

Notice of Informal Invitation for Bids
IFB No. B25/10080L
Title: Truck Lease

Pima County Community College District ("College") is seeking Bids from qualified firms to provide a Sleeper Condo High Roof Truck Lease for a forty-eight (48) month term.

DUE IN/DEADLINE: The Due Date and Time (deadline) for receipt of Bids is: **March 26, 2025, at 3:00 PM** (Arizona Time). Bids must be received by this deadline at the following location:

do-bids-proposals@pima.edu

Any Bid received after the date and time listed above will be returned and will not be considered.

QUESTIONS pertaining to this Invitation for Bids ("IFB") must be communicated in writing and be received via email, listed below, by **March 14, 2025 at 3:00 PM (Arizona Time)**. Questions must be sent to the email address below and should include the specified Procurement Analysts' name and Bid number, a reference to the appropriate page and section number of the IFB. Questions and answers will be posted on the Pima Community College web page listed below by **March 19, 2025 at 5:00 PM (Arizona Time)**:

Carole Quintana, Procurement Analyst - do-bids-proposals@pima.edu

Copies of the Invitation for Bids (IFB), possible future addenda, questions and answers, and any related documents are available on the Pima Community College Website: <https://pima.edu/administration/contracts-purchasing/rfps-bids-quotes.html>. It is the responsibility of all respondents to check the Website periodically for addenda and/or updates to the solicitation and to obtain this information in a timely manner. Failure to include acknowledgement of all addenda may be cause for rejection of the BID.

Accommodations for People with Disabilities. If the vendor or any of the vendor's employees participating in this IFB need, or have questions about the College's accommodations for people with disabilities, please make arrangements with the specified College buyer, via email provided. Such requests should be made as early as possible to allow time to arrange the accommodation(s).

Kevin Startt, Acting Director
Procurement & Payment Services
Pima County Community College District
4905 East Broadway, Room D-232
Tucson, Arizona 85709-1420

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Section 1: Project Summary and Background

SUMMARY. Pima County Community College District (“College”) is seeking Bids from qualified firms to enter into a forty-eight (48) month lease for a **Sleeper Condo High Roof Truck** in accordance with a Contractor’s Lease Agreement as accepted by the College incorporating General Terms and Conditions, Insurance, Specification and Compensation and Payment Schedule documents contained in this IFB.

Contract will provide the lease of Truck that will be used by the Pima Community College Center for Transportation Training department.

The College is currently leasing a 2022 International LT with three bench seat and the term expires May 3, 2025.

ENTITY SUBMITTING IFB. The terms “vendor,” “Offeror,” “firm,” “consultant,” “company,” or “contractor” used in this IFB or any subsequent documents or communications related to this IFB are interchangeable and mean the entity submitting a Bid and seeking to enter into a contract for the goods and/or services requested in this IFB.

Section 2: IFB Solicitation Terms and Conditions

TERMS AND CONDITIONS OF BID

The following terms and conditions (“Terms”) apply to all Invitations to Bid (“IFB”) issued by the Pima Community College (“College”).

1. Brand Names; Equivalent Products. Any brand names or trade names used in the specifications of the IFB are for the purpose of describing and establishing standards of quality and performance, and characteristics desired. Such brand names or trade names are not intended to limit or restrict competition. Bidders may submit bids for products substantially equivalent to those specified unless the IFB expressly provides that only a particular brand or product is acceptable. All proposed substitutions shall be subject to the College’s approval.

2. Specifications. Bidders shall clearly point out and explain in detail any deviation from specifications provided in the IFB. Failure to do so will result in College considering that items offered are in strict compliance with these specifications. Bidders shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

3. Mistakes. No changes to the Bidder’s bid response will be allowed once such response is received by the Purchasing Department.

In the event of a mistake, the Bidder’s only remedy is to formally withdraw its bid from consideration.

4. Bid Cancellation. College may cancel this IFB at any time prior to the due date when College has determined in its discretion that the cancellation is in the College’s interests.

5. Bid Opening. All bids received in response to a informal IFB will be open electronically, at the College’s Purchasing Department, on the date and time specified on the face of the IFB. Receipt log will be made available by written request after bid opening.

6. Acceptance and Rejection of Bids. College reserves the right to reject any or all bids, to waive any informality in bids, and accept any item in the bid.

7. Award Criteria. Contract award will be based on the lowest responsive bid – a firm fixed price contract (lump sum or unit price) will be awarded to the Bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price (“Successful Bidder”).

8. Contract with Successful Bidder. The contract between the Successful Bidder and College shall be finalized via the College issued Purchase Order governed by the College’s Terms and Conditions of Purchase. In these instances, no terms of Bidder included with the Bidder’s bid response or at any time before or subsequently to the issuance of the Purchase Order shall become the part of the parties’ agreement. Whenever a formal written agreement is warranted, as determined by the Director of Contracts and Purchasing, the Successful Bidder and College shall execute an agreement using the College’s standard form of agreement. Bidder may, ONLY IF specifically requested on the face of the IFB, submit with its bid a copy of the Bidder’s standard agreement form, the relevant provisions of which will be incorporated into the final agreement between the parties.

9. Insurance and Certifications. Prior to award, the Successful Bidder shall meet the applicable College Insurance Requirements and, for federally-funded purchases, shall submit supplemental federal debarment certification.

10. Protests. Protests may be filled for formal solicitation and with the Director, Pima County Community College District (College), within 10 calendar days of the date that the protester knows or should have known the basis of the protest or the award date, whichever is earlier. Failure to protest within this period shall be deemed a waiver of all rights to protest.

Section 3: Instructions for Bid Preparation and Submittal

BID PREPARATION: Before submitting a Bid, each firm shall familiarize itself with the entire IFB solicitation, including the Attachments containing the General Terms and Conditions, Truck Specifications, Insurance requirements, and all laws, regulations and other factors affecting the firm's performance.

The firm is responsible for fully understanding the requirements of a subsequent contract and shall otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a Bid will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

- A.** The Bid package must consist of one (1) copy of the Bid, sent via email directly to the assigned Procurement analyst.
- B.** Bid must be typewritten on standard paper size (8½ x 11 inches), and include page numbers.
- C.** The Bid will incorporate the **Forms** provided in this IFB package. It is permissible to copy these forms as required. The authorized person signing the Bid will initial erasures, interlineations or other modifications on the Bid forms.
- D.** Responses are to be provided on the **Forms included in this solicitation**. Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in this IFB. Supporting documents must be clearly titled and reference the applicable form.
- E.** The Bid should be organized in sections with Tabs as outlined below.

Tab 1: Cover Letter

All Bids must include a cover letter submitted under the firm's name on the firm's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the College. The cover letter must also identify the primary contact for this Bid and include the College's IFB number found within this IFB. The cover letter should express the firm's interest and serve as an executive summary of the Bid.

Tab 2: Required Submittal Forms

Bid must include all Required Submittal Forms, which are provided in this solicitation. Required submittal forms should be completed and signed by a person or an official authorized to commit the firm to a contract with the College.

The Offer will complete each of the below six (6) Required Submittal Forms, and organize the forms in the following order:

1. Bid Certification Form
2. Exceptions to College's Contract documents (Attachments A, B, & C) / Vendor's Order Form.
3. Offeror's Proprietary/Confidential Information Form
4. Mandatory Certifications Form
 - a. Relatives Substantial Interest
 - b. Boycott of Israel
 - c. Legal Worker Verification Requirement
 - d. Status With Regard To Debarment, or Suspension By Any Governmental Entity;
 - e. Anti-lobbying certification and disclosure.
5. Appendix Form
 - a. Litigation
 - b. Prior Use

- c. Cooperative Agreement
- d. Subcontract, Third Party

6. Non-Collusion Affidavit

Tab 3: Bid Forms

This solicitation includes three (3) forms that will comprise the Bid to be prepared by the Offeror. The Offeror will complete the forms as per the guidance and questions contained therein. Each form included in this IFB solicitation, along with any supporting documentation, the Offeror will submit such detailed Responses together with its original Bid packet.

- 1. Contractors Lease Agreement
- 2. Attachment 1: Truck Specification Form
- 3. Attachment 2: Cost and Compensation Schedule
- 4. References Form

BID SUBMITTAL: Bids must conform to all requirements stated below. *Disregarding these requirements will result in disqualification of the Bid:*

- 1. It is the responsibility of the firm to ensure that Bids are received by the Procurement Analyst by the Due Date and Time (deadline) stated on Cover Page of this IFB solicitation or as changed by addendum.
- 2. **OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, the College requires an offer submitted in the form of a Bid in response to this solicitation to be valid and irrevocable for ninety (90) days after the solicitation Due Date and Time.

Section 4 Selection Process and Contract Award

Selection Process

Bids will be evaluated based on the requirements set forth in the IFB. Selection of the firm(s) will be at the discretion of the College and will be based on the Bid that the College deems to be the most responsive and responsible and serves the best interests of the College.

Contract Award

It is the intent of the College to negotiate and enter into a written agreement with the selected firm or firms. College's standard contract form (sample contract provided in Section 4) will be used for any resulting agreement with selected firm(s).

Cooperative Purchasing

The College is an active member of the Strategic Alliance for Volume Expenditures (S.A.V.E.) Cooperative Agreement. Under the SAVE Agreement, and with the concurrence of the successful Proposer, other members of SAVE may access any subsequent contract resulting from this solicitation. If the proposer does not want to grant such access, it must be stated in its proposal/bid. In the absence of a statement to the contrary, the College will assume that access is granted by the proposer to any subsequent agreement/contract.

Section 5. Contract Documents

Vendor should attach their Standard Lease Agreement the following documents will be incorporated as a part of the Lease Agreement:

Attachment A: General Terms and Conditions

Attachment B: Insurance Requirements

These bid forms will be incorporated by reference into the Lease Agreement.

Attachment 1: Truck Specifications located in [Section 7 – Bid Forms](#)

Attachment 2: Cost and Compensation [located in Section 7 – Bid Forms](#)

ATTACHMENT A: GENERAL TERMS AND CONDITIONS

TERMS AND CONDITIONS OF PURCHASE

The following terms and conditions apply to all PCC purchases in addition to any terms set forth on the face of an individual purchase order ("PO") or in any plans, specifications or other documents incorporated by reference (collectively, "Order").

SECTION 1. GENERALLY

1. PARTIES. The term "Vendor" refers to the addressee set forth on the face of the PO, and the term "PCC" refers to the Pima County Community College District, a political subdivision of the State of Arizona.

2. SCOPE. Acceptance by PCC of any offer from Vendor (including Vendor's quotations, responses, and bids to PCC's requests for proposals or bids) is expressly limited to the terms and conditions of this Order, and PCC hereby objects to and shall not be bound by any additional, different or conflicting terms, printed or otherwise, in any other communication between the parties (including on any of Vendor's forms, letter, or papers), it being understood that the terms and conditions of this Order shall prevail notwithstanding any such additional, different or conflicting terms:

2.1. If this Order is issued in furtherance of an existing written, duly executed agreement between PCC and Vendor ("Agreement") with respect to the goods and/or services (including construction) described on the face of the PO, the terms and conditions of this Order are intended by PCC and Vendor to supplement the terms of that Agreement, and in the event of a conflict, the terms of the Agreement shall control over the terms of this Order.

2.2. If no underlying written, duly executed Agreement exists between PCC and Vendor, it is understood and agreed that this Order is intended by the parties as a final expression of their agreement and as a complete and exclusive statement of the terms of their agreement with respect to the subject matter.

2.3. If this Order is for purchases made under a cooperative arrangement, of which PCC is a member, under the terms of the contract awarded to the Vendor by a cooperative member-entity ("Cooperative Contract"), and no subsequent formal agreement has been signed between PCC and Vendor, the terms and conditions of this Order apply insofar they are not inconsistent with the terms of Cooperative Contract. Notwithstanding the above, all PCC-specific terms as well as mandatory PCC provisions stated in this Order apply to any such purchase.

3. ACCEPTANCE. The Order shall be deemed accepted by Vendor on the earlier of (a) shipment of goods or rendering of services ordered, in total or in part; or (b) within 15 days of this Order's issuance by PCC, absent Vendor's written notification to PCC of non-acceptance.

4. CHANGES. PCC may make changes to the Order at any time and Vendor shall accept such changes. If a change by PCC causes an increase or decrease in the cost or time required for Vendor's performance, as soon as practicable, the parties shall agree to an equitable adjustment of the purchase price and/or delivery schedule, as applicable, and incorporate such changes as a revision change to the Order. No other form of notification or verbal agreement shall be binding on PCC.

5. PAYMENTS; INVOICES. Vendor shall submit an itemized invoice ("Invoice") showing the PO number and a valid Vendor ID number. Unless otherwise specified on the face of the PO, all payments will be made within 30 days of receiving the Vendor's invoice.

6. TAXES. PCC is exempt from Federal Excise Tax. Tax Exemption Certificate is available upon request.

SECTION 2. TERMS FOR ORDERS INVOLVING GOODS

The following terms apply to any Vendor supplying goods to PCC, and are in addition to all other terms stated in this Order:

- 1. PRICE; DISCOUNTS.** If no price is specified on the face of the PO, charges shall not exceed the Vendor's standard price for goods of like quality and quantity. Discount terms must be stated on the Invoice. Discounts will be calculated from the date the goods or the Vendor's Invoice is received, whichever is later.
- 2. SHIPPING.** Unless expressly provided for to the contrary on the face of the PO, all shipments shall be made F.O.B. destination, and Vendor shall bear all cost for packing, boxing or containers, as required.
- 3. TITLE; RISK OF LOSS.** Vendor shall bear the risk of loss for all goods purchased pursuant to this Order until they are received by PCC.
- 4. DELIVERY.** If not addressed on the face of the PO, delivery shall be made within ten (10) days of PCC's issuance of this Order. PCC reserves the right to cancel this Order in whole or in part if any shipment of goods covered hereby is not received by the time specified. PCC is not required to accept partial or incomplete delivery. Acceptance of any part of the Order shall not bind PCC to accept any future shipments. Rev. Jul.2017 1
- 5. INSPECTION.** PCC reserves the right to inspect the goods at the time and place of delivery before accepting them.
- 6. IDENTIFICATION.** PCC's Order number must be shown on all Invoices, packing lists, and bills of lading.
- 7. LIENS.** Vendor warrants that PCC shall have good and marketable title to all goods (including all components thereof) purchased by PCC pursuant to the Order, free of all liens and encumbrances and that no licenses are required for PCC to use such goods.
- 8. REMEDIES.** PCC and Vendor shall have remedies afforded by the Uniform Commercial Code, codified in Title 47 of the Arizona Revised Statutes, as amended.

SECTION 3. WARRANTIES; COMPLIANCE

- 1. GENERALLY.** Vendor warrants that, in the production and sale of goods to be delivered pursuant to this Order, and in the provision of services hereunder, Vendor has complied with all applicable federal, state, and municipal laws and regulations, including, without limitation, (a) all such laws and regulations pertaining to health, safety, and environmental standards; (b) all such laws and regulations pertaining to design, manufacture, testing, labeling, and transportation of such goods; and (c) all such laws and regulations pertaining to affirmative action, nondiscrimination, and equal opportunity.
- 2. GOVERNMENT FEES; LICENSES.** Vendor shall be solely responsible for complying with all laws and regulations regarding taxes, permits, fees, and professional licenses, as they may apply to any matter under this Order.
- 3. WARRANTIES**
 - 3.1.** With respect to goods, Vendor warrants that all goods supplied under this Order (a) shall strictly conform to all specifications, drawings, samples, or other descriptions furnished to and approved by PCC; (b) shall be of good quality and free from defects in materials and workmanship; (c) shall be new and not refurbished or reconditioned, unless expressly agreed in writing by PCC; and (d) shall not infringe any patent, copyright, trademark, trade secret or other intellectual property, proprietary or contractual right of any third party.
 - 3.2.** With respect to services, Vendor warrants that all services provided under this Order will be performed in a professional and workmanlike manner and in conformity with the industry standards by persons reasonably suited by skill, training, and experience for the type of services they are assigned to perform.
 - 3.3.** With respect to electronic and information technology ("EIT"), Vendor warrants that any web-based EIT products conform to WCAG 2.0 AA, and (ii) non-web-based EIT meets or exceeds the applicable accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations.
 - 3.4.** If a breach of warranty occurs, PCC may, in its sole discretion, and without waiving any other rights, return for credit or require prompt correction or replacement of the nonconforming goods or services.
- 4. CONFIDENTIALITY; FERPA.** Any confidential information, including personnel records, health and safety reports, student educational records or any other documentation of a private or confidential nature ("Confidential Information") provided to another party in connection with this Order shall only be used for purposes related to performance under this Order and may not be disclosed except as provided by law, including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g).
- 5. CONDUCT ON PCC'S PROPERTY.** While on PCC property, Vendor shall comply, and shall ensure that its employees and agents comply, with the PCC's policies and procedures governing security and privacy, the Drug Free Environment, Smoking, Weapons, and Anti-Harassment (including Sexual Harassment). Vendor's personnel, agents, and subcontractors shall comply with all reasonable requests of PCC communicated to Vendor regarding personal and professional conduct, and shall otherwise conduct themselves in a businesslike manner.
- 6. MISUSE OF PUBLIC FUNDS.** Vendor warrants that Vendor or its officers or employees has not been convicted of, or pleaded guilty to, a crime involving expenditure, acquisition or use any Federal, State, or local government funds, or judicially or administrative determined to have committed fraud involving such funds.
- 7. FEDERALLY-FUNDED ORDERS.** For Orders made with funds obtained by PCC directly or indirectly from a Federal grant or contract, Vendor shall comply with all applicable provisions of Attachment II.
- 8. LEGAL WORKER CERTIFICATION.** Pursuant to A.R.S. §§ 41-4401 and 23-214A, Vendor warrants that it complies fully with all applicable federal immigration laws that relate to its employees, including the employment eligibility verification through the federal e-verify program.

9. BOYCOTT OF ISRAEL. Pursuant to A.R.S. § 35-393.01, Vendor warrants that it is not currently engaged in boycott of Israel, and will not for the duration of the performance under this Order engage in a boycott of Israel. Rev. Jul.2017 2

SECTION 4. STANDARD PROVISIONS

1. INSURANCE. To the extent applicable, Vendor shall maintain, at a minimum, insurance in the amounts and coverage described on Attachment D and shall otherwise comply with the requirements of Attachment D.

2. INTELLECTUAL PROPERTY

2.1. Vendor agrees that all work created by Vendor solely or in collaboration with others in the course of performing services under this Order, including all intermediate and partial versions ("Work Product") is considered a work for hire under the U.S. copyright laws and as such, the Pima County Community College District will own the copyright and any other proprietary rights, title and interest.

2.2. Vendor will retain ownership of its pre-existing intellectual property. Vendor shall inform PCC in writing before incorporating any of Vendor-owned intellectual property into the IP under this Order, and hereby grants to PCC a royalty-free, non-exclusive, perpetual license to use and reproduce such pre-existing intellectual property as it may be incorporated into the IP under this Order.

3. USE OF NAMES; TRADEMARKS. Neither party shall use the other party's trade name, trademark, service mark, logo, domain name, or any other distinctive brand feature, or the names of the party's employees in any sales, promotional, advertising or other publication without the express prior written permission by the other party.

4. INDEMNIFICATION. Vendor shall indemnify, defend, and hold harmless PCC, its employees and agents, from any claim arising in connection with the Vendor's conduct or omissions related to performance under this Order, and against all claims, liabilities, losses, damages, costs and expenses (including legal fees) resulting from or arising in connection with any actual or claimed infringement of any patent, copyright, mask work, trademark, trade secret or other intellectual property, proprietary or contractual right of any third party, with respect to the goods or services provided under the Order.

5. ASSIGNMENT. Vendor may not assign or subcontract its rights and obligations under this Order without PCC's prior written approval.

6. WAIVER. Delay or failure of PCC to insist on strict performance of any provision of this Order or to exercise any rights or remedies hereunder shall not be deemed a waiver.

7. TERMINATION FOR CONVENIENCE. PCC may, by written notice, terminate this Order for convenience in whole or in part, at any time. PCC will pay Vendor as full compensation the pro rata Order Price for goods and services accepted as of the notice of termination.

8. TERMINATION FOR CAUSE. PCC may cancel or terminate this Order at any time for Vendor's failure to comply with any term of this Order without further obligation of PCC. Vendor shall be solely responsible for any losses resulting from such cancellation or termination.

9. APPLICABLE LAW. This Order shall be governed by the laws of the State of Arizona, without regards to its conflict of law rules.

End of Attachment A

ATTACHMENT B: INSURANCE REQUIREMENTS

1.1. GENERAL INSURANCE REQUIREMENTS:

A. Certificates of Insurance: Contractor will, upon request, submit to the College Purchasing Representative certificates of insurance evidencing the coverage required in this Attachment as proof that the policies providing the required coverages are in full force and effect. The amounts will not be less than the amounts specified below or such other amounts as specified in advance in writing by College.

B. Self-Insurance: Any deductibles and self-insured retentions contained in any insurance coverage required herein will be declared to College, and are subject to approval by College. Contractor will be solely responsible for any such deductible and/or self-insured retention.

C. Scope of Insurance Coverage: All policies, except for Workers' Compensation, will contain a waiver of subrogation in favor of the Pima County Community College District, its Board of Governors, employees, students, and any of its affiliates, subsidiaries or related entities. Contractor's insurance coverages will be primary as to any other insurance or source, and will include a severability of interest clause. Coverage provided by Contractor will not be limited to the liability assumed under the indemnification provisions of the agreement with College.

D. Additional Insureds: For policies shown in Sections 2(B), 2(C), and 2(E) below, the insurance certificates will name Pima County Community College District, its Board of Governors, employees, and students as an additional insureds with respect to liability arising out of the activities performed by or on behalf of Contractor.

E. Notice of Cancellations, Changes to Coverage: Coverage afforded under the policies may not be cancelled, terminated, or materially altered until at least thirty (30) days' prior written notice has been provided by Contractor to the College's Purchasing Representative.

F. Contractor's Personnel, Agents, and Subcontractors: Contractor will cause its subcontractors to provide and maintain appropriate types and amounts of insurance coverage and limits of liability, as determined by Contractor and agreed to by College, proportionate to the type of work to be performed and exposure to risk. Contractor will not permit all persons or entities retained by, through, or under Contractor, from entering upon College's premises or continuing the performance of the work unless such person or entity is and continues to be insured in accordance with requirements stated herein.

G. Failure to Maintain Insurance: In the event Contractor and/or any person or entity retained by, through, or under Contractor fail to maintain required insurance coverage, College may, at its discretion, procure or renew such missing insurance coverage and charge the cost of such insurance premiums to Contractor.

1.2. INSURANCE COVERAGE REQUIRED:

1.2.1. Workers' Compensation Insurance - Contractor will procure and maintain Workers Compensation Insurance to cover obligations imposed by federal and state statutes having jurisdiction over Contractor, its employees, or both, engaged in the performance of the Agreement, as follows:

Employer's Liability	Statutory
Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000

1.2.2. Commercial (Business) Automobile Liability Insurance – Contractor will procure and maintain Commercial Automobile Liability Insurance with respect to Contractor's owned, hired, or non-owned vehicles assigned to or used in performance of the services under this Agreement, with the minimum coverage for each occurrence for bodily injury and property damage below. Insurance will be endorsed for "any auto."

Combined Single Limit	\$1,000,000 (CA 0001)
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1.2.3. Commercial General Liability Insurance – Contractor will procure and maintain Commercial General Liability Insurance which will be an occurrence form policy and will include coverage for bodily injury, broad form property damage (including completed operation), personal injury (including coverage for contractual and employee acts), and blanket contractual products, with the minimum coverage limits below. Contractors with excavation and underground risks will have coverage for and exclusions removed for "x, c, and u."

Each Occurrence	\$1,000,000 (CG 0001)
General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000

Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability – Written and Oral	\$50,000
Fire Legal Liability	\$100,000,000

And, if applicable (in addition to the required coverages listed above), Contractor will procure and maintain the following policies:

1.3. Professional Errors and Omissions (including Environmental Impairment Liability)	\$1,000,000 per occurrence
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2.1. COLLEGE INSURANCE COVERAGE - College will provide verification of automobile liability coverage for operation of vehicle.

2.1.1. INSURABLE VALUE OF LEASE – Contractor will provide the College the insurable replacement value of the lease prior to each renewal term and issuance of purchase order by College.

2.1.2. DEPRECIATION SCHEDULE - Contractor will provide the College depreciation schedule prior to each renewal period issuance of purchase order by College.

End of Attachment B



Section 6 Required IFB Forms

Bid Certification Form

In response to **IFB No. B25/10080L** Title: **Truck Lease** this Bid is submitted
by: _____,
(Company Name)

- ☐ a corporation organized and existing under the laws of the State of _____;
☐ a partnership, registered in the State of _____, and consisting of _____;
☐ an individual trading as _____,
located at _____

Federal Tax Id No. _____

The undersigned, as a duly authorized officer, hereby agrees to be bound by the content of this Bid and agrees to comply with the terms, conditions and provisions of the referenced IFB and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the IFB. The Bid will remain in effect for a period of ninety (90) calendar days as of the Due Date for responses to the IFB.

The undersigned understands that the College reserves the right to reject any or all Bids or to waive any formality or technicality, as determined by the College in its sole discretion, in any Bid in the interest of the College.

The undersigned hereby acknowledges receipt of the following Addenda, if any:

Addendum No.	Date:	Addendum No.	Date:

The undersigned hereby certifies that this Bid is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other Offeror to put in a sham Bid, or any other person or entity to refrain from submitting Bids, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

The undersigned further certifies that your firm (check the appropriate areas):

- ☐ women-owned business; ☐ minority-owned business; ☐ labor surplus area firm
☐ does **or** ☐ does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102). If it does, please "CHECK" one of the following:
☐ small business; ☐ veteran-owned small business; ☐ service-disabled veteran-owned small business;
☐ HUB Zone small business; ☐ small disadvantaged business; or ☐ women-owned small business.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this IFB.

Authorized Signature/Date

Print Name

Title

Exceptions Requested Form/Vendor Order Form

Company Name _____

Any exceptions to the requirements of this IFB, including the Contract documents and Specifications, that the Offer requests the College to consider must be addressed on this form.

Each Exception or Alternate should be addressed separately with specific reference to the requirement, specification including the page number, paragraph, and sentence and section number. For each exception, the Offeror will provide all of the following information: (i) Name of the Document/Attachment; (ii) Agreement Page Number and Section Number; (iii) Exception; (iv) Justification for Exception. Blank, unjustified, or unsupported requests will be disregarded.

Any exceptions requested from the College' Sample Agreement must be provided, using this Exception Form.

If there are **NO** proposed alternates or exceptions, a statement to that effect must be provided.

_____(initial) Contractor certifies this Bid has taken **NO** exceptions and does not propose alternates.

Exceptions/Alternates are noted in the space below or are included as an Attachment to this section.

Order Form:

_____(initial) The firm utilizes an Order Form, Sales Form or similar document for placement of orders and has included a sample attached herein for College's review and approval for subsequent use during the agreement's term. The Order Form does not contain provisions contradicting or conflicting with the Pima Community College Contract.

_____(initial) Order Form, Sales Form or similar document is not applicable.

Authorized Signature/Date _____

Print Name _____ **Title** _____

Confidential/Proprietary Information Form

Company Name _____

In the event the Offeror elects to include in its Bid any information deemed "proprietary" or "protected," it will package such information separately from the balance of the Bid and clearly mark as to any proprietary claim. Indicate in the space below specific reference to the requirement, specification including the page number, paragraph, and sentence and section number that which is deemed confidential or proprietary by the Respondent.

The College discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The College, as a public entity subject to Arizona public records law, cannot and does not warrant that proprietary information will not be disclosed.

The College will have the right to use any and all information included in the Bids submitted unless the information is expressly restricted by the Offeror.

If the Bid contains **NO** confidential/proprietary information, a statement to that effect must be provided.

_____(initial) Contractor certifies this Bid contains **NO** confidential and/or proprietary information.

Confidential/Proprietary Information. Contractor as indicated in the space below certifies the following pages, sections, paragraphs contain confidential and/or proprietary information. ***If additional space is required, provide information on a separate page and submit as an attachment to this form.***

Authorized Signature/Date _____

Print Name _____ **Title** _____

Mandatory Certifications Form

Company Name _____

A. Conflict of Interest Certification *(initial only one)*

The undersigned certifies that to the best of his/her knowledge: *(initial only one)*

_____ *(initial)* The Offeror certifies that to the best of his/her knowledge there is no officer or employee of College who has, or whose relative has, a substantial interest in any contract resulting from this Request for Proposal.

_____ *(initial)* ☐ The names of all public officers or employees of College who have, or whose relative has, a substantial interest in any contract resulting from this RFP, and the nature of the substantial interest, are included as an attachment to this certification form.

B. Boycott of Israel Certification

As required by the Arizona Revised Statutes § 35-393.01, College is prohibited from awarding a contract to any contractor for delivery of services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel.

A breach of the foregoing warranty will be deemed a material breach of the resulting agreement. In addition to the legal rights and remedies available to College under the law, in the event of such a breach, College will have the right to terminate the resulting agreement with the Offeror.

_____ *(initial)* Accordingly, the Offeror certifies that: it is not currently engaged in boycott of Israel, and will not for the duration of the resulting contract with College under this RFP engage in a boycott of Israel.

C. Worker Eligibility Verification

As required by the Arizona Revised Statutes § 41-4401, College is prohibited from awarding a contract to any contractor who fails, or whose subcontractors/subrecipients fail, to comply with A.R.S. § 23-214 governing the employee verification requirement through the federal E-Verify program.

_____ *(initial)* Accordingly, by initialing certifies that Offeror (1) complies fully with all applicable federal immigration laws and regulations that relate to its employees; that it will, as applicable or required under A.R.S § 23-214, verify, through the E-Verify program as jointly administered by the U.S. Department of Homeland Security and Social Security Administration or any of its successor programs, the employment eligibility of each employee hired to work on the resulting agreement with College; and (2) that it will, as applicable or required under A.R.S § 23-214, require its subcontractor and subrecipients to provide the same warranties to the Offeror.

A breach of the foregoing warranty will be deemed a material breach of the resulting agreement. In addition to the legal rights and remedies available to College under the law, in the event of such a breach, College will have the right to terminate the resulting agreement with the Offeror. Upon request, the College will have the right to inspect the papers of each contractor, subcontractor or any employee of either who performs work hereunder for the purpose of ensuring that the contractor or subcontractor is in compliance with the warranty set forth in this provision.

D. Forced Labor Certification

As required by the Arizona Revised Statutes § 35-394, College is prohibited from awarding a contract to any Contractor for delivery of services, supplies, information technology or construction unless the contract includes a written certification that the Contractor does not currently use Forced Labor and agrees for the duration of the contract to not use, forced labor, of ethnic Uyghurs in the People's Republic of China.

_____ *(initial)* A breach of the foregoing warranty certification will be deemed a material breach of the resulting contract. In addition to the legal rights and remedies available to College under the law. In the event of such breach, College will have the right to terminate the resulting agreement with the Offeror. Accordingly, the offeror by initialing certifies that the offeror will comply with the requirements stated in section (B.) Boycott of Israel Certification and section (D.) Forced Labor Certification for the duration any resulting contract with the College under this RFP.

E. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its principals or Owners

e.1 (check one) have () or have not () within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and

e.2 (check one) **are ()** or **are not ()** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (e.1) of this provision.

"Principals" for the purposes of this Proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.

The certifications of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to College, the College may terminate the contract resulting from this solicitation for default.

Authorized Signature/Date _____

Print Name _____

Title _____

Appendix Form

Company Name _____

In each space provided below, provide a detailed answer or indicate Not Applicable (N/A). If additional space is needed, answers may be provided on a separate document and attached to this form.

A. Litigation: Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five (5) years related to the performance of services provided by your firm.

B. Debarred, Suspended/Canceled: If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this section.

C. Prior Use: If any customer has stopped using the product(s) or service(s) you are proposing, provide details including customer name, date when product was installed, date when product was discontinued (usage) and reason for discontinuation, including contact details of the customer.

D. Cooperative: If the firm intends to use any cooperative, for the purposes of this proposal, the firm must submit a copy of the Cooperative Contract.

Cooperative Agreement is attached to this form? Yes ____ No ____

E. Subcontract, third party agreement, or the like to perform under their proposal: the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the Scope of Work proposed, in part or in whole, shall not be subcontracted without prior written permission of the College.

Subcontractor/Third Party Information documents is attached to this form? Yes ____ No ____

Authorized Signature/Date _____

Print Name _____

Title _____

Affidavit of Non-Collusion Form

AFFIDAVIT BY CONTRACTOR CERTIFYING THAT THERE WAS NO COLLUSION IN BIDDING
FOR CONTRACT

STATE OF:)
)
COUNTY OF:) ss
)

(Name of Individual)
being first duly sworn upon oath deposes and says:

That he is _____ (Title)
of _____ (Name of Company, Firm, or Corporation)
that, pursuant to Subsection 112(c) of Title 23, United States Code and Title 44, Chapter 10, Article 1,
and Title 34, Chapter 2, Article 4 of the Arizona Revised Statutes, he certifies that neither he nor anyone
associated with the company, firm, or corporation mentioned above has, either directly or indirectly,
entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of full
competitive bidding in connection with the associated project:

Subscribed and sworn to before me _____ this ____ day of _2025.

(Signature)

If by a Corporation
My commission expires: _____ (Seal)

Notary Public

Section 7: Bid Forms

ATTACHMENT 1: TRUCK SPECIFICATION FORM

Company Name _____

ACCEPTABLE NEW MODELS (or approved equals)

Freightliner Cascadia, International ProStar, Kenworth T680, Peterbilt 567, Volvo 670 (other condo tractors would be considered. This is just a sample list.)

GENERAL SPECIFICATIONS

It is the intent of these specifications to describe a new over the road Sleeper Condo High Roof Unit. Unit bid to be a NEW model year (2025 or newer) meeting current emissions compliance and meet or exceed the below minimum specifications.

INSTRUCTIONS for completing this Attachment A form.

Indicate the Make Model and Year of the proposed Truck.

In the **Meet Specification** column, for each Specification listed in the below table:

- Place a (√) check mark in the appropriate space indicating the make/model bid meets the specification.
- Place **N/A** in the appropriate space indicating the make/model bid does not meet the specification.

In the **Describe Exception(s)** column, as applicable, for a specification describe deviation to the specification.

How the deviated specification exceeds or substantially meets specification quality, equivalent performance and dimensional specifications and impact on the end performance of the item.

Make Model Year of proposed Truck: _____		
SPECIFICATION	MEET SPECIFICATION (√) or N/A	DESCRIBE EXCEPTION(S)
1. GROSS VEHICLE WEIGHT RATING		
a) 52,350 lbs		
b) Licensed at 80,000 lbs		
2. CHASSIS DIMENSIONS		
a) 224" Wheelbase 88" CA		
3. ENGINE: Cummins		
a) 425 HP minimum		
b) 1450 Lb-Ft Torque minimum		
c) To meet Federal Emissions EPA, OBD and GhG certified for Calendar year 2015		
d) All oil, water and fuel filters as required by manufacturer		
e) Fan Drive: direct drive type, two speed with residual torque device for disengaged fan speed		
f) Switchback Horizontal After Treatment Device, Frame Mounted Right Side Under Cab; Includes Single Short Horizontal Tail Pipe, Frame Mounted Right Side Back of Cab		
4. TRANSMISSION		
a) 10 speed transmission		
b) Synthetic Lube		

5. REAR AXLE/DIFFERENTIAL		
a) 40,000lbs capacity,		
b) 3.25 gear ratio		
6. REAR SUSPENSION:		
a) Air, 40,000 lbs. capacity		
b) To include shock absorbers		
7. FRONT AXLE		
a) 12,350lb Capacity		
8. FRONT SUSPENSION		
a) Monoleaf, 12,350lb capacity minimum		
b) To include shock absorbers		
9. FRAME/BUMPER		
a) Frame Rails Heat Treated Alloy Steel 120,000 PSI Yield		
b) Two (2) front frame mounted tow hooks		
c) Huck bolts throughout frame		
d) Powder coated steel front bumper		
e) Tilting front bumper		
10. BRAKE SYSTEM		
a) Full air brake system with 4-channel ABS		
b) REAR, S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake		
c) FRONT, AIR CAM S-Cam; 16.5" x 5.0"; Includes 24 Sq. In. Long Stroke Brake Chambers		
d) 30/30 Spring Brake		
e) 18.7 CFM minimum air compressor		
f) Bendix AD-IS Air Dryer with Heater		
11. FUEL TANK/COMPONENTS		
a) 2 Top Draw; Non-Polished Aluminum 26" Diam, 120 US Gal.		
b) Mounted Left and Right Side Under Cab		
12. STEERING		
a) Sheppard Steering Gear		
b) Tilting and Telescoping steering wheel		
13. CAB CONSTRUCTION		
a) Three piece hood		
b) Sloping hood to be forward tilting fiberglass or composite with stationary grille		
14. CAB INTERIOR		
a) Driver seat to be air suspension, high back with air lumbar support with cloth upholstery		
b) Passenger seat to be air suspension, high back with cloth upholstery		
c) Interior trim to have full cloth or vinyl headliner and cab back panel		
d) Inside doors shall be covered with no metal exposed. Cloth, vinyl, molded composite panels or a combination are acceptable		
e) Metal floor shall be covered by a rubber padded floor mat with 1" backing		
f) Insulation to be high density foam located behind dash and under engine cover		



g) Storage pockets on driver door		
h) Dual interior sun visors		
i) Two (2) cup holders minimum		
j) Two (2) 12V power outlets, cigar lighter type		
k) High output heater and defroster with replaceable HVAC fresh air filter		
l) Interior lighting to include door activated cab dome light with additional courtesy lights to illuminate door threshold when doors are opened		
m) Interior grab handles for 3-point cab entry at both doors		
n) Bench seat with 3 seatbelts (vs bed) installed in rear of cab preferred.		
15. CAB EXTERIOR		
a) Rectangular, Black Heads, Brackets and Arms, Breakaway Type, 7.55" x 14.1" Integral Convex Both Sides, 102" Inside Spacing stainless steel or composite heads with stainless steel breakaway brackets		
b) Dual windshield wipers with intermittent switch		
c) Tinted glass on all windows.		
d) Cab access to include 2 entry steps at both doors, stair-step design with self-cleaning surface.		
e) Exterior grab handles for 3-point cab entry at driver's side door minimum		
f) Bug screen mounted behind grille		
g) Hood Mounted and Look down Mirrors		
16. ELECTRICAL/EXTERIOR LIGHTING SYSTEM		
a) To be 12-Volt multiplex electrical system		
b) All chassis wiring to be color coded and continuously numbered		
c) Single electric horn and air horn		
d) Back-up alarm, self-adjustable 87-112 dBA		
e) 200 amp minimum pad mounted alternator		
f) Four (4) maintenance free batteries, 2,800 CCA total minimum		
g) Halogen headlights		
h) 2 sets of front turn signals to be flush mounted next to headlights and front fender mounted		
i) Rear stop, tail, turn & all marker lights to be LED		
j) Five (5) amber LED marker lights above windshield		
k) Solid state turn signal flasher lights with self-canceling feature		
17. INSTRUMENTATION		
17.1 Cab Gauges		
a) Speedometer		
b) Odometer with resettable trip meter		
c) Tachometer		
d) Engine hour meter		
e) Fuel gauge		
f) Dual air pressure gauge		
g) Engine oil pressure gauge		



h) Engine coolant temperature gauge		
i) Transmission oil temperature gauge		
j) Air cleaner restriction gauge in cab		
k) Voltmeter		
17.2 Cab Warning indicators to include:		
a) DPF status		
b) brake system		
c) park brake application		
d) low oil pressure		
e) high coolant temperature		
f) transmission		
g) fuel/water separator water-in-fuel indicator light		
h) On-board fault code diagnostics display in instrument panel		
i) All dash gauges to be back-lit		
18. WHEELS		
a) Front, Hub Steel, 22.5"x8.25"		
b) Rear, Hub Steel, 22.5"x8.25"		
19. TIRES		
a) 2 Front, 295/75R22.5, 14Ply		
b) 4 Rear, 295/75R22.5, 14Ply		
20. CHASSIS PAINT		
a) Cab shall be painted white by the OEM with 3-part primer, base coat & clear coat		
b) Frame and running gear shall be black		
c) Bumper shall be powder coated black		
d) Wheels shall be powder coated white		
21. FULL SERVICE LEASE		
a) Full service lease to include maintenance, tires, clutch replacement when needed, taxes, and quarterly wash.		

Authorized Signature/Date _____

Print Name _____

Title _____

End of Attachment 1

ATTACHMENT 2: COST AND COMPENSATION SCHEDULE FORM

Company Name _____

Estimated Delivery Date: _____ **Truck Make Model Year:** _____

Item No.	Description	Unit of Measure	Quantity	Unit Price \$	Extended \$ Amount
1	Full-Service Lease to include maintenance, tires, clutch replacement when needed, taxes, and quarterly wash.	Month	48	\$	\$
2	Mileage	Per Mile	15,000	\$	\$
Total Lease Amount					\$
Other Charges:					\$
Sales Tax Rate: _____ Total Sales Tax					\$

Note: All costs will be included here; No additional expenses will be billed to College for any reason.

- Sales Tax: Do not include Sales Tax in Unit Prices. Equipment or materials should include itemized sales tax in the amount in the space provided herein; Bids for services only, are not taxable.
- Note, the College is not exempt from paying State and local transaction privilege tax (sales tax).

Authorized Signature/Date _____

Print Name _____

Title _____

End of Attachment 2

Attachment 3 Reference Form

References: The Offeror must provide at least one (1) independent reference from customers of similar scope, nature, and complexity to that requested by the College.

REFERENCE 1
Entity Name
Industry Type
Address, City, Province/State/Country
Contact Name, Title, Phone Number, and Email address
Lease Term Dates:
Comments (include details about the product/service provided by Offeror)

REFERENCE 2
Entity Name
Industry Type
Address, City, Province/State/Country
Contact Name, Title, Phone Number, and Email address
Lease Term Dates
Comments (include details about the product/service provided by Offeror)

IFB Completion Checklist

This checklist is a summary of some of the required components of the IFB. Offeror must ensure supporting documentation and attachments are included.

This Check-List is provided as a convenience to Offerors, but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the Offeror to submit complete and compliant Bids.

☐ **Cover Letter**

Required IFB Submittal Forms

- ☐ **Bid Certification Form**
- ☐ **Exceptions Requested/Vendor Order Form**
- ☐ **Confidential and/or Proprietary Declaration Form**
- ☐ **Mandatory Certifications Form**
- ☐ **Appendix Form**

Bid Forms

- ☐ **Attachment 1: Truck Specification Form**
- ☐ **Attachment 2: Cost & Compensation Bid Form**
- ☐ **Attachment 3: References Form**
- ☐ **Vendor's Lease Agreement**