1.4 Location in which the Offeror is incorporated;
- 1.5 Address of "Main Office" (e.g. Corporate Headquarters and any satellite offices responsible for performance of proposed tasks);
- 1.6 Offeror's organizational chart relevant to the Contract, specifically identifying the key point of contact for all questions related to the submitted offer;
- 1.7 Full disclosure of any potential conflict of interest between the Offeror and any State employee who functions or has responsibilities in the review or approval of the undertaking or carrying out of the Contract;
- 1.8 A Statement of whether, in the last five (5) years, the Offeror has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details and current status;
- 1.9 A Statement of whether there are any pending Securities Exchange Commission investigations involving the Offeror, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) may impair the Offeror's performance in a Contract under this RFP;
- 1.10 A Statement documenting all open or pending litigation initiated by Offeror or where Offeror is a defendant or party in any litigation that may have a material impact on Offeror's ability to deliver the contracted services;
- 1.11 A Statement documenting all open or pending litigation initiated by Offeror or where Offeror is a defendant or party in any litigation with a Public sector client;
- 1.12 Full disclosure of any Public Sector contracts terminated for cause or convenience in the past five (5) years; and,



# Request for Proposal

Solicitation No.

**BPM000228**

Description:

Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration

**State Procurement Office**

100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

- 1.13 Full disclosure of any criminal or civil offense.
- 1.14 Offeror shall provide evidence of any Arizona required business license to provide these services.
- 1.15 Offeror shall provide copies of any professional or industry certifications that represent the services detailed in this RFP.

### Offeror Response:

1.1-Freightliner of Arizona, LLC operates 5 locations throughout the State. Services include truck sales, parts sales, vehicle maintenance and body shop services. Both Sales and Service personnel are annually certified through OEM provided courses with an emphasis on product knowledge, business sector and employee skills development.

1.2-Date established-2015 as Freightliner of Arizona, LLC under the Velocity Truck Center umbrella. Freightliner of Arizona was initially established in 2005 under different ownership.

1.3-Private LLC

1.4-State of Arizona-Limited Liability Company

1.5-9899 West Roosevelt St. Phoenix, AZ 85353  
 1230 S Akimel Ln. Chandler, AZ 85226  
 5650 E Travel Plaza Tucson, AZ 85756  
 4201 E Huntington Dr. Flagstaff, AZ 86004  
 480 N Mariposa Rd. Nogales, AZ 85621

1.6-Organizational chart attached

1.7-None

1.8-None

1.9-None

1.10-None

1.11-None

1.12-None

1.13-None



## Request for Proposal

Solicitation No.

**BPM000228**

Description:

Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration

**State Procurement Office**

100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

[1.14-AZ Business license attached](#)

[1.15-Certifications attached](#)

### Question 2: Company Experience

- A. What market(s) are your current clients primarily in?
- B. What experience do you have serving clients in Business Markets within the State of Arizona State?
- C. What is the range in size of your current clients?
- D. How long have you provided services to your longest tenured client?
- E. Why did your last three former clients cancel their contracts?
- F. With what relevant trade and/or professional associations are you involved? How does this participation give you an advantage over your competition?

#### Offeror Response:

A-Construction, Freight, Refuse, Mining, Utility, Food/Beverage, Government, Fire

B-Selling and Servicing both Public and Private sectors since 2015

C-Clients range in size from one vehicle such as an owner-operator to thousands such as a National Freight company.

D-13 Years as Freightliner of Arizona, 3 years owned by Velocity Truck Centers as Freightliner of Arizona, LLC.

E-2009 American LaFrance Condor couldn't meet delivery terms and orders were subsequently cancelled.

F-Arizona Trucking Association-Vendor and Competitor interaction with emphasis on new technology and industry trends.

SWANA-Vendor and Competitor interaction with emphasis on Solid Waste market.

FleetPros-Vendor and Competitor interaction with emphasis on Public Fleet Management.

### Question 3: Financial/Accounting Information

Offeror must provide evidence of financial stability and capability to fund all costs associated with providing the services throughout the term of the Contract. The latest two (2) years audited annual financial statements including Total Revenue, Net Income, and Total Assets must be submitted with the Offeror's proposal. If audited financial data is unavailable, explain in full the reason, and provide the latest non-audited financial information to include Balance Sheet, Income Statement, as well as Statements of Cash flows and Change in Financial Position. Include information to attest to the accuracy of the information provided.

Offeror shall provide information regarding any irregularities that were discovered in any accounts maintained by the Offeror on behalf of others. Describe the circumstances and disposition of the irregularities.

#### Offeror Response:

[Financial Information attached](#)



## Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

### Question 4: Proposed Project Members and Organization

Utilize Attachment 3-B to identify Key Personnel to be utilized to perform services within a resultant contract.

*In addition, also state the Members related experience with large local, state or federal government agencies.*

Offeror Response: **Offeror has sold and serviced vehicle purchases for over a decade to the below listed agencies:**

ADOT

MARICOPA COUNTY

PIMA COUNTY

COCONINO COUNTY

MOJAVE COUNTY

YUMA COUNTY

GILA COUNTY

NAVAJO COUNTY

PINAL COUNTY

CITY OF PHOENIX

CITY OF TUCSON

CITY OF TEMPE

CITY OF MESA

CITY OF SCOTTSDALE

CITY OF YUMA

CITY OF FLAGSTAFF

CITY OF GLENDALE

CITY OF PEORIA

CITY OF GOODYEAR

CITY OF BUCKEYE

CITY OF AVONDALE

CITY OF SURPRISE

CITY OF SIERRA VISTA

CITY OF BISBEE

CITY OF KINGMAN

CITY OF PRESCOTT

CITY OF SHOW LOW



## Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

CITY OF GLOBE  
TOWN OF PAYSON  
TOWN OF WICKENBURG  
TOWN OF PRECOTT VALLEY  
BULLHEAD CITY  
LAKE HAVASU CITY  
TOWN OF GILBERT  
CITY OF CASA GRANDE  
TOWN OF CAVE CREEK  
MARANA UNIFIED SCHOOL DISTRICT  
SULPHUR SPRINGS VALLEY ELECTRIC CO-OP

**Question 5: Subcontractors**

Utilize Attachment 3-C to identify Proposed Subcontractors to be utilized to perform services within a resultant contract.

Offeror Response: [See attachment 3-C attached](#)

**Question 6: Submit copies of all applicable certificates and licenses that support Offeror's ability to provide the goods and services being proposed.**

Offeror Response: [Certifications attached](#)



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## EXPERIENCE REFERENCES:

The State intends to conduct reference checks for account referenced provided by Offerors. It may, at its sole discretion contact additional clients not presented as references.

Offerors shall provide at least three (3) client references for assignments that replicate or mirror the requirements of this RFP. At least one (1) of the projects referenced must be Arizona government related.

***All assignments shall be for assignments received and completed within the last five (5) years.***

1	Client Company/Address	Contact	Begin Date	End Date
	City of Phoenix	Joe Guerin	2005	present
	Phone Number	Email Address		
	602-262-4625	Joe.guerin@phoenix.gov		
Event Scope and deliverables, include number of resources engaged in project, timeline of project (major milestones)				
-15-20 Trucks delivered annually				
-Resources include two sales associates, three-four service associates, three-four body upfitter associates				
-City adopted Medium, Heavy Duty Cab and Chassis State Contract for fleet vehicle acquisitions.				
-Timeline varies based on scope of project				
List job positions provided and technologies utilized to supplement services.				
Truck Sales, Service support, Fleet support, Parts assistance				

2	Client Company/Address	Contact	Begin Date	End Date
	Maricopa County	Gidget Vigil	2005	present
	Phone Number	Email Address		
	602-506-4674	gidgetvigil@mail.maricopa.gov		
Event Scope and deliverables, include number of resources engaged in project, timeline of project (major milestones)				
-10-15 Trucks delivered annually				
-Resources include two sales associates, three-four service associates, three-four body upfitter associates				
-Timeline varies based on scope of project				
List job positions provided and technologies utilized to supplement services.				
Truck Sales, Service support, Fleet support, Parts assistance				



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

3	Client Company/Address	Contact	Begin Date	End Date
	ADOT	Gary Lowe	2005	present
	Phone Number	Email Address		
	602-712-7284	glowe@azdot.cov		
<p>Event Scope and deliverables, include number of resources engaged in project, timeline of project(major milestones)</p> <p>-25-35 Trucks delivered annually</p> <p>-Resources include two sales associates, three-four service associates, three-four body upfitter associates</p> <p>-Successfully obtained replacement contract for ADOT Snow Plow trucks. 2014 to present have delivered and maintained 25 trucks annually</p> <p>-Timeline varies based on scope of project</p> <p>List job positions provided and technologies utilized to supplement services.</p> <p>Truck Sales, Service support, Fleet support, Parts assistance</p>				
4	Client Company/Address	Contact	Begin Date	End Date
	Pima County	Robert Charlton	2005	present
	Phone Number	Email Address		
	520-724-2614	Bob.charlton@oima.gov		
<p>Project Scope and deliverables, include number of resources engaged in project, timeline of project(major milestones)</p> <p>-5-10 Trucks delivered annually</p> <p>-Resources include two sales associates, three-four service associates, three-four body upfitter associates</p> <p>-Timeline varies based on scope of project</p> <p>List job positions provided and technologies utilized to supplement services.</p> <p>Truck Sales, Service support, Fleet support, Parts assistance</p>				

End of Attachment 2-A



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## Attachment 2-B Organization Profile

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

### ORGANIZATION PROFILE

Firm Name	FREIGHTLINER OF ARIZONA, LLC.			Year established	2015
Principal address (street, city, state)	9899 WEST ROOSEVELT ST. TOLLESON, AZ 85353				
Entity type:	PRIVATE	Structure:	x		
Branch or Division:	x	Parent:	x		
Years of experience providing goods similar in type and quantity as required by this Solicitation.					13
Years of experience performing services similar in size and scope as required by this Solicitation.					13
Years the organization has conducted business in Arizona.					13
Contract Representatives to Contact					
	Name	Title	Telephone Number	E-Mail Address	
1.	CORY THOMPSON	TRUCK SALES	623-907-9900	cthompson@vvgtruck.com	
2.	JIM ROSS	TRUCK SALES	480-282-4000	jross@vvgtruck.com	
3.	TIM NOEDING	SALES MANAGER	623-907-9900	tnoeding@vvgtruck.com	
Licenses/Certifications					
	Description	Issuer	Number	Expiration	
4.	Master Professional Sales Cert.	Freightliner	2016, 17, 18	Annual	
5.	Master Professional Sales Cert.	Freightliner	2015,16, 17, 18,	Annual	
6.	Sales Manager Certification	Freightliner	2010, 15, 16, 18	Annual	
7.					
8.					
9.					
10.					
Financial Information (attach financial statements with income/balance sheets as Supplements)					
	Rating/Issuer	Score/Rank	Date		
11.	3-Dunn & Bradstreet	83	11/20/2018		
12.					
13.					



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

Capacity				
	Location	Work Performed	Number Staff	Capacity
14	9899 West Roosevelt St. Phoenix, AZ 85353	Truck sales, Parts sales, Maintenance, Body Shop	230	New & used truck sales, 70 service bays, parts sales and warehouse, body shop services
15	1230 S Akimel Ln. Chandler, AZ 85226	Truck Sales, Parts Sales, Maintenance	50	New & used truck sales, 15 service bays, parts sales
16	5650 E Travel Plaza Tucson, AZ 85756	Truck Sales, Parts Sales, Maintenance	44	New truck sales, 20 service bays, parts sales
17	4201 E Huntington Dr. Flagstaff, AZ 86004	Parts Sales, Maintenance	27	New truck sales, 10 service bays, parts sales
18	480 N Mariposa Rd. Nogales, AZ 85621	Parts Sales	5	Parts sales

### ATTACHMENT 2-B SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
19	Organizational Chart	11/26/18	1	Key points of contact for offer
20	AZ Business License	2018	1	Offerors AZ Business License
21	Training Certificates	2018	3	Manufacturer Certifications
22	Financial Statement	12/31/16	15	Proof of Financial Stability
23	Financial Statement	12/31/17	16	Proof of Financial Stability
24	Dunn & Bradstreet Ranking	11/20/18	1	Financial Ranking
25				

End of Attachment 2-B



## Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

### Attachment 3-A Method Proposal (Method of Approach)

The Offeror shall provide a narrative response to each question that demonstrates their understanding of the Scope of Work requirements and describes your company's overall method of approach for providing the service stated in this solicitation. If there is a question that is not applicable to the services required by the Scope of Work, you may mark it N/A.

**Question 1:** Offeror shall provide information on locations and geographic regions served.

**Offeror Response:** We serve all of Arizona with locations in Tolleson, Tucson, Chandler, Flagstaff and Nogales.

**Question 2:** Offeror shall describe how customers can check their order status (website, telephone, etc).

**Offeror Response:** Order status can be checked via email or telephone.

**Question 3:** Offeror shall detail any Manufacturer's Standard and Extended New Vehicle Service Agreement(s):

**Offeror Response:** All OEM chassis' include Manufacturer Standard Warranty. Extended service agreements available based on make, model, vehicle application and content.

**Question 4:** If Offeror has indicated subcontractors will be used (upfitting or otherwise), please give further detail on when these subcontractors would be used, and what focus or aspect of service the subcontractor would be used for.

**Offeror Response:** Subcontractors to be used for purpose of upfitting body to cab and chassis. Body type based on client needs.

**Question 5:** Offeror shall provide a description of the training their employees will undergo to familiarize themselves with the State's contract and account.

**Offeror Response:** Offeror has been part of this contract since 2013. Multiple State and Local agencies purchase chassis' from Freightliner of AZ using this contract. Offeror references Contract as needed and is well-versed in language and practices of contract. Furthermore, Offeror associates attend continual training with emphasis on Government contracts and Government account management.

**Question 6:** Offeror shall describe its relationship with manufacturer (as applicable), and how the contractor works with the manufacturer to continuously obtain the lowest cost for resale to the State and Eligible Agencies (volume purchases, pricing tiers, quarterly incentives, model promotions, etc).

**Offeror Response:** Offeror is certified dealer for Manufacturer(s). Pricing is based on market segment. Government segment is more aggressively discounted than other sectors. Offeror is certified dealer for Manufacturer(s). Manufacturer statements attached.

**Question 7:** Offeror shall outline and describe their proposed ordering and delivery process.



## Request for Proposal

Solicitation No.

**BPM000228**

Description:

Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration

**State Procurement Office**

100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

**Offeror Response: Orders are placed upon specification review between Offeror and participating agency. Order is placed upon specification approval and purchase order receipt. Offeror is responsible for delivery to agency with all applicable documentation.**

**ATTACHMENT 3-A SUPPLEMENTS:**

**Manufacturer Statements attached**

End of Attachment 3-A



# Request for Proposal

Solicitation No.

**BPM000228**

Description:

Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration

**State Procurement Office**

100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## Attachment 3-B Key Personnel Proposal

Answer all questions thoroughly in the spaces provided. Complete this form in full for each one of the key personnel proposed to be involved in carrying out the Work. Insert or attach a separate resume if desired, but any attached resumes are supplemental to this form and do not substitute for this form. If there are more than three (3) Key Personnel, please utilize the same form for each additional Personnel.

<b>1</b>	<b>Name:</b>	<b>CORY THOMPSON</b>	How long with company?	<b>3 YEARS</b>
	Current position in company:	<b>TRUCK SALES</b>	How long in position?	<b>3 YEARS</b>
	Position for the Services:	<b>SALES</b>	How much of time will be dedicated to the Services?	<b>100%</b>
	What primary functions will be assigned?	<b>ACCOUNT MANAGEMENT, TRUCK SPECIFICATIONS, PRICING, ORDERING, DELIVERY, CONTRACT MAINTENANCE</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>17 YEARS IN COMMERCIAL TRANSPORTATION INDUSTRY WITH EMPHASIS ON GOVERNEMENT SALES</b>		
	List person's job-related training and education:	<b>CONTINUING EDUCATION-ANNUAL MANUFACTURER PRODUCT TRAINING, ACCOUNT MANAGEMENT, TRUCK SPECIFICATION</b>		
	<b>Resume:</b>	<b>NA</b>		



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

<b>2</b>	Name:	<b>JIM ROSS</b>	How long with company?	<b>12 years</b>
	Current position in company:	<b>TRUCK SALES</b>	How long in position?	<b>12 years</b>
	Position for the Services:	<b>SALES</b>	How much of time will be dedicated to the Services?	<b>100%</b>
	What primary functions will be assigned?	<b>ACCOUNT MANAGEMENT, TRUCK SPECIFICATIONS, PRICING, ORDERING, DELIVERY, CONTRACT MAINTENANCE</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>27 YEARS IN COMMERCIAL TRANSPORTATION INDUSTRY WITH EMPHASIS ON GOVERNEMENT SALES</b>		
	List person's job-related training and education:	<b>CONTINUING EDUCATION-ANNUAL MANUFACTURER PRODUCT TRAINING, ACCOUNT MANAGEMENT, TRUCK SEPCIFICATION</b>		
	Resume:	<b>NA</b>		



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
Medium and Heavy Duty Cabs, Chassis, and Buses

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

<b>3</b>	<b>Name:</b>	<b>TIM NOEDING</b>	How long with company?	<b>13 years</b>
	Current position in company:	<b>GENERAL SALES MANAGER</b>	How long in position?	<b>13 years</b>
	Position for the Services:	<b>MANAGEMENT</b>	How much of time will be dedicated to the Services?	<b>100 %</b>
	What primary functions will be assigned?	<b>OVERSIGHT OF ACCOUNT MANAGEMENT, TRUCK SPECIFICATIONS, PRICING, ORDERING, DELIVERY, CONTRACT MAINTENANCE</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>35 YEARS IN COMMERCIAL TRASPORATION INDUSTRY WITH EMPHASIS ON GOVERNEMENT AND RETAIL SALES</b>		
	List person's job-related training and education:	<b>CONTINUING EDUCATION-ANNUAL MANUFACTURER PRODUCT TRAINING, ACCOUNT MANAGEMENT, TRUCK SEPCIFICATION</b>		
	<b>Resume:</b>	<b>NA</b>		

End of Attachment 3-B



# Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
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## Attachment 3-C Proposed Subcontractors

Check "NO" if you WILL NOT subcontract any portion of the Work and will therefore be carrying out all of the Work with your own personnel.

NO, the Offeror will not subcontract any portion of the Work.

If you WILL subcontract any portion of the Work, check "YES" below and list name of persons or companies you propose to use as subcontractors.

1. Fill in the information for every significant subcontractor – indicate the type of work the subcontractor will perform under the Contract, and their approximate percentage of the total Contract work.
2. Provide copies of relevant certifications each one possesses in the Attachment Supplements section.
3. Provide description of quality assurance methods and quality control measures that you will use to ensure that Subcontractor work meets the Contract requirements-**OFFEROR AND SUBCONTRACTOR PERFORM PRE-DELIVERY INSPECTIONS (PDI) OF CHASSIS AND BODY TO ENSURE QUALITY CONTROL PRIOR TO DELIVERY OF UNIT TO CUSTOMER.**
4. State may demand additional information about proposed subcontractors as a precondition of award.

YES, the Offeror will use the Subcontractors listed below:

	Name and contact information	Small Business	Work to be performed	%
1.	NORWOOD EQUIPMENT	YES	BODY UPFIT-Dump bodies, Sweeper bodies, Refuse bodies, Asphalt distributor bodies	50
2.	INTERSTATE TRUCK BODIES	YES	BODY UPFIT-Water tank bodies, Dump bodies, Service bodies, Fuel and Lube bodies, flatbeds	50
3.	BALAR EQUIPMENT	YES	BODY UPFIT- Refuse bodies, Vacuum bodies, Sweeper bodies, asphalt patch bodies,	50
4.	BEARCAT MANUFACTURING	YES	BODY UPFIT-Asphalt distributor bodies	50
5.	DRAKE EQUIPMENT	YES	BODY UPFIT-Truck bodies, Flatbeds, Service bodies, Dump bodies	50
6.	UNITED TRUCK	YES	BODY UPFIT-Water tank bodies	50
7.	DADEE MANUFACTURING	YES	BODY UPFIT-Refuse bodies	50
8.	AMREP INCORPORATED	YES	BODY UPFIT-Refuse bodies	50
9.	ARIZONA WASTEWATER	YES	BODY UPFIT-Vacuum bodies	50
10.	MADDOCK MACHINERY	YES	BODY UPFIT-Service bodies, Utility bodies	50
11.	MCNEILUS MANUFACTURING	YES	BODY UPFIT-Refuse bodies, Concrete bodies	50



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12.	UTILITY CRANE & EQUIPMENT	YES	BODY UPFIT-Utility bodies	50
13.	ALTEC EQUIPMENT	YES	BODY UPFIT-Utility bodies	50
14.	TEREX CRANE	YES	BODY UPFIT-Utility bodies	50

End of Attachment 3-C



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Solicitation No.  
**BPM000228**

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## Attachment 3-D Boycott of Israel Disclosure

**Unless and until the District Court's injunction in Jordahl v. Brnovich et al., Case No. 3:17-cv-08263 (D. Ariz.) is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. 35-393.01 (A)) is unenforceable and the State will take no action to enforce it. This attachment (Participation in Boycott of Israel) is not a mandatory part of the offer as long as the injunction remains in place. Offers will not be evaluated based on whether this certification has been completed.**

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01. This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance.

As defined by A.R.S. §35-393.01:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
  - (a) In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
  - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
  - (a) together with other investors that are not subject to this section.
  - (b) that are held in an index fund.
5. "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors must select one of the following:

- My company **does not** participate in, and agrees not to participate in during the term of the contract, a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- My company **does** participate in a boycott of Israel as defined by A.R.S. §35-393.01.

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

\_\_\_\_\_  
 FREIGHTLINER OF ARIZONA, LLC.  
 \_\_\_\_\_  
 9899 WEST ROOSEVELT STREET  
 \_\_\_\_\_  
 TOLLESON AZ 85353

\_\_\_\_\_  
 Signature of Person Authorized to Sign  
 \_\_\_\_\_  
 CORY THOMPSON  
 \_\_\_\_\_  
 TRUCK SALES

End of Attachment 3-D



## Request for Proposal

Solicitation No.  
**BPM000228**  
Description:  
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Arizona Department of Administration  
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### Attachment 4 Pricing Sheet

**Pricing must be shown in the EXCEL sheet(s) titled as shown below:**

**1. The following EXCEL document(s) has/have been provided for Offeror's completion and submission - titled as follows:**

**ATTACHMENT 4 PRICING**

End of Attachment 4



# Request for Proposal

Solicitation No.

**BPM000228**

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Arizona Department of Administration

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100 N 15th Ave., Suite 402  
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## Attachment 5-A Confidential Information Designation

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that are proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (copy attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

Complete this form return it with your Offer along with the appropriate supporting information to assist State in making its determination as to whether any of the materials submitted as part of your Offer should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

STATE WILL NOT CONSIDER ANY MATERIAL IN YOUR OFFER "CONFIDENTIAL" UNLESS DESIGNATED ON THIS FORM.

Check one of the following – if neither is checked, State will assume that as equivalent to "DOES NOT":

<input checked="" type="radio"/>	This response DOES NOT contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
<input type="radio"/>	This response DOES contain trade secret information because it contains information that: <ol style="list-style-type: none"> <li>1. Is a formula, pattern, compilation, program, device, method, technique or process, AND</li> <li>2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; AND</li> <li>3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.</li> </ol>

NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State may make its own determination on materials in accordance with A.A.C. R2-7-103.

If State agrees with Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, Offeror agrees that the entire Offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Offeror agrees to indemnify and hold State, its agents and employees, harmless from any claims or causes of action relating to State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by State in defending such an action.

### FREIGHTLINER OF ARIZONA

Offeror Company Name	Signature of Authorized Person
9899 WEST ROOSEVELT STREET	CORY THOMPSON
Address	Printed Name
TOLLESON AZ 85353	TRUCK SALES
City State Zip	Title

End of Attachment 5-A



## Request for Proposal

Solicitation No.  
**BPM000228**

Description:  
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Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

### *Copy of A.A.C. R2-7-103 [Confidential Information] as was current at time of Solicitation issuance*

PROVIDED FOR REFERENCE ONLY

- A. *If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.*
- B. *Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.*
- C. *Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:*
1. *The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;*
  2. *The designated information is not confidential; or*
  3. *Additional information is required before a final confidentiality determination can be made.*
- D. *If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.*
- E. *An agency chief procurement officer may release information designated as confidential under subsection (A) if:*
1. *A request for review is not received by the state procurement administrator within the time period specified in the notice; or*
  2. *The state procurement administrator, after review, makes a written determination that the designated information is not confidential.*

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## Attachment 5-B Conformance Statements

STATE WILL NOT CONSIDER ANY EXCEPTIONS UNLESS DESIGNATED ON THIS FORM.

READ PARAGRAPH 6.8 OF THE INSTRUCTIONS TO OFFERORS BEFORE TAKING ANY EXCEPTIONS – TAKING EXCEPTIONS CAN BE GROUNDS FOR STATE REJECTING OR DOWN-GRADING YOUR OFFER IN EVALUATION.

### CONFORMANCE TO THE INSTRUCTIONS: (PART 3 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

- YES – Offeror acknowledges that it has read and understands the Instructions to Offerors in Section 3-A of the Solicitation Documents and attests that its Offer complies with both.
- NO – Offeror acknowledges that it has read and understands the Instructions to Offerors in Section 3-A of the Solicitation Documents, and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 1**.

### CONFORMANCE TO THE SCOPE AND PRICING DOCUMENTS: (PART 2 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

- YES – Offeror acknowledges that it has read and understands the Scope Document and the Pricing Document in Part 2 of the Solicitation Documents and attests that its Offer complies with both.
- NO – Offeror acknowledges that it has read and understands the Scope Document and the Pricing Document in Part 2 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 2**.

### CONFORMANCE TO THE CONTRACT TERMS AND CONDITIONS: (PART 2 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

- YES – Offeror acknowledges that it has read and understands the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, in Part 2 of the Solicitation Documents and attests that its Offer complies with both.
- NO – Offeror acknowledges that it has read and understand the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices in Part 2 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 3**.



# Request for Proposal

Solicitation No.  
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Phoenix, AZ 85007

ATTACHMENT 5-B Supplement No. 1:

## Exceptions to Instructions

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 3-A: Instructions to Offerors		
NA		

FREIGHTLINER OF ARIZONA, LLC.

Company Name

Signature of Person Authorized to Sign



# Request for Proposal

Solicitation No.  
**BPM000228**

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## ATTACHMENT 5-B Supplement No. 2: Exceptions to Scope of Work and Pricing

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 2-A: Scope of Work		
NA		
Section 2-B: Pricing Document		
NA		

FREIGHTLINER OF ARIZONA, LLC.

Company Name

Signature of Person Authorized to Sign



# Request for Proposal

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ATTACHMENT 5-B Supplement No. 3:  
**Exceptions to Contract Terms & Conditions**

Article/ Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 3-A: Special Terms & Conditions		
NA		

Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 3-B: Uniform Terms & Conditions		
NA		

FREIGHTLINER OF ARIZONA, LLC.

Company Name

Signature of Person Authorized to Sign

End of Attachment 5-B



## Request for Proposal

Solicitation No.

**BPM000228**

Description:

Medium and Heavy Duty Cabs, Chassis, and Buses

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### Attachment 5-C Insurance

Provide a letter(s) from your Insurance company (ies) stating that your company can obtain the Proof(s) of Insurance as required in the Special Terms and Conditions. The additional letter(s) should be clearly marked as **Attachment 5-C\_Supplement\_Insurance**

**Insurance letter attached**

**NOTE: If Awarded a Contract, Proof of Insurance (e.g. ACORD forms) must be submitted prior beginning service(s) under the Contract.**

End of Attachment 5-C



# Request for Proposal

Solicitation No.  
**BPM000228**  
Description:  
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**State Procurement Office**  
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## Attachment 5-D Offer Checklist

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT SUBMIT ALL ATTACHMENTS.

	DOCUMENT	SUBMITTED
1.	Attachment 1: Offer and Acceptance Form	<input type="checkbox"/> YES <input type="checkbox"/> no
2.	Attachment 2-A: Experience and Capacity Questionnaire	<input type="checkbox"/> YES <input type="checkbox"/> no
3.	Attachment 2-B: Organization Profile	<input type="checkbox"/> YES <input type="checkbox"/> no
4.	Attachment 3-A: Method Proposal	<input type="checkbox"/> YES <input type="checkbox"/> no
5.	Attachment 3-B: Key Personnel Proposal	<input type="checkbox"/> YES <input type="checkbox"/> no
6.	Attachment 3-C: Proposed Subcontractors	<input type="checkbox"/> YES <input type="checkbox"/> no
7.	Attachment 3-E: Israel Boycott Disclosure (Not used to determine susceptibility and responsiveness)	<input type="checkbox"/> YES <input type="checkbox"/> no
8.	Attachment 4: Pricing Sheets	<input type="checkbox"/> YES <input type="checkbox"/> no
9.	Attachment 5-A: Confidential Information Designation	<input type="checkbox"/> YES <input type="checkbox"/> no
10.	Attachment 5-B: Conformance Statements	<input type="checkbox"/> YES <input type="checkbox"/> no
11.	Attachment 5-C: Insurance	<input type="checkbox"/> YES <input type="checkbox"/> no
12.	Attachment 5-D: Reserved	<input type="checkbox"/> YES <input type="checkbox"/> no
13.	Attachment 5-E: Error! Reference source not found.	<input type="checkbox"/> YES <input type="checkbox"/> no

End of Attachment 5-D

End of Part 3