



Mountain Line

(Northern Arizona Intergovernmental Public Transportation Authority)

3773 N. Kaspar Dr., Flagstaff, AZ 86004

(928) 679-8900

www.mountainline.az.gov

REQUEST FOR BIDS

RFB No. 2024-120

FOR

Mechanics Uniforms, Rags, and Laundering Services

Due Date & Time

November 14, 2023

5:00 PM, AZ Time



RFB No. 2024-120

Mechanics Uniforms, Rags, and Laundering Services

RFB ISSUANCE DATE:	October 17, 2023
BID DUE DATE AND TIME:	November 14, 2023, by 5:00 PM AZ time
BID LOCATION:	Electronically, purchasing@mountainline.az.gov
PRE-BID MEETING:	A Pre-Bid Meeting will not be held.
ONE-STEP PROCESS:	This is a one-step solicitation. The successful Respondent, if any, will be selected at the end of the RFB process.
QUESTIONS:	All questions must be submitted via email only by 5:00 PM, November 7, 2023. Answers to questions and other clarifications will be in the final Addenda issued through Mountain Line Website.



1.0 Introduction

Northern Arizona Intergovernmental Public Transportation Authority (hereafter known as Mountain Line) is seeking bids in the manner specified herein from an Independent Contractor to provide Mechanics Uniforms, Rags, and Laundering Services.

1.1 Scope of Service

1. Mechanic Uniforms the vendor shall supply durable and comfortable mechanic uniforms that are appropriate for the tasks performed by our maintenance staff. The uniforms should include, but are not limited to, the following components:
 - a. Coveralls or shirts and pants
 - b. Jackets or outerwear suitable for various weather conditions
 - c. Appropriate personal protective equipment (PPE) such as gloves and safety vests
 - d. Badges or identification for easy recognition
2. Rags The vendor shall provide a regular supply of high-quality rags suitable for various maintenance tasks, such as cleaning, wiping, and routine use. The rags should be durable and capable of withstanding grease, oil, and other substances commonly encountered in a maintenance environment.
3. Laundering Services the vendor shall offer laundering services for the mechanic uniforms and rags provided. The laundering services should include the following.
 - a. Regular pickup and delivery schedule
 - b. Proper cleaning and stain removal
 - c. Inspection for damages and timely repairs or replacements
 - d. Efficient turnaround time to ensure a consistent supply of clean uniforms and rags.
4. Requirements the selected vendor must meet the following requirements:
 - a. Quality All uniforms, rags, and laundering services must meet high-quality standards to ensure the comfort, safety, and satisfaction of our maintenance staff.
5. Customization the vendor should offer customization options for uniforms, such as incorporating the [Transit Agency Name] logo and appropriate personalization for each staff member.
6. Sustainability the vendor is encouraged to demonstrate a commitment to environmental sustainability through eco-friendly laundering practices and the use of sustainable materials.
7. Cost-Effectiveness Bids should include detailed pricing for uniforms, rags, and laundering services, including any associated costs such as pickup and delivery.

1.2.1 Mountain Line Contact Persons

All questions related to this **RFB and the bid process** must be sent via email and should be directed to:

Heather Higgins, Purchasing and Contracts Officer
Email: purchasing@mountainline.az.gov



1.3 RFB Registration

In order to obtain information and/or register for this RFB a Respondent must register as a vendor on the following website: <https://mountainline.az.gov/services-programs/purchasing/>;

The following information should be provided: company name, contact person's name, company, address, telephone number, and email address.

1.4 Submission Information Requirements

Mountain Line reserves the right to accept or reject any or all Bids or any part of a Bid and to waive any informality and accept the most favorable Bid to meet the best interest of Mountain Line.

Bids must be in the actual possession of Mountain Line on or prior to the exact time and date indicated in section 2. Schedule of Events. Late bids will not be considered. Bids must be submitted via email with the following information in the subject line of the email:

- a. Solicitation Serial Number, as provided by Mountain Line (required in subject line of email)
- b. Name of the Solicitation, as indicated by Mountain Line (required in subject line of email)
- c. Name and address of the Contractor
- d. Contact name, email, and phone number

A bid may be withdrawn upon the submission of written, signed request submitted by the Contractor prior to the due date and time. A bid may not be amended or withdrawn after the due date and time.
Northern Arizona Intergovernmental Public Transportation Authority

A responsive Bid package includes the following:

1. A letter of transmittal by the person(s) with the authority to bind the Bidder, to answer questions, or to provide clarification concerning submitted Bids;
2. One (1) original complete hard copies of the Bidder's technical specifications, including delivery information, agreement to scheduled requirements, and bid;
3. Completed W-9 with Vendor name and Tax Identification Number;
4. Completed certificates, etc. (see bidder checklist); and
5. Completed forms and affidavits, completed

Per Mountain Line Purchasing Policy incorporating A.R.S. § 11-254.01, award will be made with reasonable promptness to the Bidder whose bid best conforms to the Scope of Work and will be most advantageous to Mountain Line with respect to price, delivery options, and other factors.

If Mountain Line is unable to successfully negotiate a contract with the highest rated Bidder, Mountain Line may begin negotiations with the next highest rated Bid, cancel the RFB and re-solicit or completely cancel the RFB.

Any information contained in the Bid that the Bidder considers proprietary must be clearly identified as such. Mountain Line will respect requests for non-disclosure of proprietary information to the extent that information so restricted conforms to the Freedom of Information Act and any court rulings.

Any bid or modification of bids received at the Mountain Line office designated in the solicitation after the exact time specified for receipt will not be considered.



A bid may be withdrawn in person or by written request by a bidder or their authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.

1.5 Questions Concerning the Project

1.5.1 Verbal and Written Questions

Bidders must submit substantive questions, comments, and concerns **in writing** via email to the contact person identified above if they desire additional information on the project. Mountain Line will not answer questions via telephone in order to ensure fairness in the provision of project information among all prospective vendors. Written questions must be received no later than deadline defined in section 1.3.1. Questions will be answered in writing and distributed to all Bidders on the RFB distribution list. Questions should be addressed to the appropriate RFB contact person in section 1.3.2.

1.6 Protest Procedures

Any Bidder objecting to the recommendation of award, rejection of a Bid, solicitation procedures of an RFB or any portion thereof, must submit a written protest to the Purchasing and Contracts Officer. This protest must be submitted prior to the Board of Directors meeting at which the recommendation is on the agenda for award or rejection. The protest must be filed with the Purchasing and Contracts Officer within five (5) business days from notification of the recommendation. A complete description of the protest procedures may be found in Mountain Line Purchasing Policy. A copy of the Policy may be obtained by contacting the Purchasing and Contracts Officer, 928-679-8907, or on the Mountain Line website at <https://mountainline.az.gov/services-programs/purchasing/>.

1.7 Contract Obligations & Requirements

17.1 Contract Obligations

The contents of the RFB and the commitments set forth in the selected Bids shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. The contract will bind the bidder to furnish and deliver at the bid price, and in accordance with conditions of said accepted Bid and specifications for ninety (90) calendar days after the opening of the Bid.

The Bidder's products, services and facilities shall be in full compliance with all applicable Federal, State and local health, environmental and safety laws, regulations, standards and ordinances, regardless of whether they are referred to by Mountain Line. The Bidder shall be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act.

All known subcontractors to this Project must be indicated in the Bid. No subcontract will be construed as making Mountain Line a party of or to such subcontract, or subjecting Mountain Line to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the successful Bidder of liability and obligation under such party's contract with Mountain Line; and despite any such subletting; Mountain Line shall deal through the successful Bidder. Subcontractors will be dealt with as workers and representatives of the successful Bidder.

The contract award will not be final until Mountain Line and the successful bidder have executed a mutually satisfactory contractual agreement(s). No contract activity may begin prior to the execution of a contractual agreement between the successful bidder and Mountain Line.



If the successful bidder refuses or fails to execute the contract, Mountain Line may award the contract to another bidder whose Bids comply with all the requirements of the RFB and any addenda thereto.

Mountain Line reserves the right to cancel an award immediately if new state or federal regulations or policies make it necessary to change the service purpose or content substantially or to prohibit any such goods and services.

All Bids may be rejected if the Board determines that rejection is in the public interest.

The rights and duties of the parties hereto shall be determined by the laws of the State of Arizona and to that end the contract shall be considered as a contract made and to be executed in the City of Flagstaff, Arizona and the State of Arizona. Court of Common Pleas in and for Coconino County shall have original jurisdiction over any legal matters arising from this tender.

Mountain Line's Purchasing Policy incorporates by reference, and is designed to be in accordance with, ARS § 11-254.01. The Board of Directors has adopted and approved this Purchasing Policy.

Apart from inconsistent requirements imposed by Federal statute or regulations, the Contractor agrees that it will comply by refraining from using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.

If only one bid is received in response to the Request for Bid, a detailed cost Bid may be requested of the single bidder. A cost/price analysis and evaluation and/or audit may be performed of the cost Bid to determine if the price is fair and reasonable.

The Contractor agrees that it will not allow any member of, or delegate to, the Congress of the United States to any share or part of this contract or to any benefit arising there from.

2.0 Instructions to Bidders

See following page for table that must be included with submission.



2.1 Bidder Checklist

2. **Required Attachments:** The following Attachments must be included in the Response and unless otherwise indicated, are not included in the page count:
- 1 Authorization to Submit Response and Required Certifications
 - 2 Addendum Acknowledgement
 - 3 Organizational Information
 - 4 Key Personnel Information
 - 5 Firm and Key Personnel Licenses/Registrations
 - 6 Past Performance Survey Form
 - 7 Proprietary and/or Confidential Information
 - 8 Vendor Registration Form/Taxpayer I.D. Number
 - 9 Current W9
 - 10 Legal Worker Certification
 - 11 Non-Collusion Affidavit
 - 12 Conflict of Interest Certification
 - 13 Anti-Lobbying Certification
 - 14 Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters Certification
 - 15 No Israel Boycott Certification
 - 16 No Forced Labor of Ethnic Uyghurs Certification
 - 17 Insurance Requirements Acknowledgement
 - 18 Bid Pricing
 - 19 Exceptions to RFB Requirements and/or Contract Provisions

2.2

Agreement to Mountain Line RFB Requirements and/or Provisions Form (Attachment B)

Bidder should mark each applicable box and provide a detailed explanation of each exception in addition to approved or optional alternatives.

2.3 Pricing

The Bidder must submit a complete price Bid. Sufficient descriptions or narrative detail should also be provided so that Mountain Line may assess the reasonability of the price Bid and assure equal evaluation of all Bidders. Bidders who fail to provide sufficient detail or separately itemize expenses may be deemed non-responsive.

Bid price shall be F.O.B. Flagstaff, including delivery to Mountain Line using point, unless otherwise indicated in the Bid specification. Federal excise tax, if there is such a tax involved, shall be excluded in every case. However, the amount of the excise tax excluded shall be stated by the vendor submitting the Bid. Bid prices shall be firm. All relevant state and local taxes shall be included in the final Bid amount shown. Out-of-state purchases are subject to a 6.5% Arizona use tax, and out-of-state Bidders are responsible for computing this tax and including it in the final Bid amount shown.

3.0 Evaluation Criteria

An evaluation committee established by Mountain Line will assess the Bids received. The committee may elect to award to a Bidder without further discussion, or may determine that no Bidder meets the needs of Mountain Line.

During the evaluation process and selection process, committee members may not disclose information from one Bidder to another Bidder. All information provided by Bidders shall remain confidential after the conclusion of the procurement process, to the extent possible by law.



An Evaluation Team will review and analyze each Bid. Bids will be evaluated and scored per the following criteria:

Max points * Quality Level = Score

Evaluation Factors	Max Points	Quality Level	Score
Delivery	30		
Price	50		
References	20		
TOTAL POSSIBLE			100

The Quality Level will be based on the following scoring method:

Quality Level	Points	Description
Excellent	100%	Meets all requirements.
Good	75%	Meets all requirements; strengths and weaknesses, if any, tend to offset one another equally.
Fair	50%	Does not meet all requirements; strengths and weaknesses do not offset one another equally.
Poor	25%	Serious doubt exists about ability to meet needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0	Will not meet minimum needs.

3.1 Selection Process

The selection process will be conducted in a manner providing maximum full and open communication.

Based upon the completed evaluation in section 3.0, the evaluation committee will recommend which Bidder demonstrates the best value contracting opportunity for Mountain Line. In the event that the scores for two or more of the highest scoring Bids are within ten percent (10%) of one another, the evaluation committee will conduct interviews with all such Bidders to determine which Bidder demonstrates the best value contracting opportunity.

Mountain Line reserves the right to investigate the qualifications of all Bidders and to confirm any part of the information furnished by a Bidder, and/or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the Work.

3.2 Award

After scoring is complete, the Project Manager will make contract recommendation to Mountain Line's General Manager and the Board of Directors for final award and contract authorization. At their discretion, the General Manager and/or the Board of Director's may choose to invite the recommended Supplier to provide additional information prior to award this RFB or authorizing a contract.

Mountain Line will not be deemed to have authorized a contract until Mountain Line and successful Supplier have formally executed a Contract.



ATTACHMENT 1: AUTHORIZATION TO SUBMIT RESPONSE AND REQUIRED CERTIFICATIONS

By signing below, the Respondent hereby certifies that:

- They have read, understand, and agree that acceptance by Mountain Line of the Respondent's Response by the award and execution of a contract will create a binding contract; and
- They agree to fully comply with all terms and conditions as set forth in Mountain Line's Purchasing Policy and General Conditions, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement;
- The person signing the Response certifies that he/she is the person in the Respondent's organization responsible for, or authorized to make, decisions.
- The Respondent is a corporation or other legal entity.
- No attempt has been made or will be made by the Respondent to induce any other Respondents or person to submit or not to submit a Response in response to this RFB.
- The price (if any) and terms and conditions in this Response are valid for 180 days from the date of submission.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 2: ADDENDUM ACKNOWLEDGMENT

Receipt by the undersigned of the following addenda is hereby acknowledged:

Addendum Number: 1 Dated: _____

Addendum Number: 2 Dated: _____

Addendum Number: 3 Dated: _____

Addendum Number: 4 Dated: _____

Addendum Number: 5 Dated: _____

Addendum Number: 6 Dated: _____

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 3: ORGANIZATIONAL INFORMATION

The Respondent shall use this document to describe the background of its company.

1. Name of Respondent: _____
dba: _____
2. To whom should correspondence regarding this contract be addressed?
Individual's Name: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Email address: _____
Contact Person (if different from above): _____
3. Date business was established: _____
4. Ownership (e.g., public company, partnership, subsidiary): _____
5. Primary line of business: _____
6. Total number of employees: _____
7. Is your agency acting as the administrative agent for any other agency or organization?
If yes, describe the relationship in both legal and functional aspects.

8. Does the organization have any uncorrected audit exceptions? _____
If yes, please explain.

9. Has any state or federal agency ever made a finding of non-compliance with any relevant civil rights requirement with respect to your program? _____
If yes, please explain.

10. Have there ever been any felony convictions of any key personnel (i.e., Administrator, CEO, Financial Officers, major stockholders, or those with controlling interest)? _____
If yes, please explain:

11. Has anyone in your organization, or has your organization, ever been restricted or, in any way sanctioned, or excluded from participation in any governmentally funded healthcare programs including, but not limited to, Medicare or Medicaid/AHCCCS? _____
If yes, please explain.



ATTACHMENT 4: KEY PERSONNEL INFORMATION

Provide Information below for each key person to be involved in providing the Services.

This format must be used for resumes and representative projects. List LEED certification after the individual's name, where applicable.

1. Name (Include LEED Certification, if Applicable):
2. Role in this Contract:
3. Years of Experience - Total:
4. Years of Experience - With Current Firm:
5. Firm Name and Location (*City and State*):
6. Education (*Degree and Specialization*):
7. Current Professional Registration (*State and Discipline*):
8. Other Professional Qualifications (*Publications, Organizations, Training, Awards, Etc.*):
9. Representative Projects. Projects should have been begun or completed within the last five (5) years. For each project, include the following information:
 - A. Relevant Project - Title and Location (City and State):
 - B. Relevant Project - Year Completed - Professional Services:
 - C. Relevant Project - Year Completed or Expected to be Completed:
 - D. Relevant Project - Brief Description of Scope, Size, Cost Etc. and Specific Role:
 - E. Relevant Project - Brief Description and if Project was Performed with Current Firm:



Attachment 6: Past Performance Survey
2024-120, Mechanics Uniforms, Rags, and Laundering Services

Past Performance Survey of: _____
(Name of Company Being Surveyed)

Northern Arizona Intergovernmental Public Transportation Authority, Mountain Line, collects past performance information (on firms as well as key personnel) to assist in procuring/awarding projects based on value. The firm/individual listed above has listed you as a reference for a past project they have completed. We would greatly appreciate it if you would take a few moments to complete this survey.

The first half of the survey contains open-ended questions that help us to better understand your working relationship with the individual or firm. The second section of the survey asks for you to rate the individual or firm in several areas based on your past experience.

Client Name: _____ Date Completed: _____
Project Name: _____

Section 1: Working Relationship Questions

Please describe your relationship with the firm or individual (types of projects etc.):
(Please feel free to add a document or attachment if there is not enough space below.)

What did you like best about this company or individual? (Please feel free to add a document or attachment if there is not enough space below.)

Did you experience any problems with this company or individual? If so, please describe the situation. Was the problem resolved to your satisfaction? (Please feel free to add a document or attachment if there is not enough space below.)



Section 2: Rating Criteria:

Please rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the company / individual again) and 1 representing that you were very unsatisfied (and would never hire the company / individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, please leave it blank.

NO.	CRITERIA	UNIT	RATING
1	How satisfied were you with how this vendor met your expectations for cost of services rendered?	(1-10)	
2	How satisfied were you with the vendor's ability to effectively communicate with you during the planning?	(1-10)	
3	What is your overall rating of the training materials used by the individual / vendor?	(1-10)	
4	How satisfied were you with the vendor's ability to meet your overall expectations?	(1-10)	
5	Rate your likeliness to contract with this firm/individual again.	(1-10)	

Please provide your phone number and email information for any follow up questions that we might have

Date: _____

Email: _____ Telephone: _____

Printed Name and Title of Evaluator: _____

Signature: _____

Address of Agency: _____

Thank you for your time and effort in assisting the Mountain Line in this important endeavor.

Please email the completed survey to: purchasing@MountainLine.az.gov



ATTACHMENT 7: PROPRIETARY AND/OR CONFIDENTIAL INFORMATION

In accordance with Arizona's Public Records Act, Title 39 Chapter 1 of the Arizona Revised Statutes, Respondent is advised that any documents it provides to Mountain Line in response to a solicitation will be available to the public if a proper Public Records Request is made, except that Mountain Line is not required to disclose or make available any record or other matter that reveals proprietary information provided to Mountain Line by a Respondent that is from a non-governmental source. See A.R.S. § 48-5541.01(M)(4)(b).

Any specific documents or information that the Firm deems to be proprietary and/or confidential must be clearly identified as such in the firm along with justification for its proprietary and/or confidential status.

The Firm may not claim that the entire Response or the entire submission is proprietary and/or confidential. It is the Firm's responsibility to clearly identify each document and each piece of information in their submission that is proprietary and/or confidential. The final determination of nondisclosure, however, rests with the Procurement Officer.

Firms should be aware that if a Court determines that the Firms information is not proprietary and/or confidential; Mountain Line will be required to disclose such information pursuant to a public records request. In such cases, the firm understands and agrees that Mountain Line shall comply with the Court's determination and Respondent shall not hold Mountain Line liable for any costs, damages or claims whatsoever related to releasing the information.

This is the only notice that will be given to Respondents regarding the Firm's responsibility to clearly identify its proprietary and/or confidential information. If a public records request is submitted to Mountain Line and the Respondent did not clearly identify its proprietary and/or confidential information at the time their Response is submitted, Mountain Line will not provide Firm with any subsequent notice or opportunity to identify proprietary and/or confidential documents or information.

I hereby certify that I acknowledge acceptance of the terms above and that I have:

- Determined that no documents or information contained within this Response are proprietary and/or confidential in nature.
- Clearly identified specific documents or information that are deemed to be proprietary and/or confidential and have justified the reason for the proprietary status of any identified documents or information contained herein.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 8: VENDOR REGISTRATION FORM

Contact Name: _____

Agency/Company Name: _____

Phone Number _____ Email Address: _____

Address: _____

Description of Service: _____

Certified Disadvantaged Business Enterprise? Y___ N___

Tax Identification Number: _____



**Attachment 9: CURRENT W9
Document on next page**



Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See specific instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
OR								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



ATTACHMENT 10: LEGAL WORKER CERTIFICATION

In accordance with A.R.S. § 41-4401, Mountain Line is prohibited from awarding a contract to any Professional who fails, or whose consultants fail, to comply with A.R.S. § 23-214(A). The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its consultants and sub-consultants to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any consultant or sub-consultant under any Contract resulting from this solicitation shall be deemed a material breach of the Contract, and is grounds for penalties, including termination of the Contract, by Mountain Line. Mountain Line retains the right to inspect the records of the below Respondent, consultants, and sub-consultants employees who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any consultants and sub-consultants who works on the Contract, to ensure that the below entity and each consultant and sub-consultant is complying with the warranties set forth above.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 11: NON-COLLUSION AFFIDAVIT

STATE OF ARIZONA)
)
COUNTY OF COCONINO)

 ss

_____ being first duly sworn, deposes and says:

That he/she is the _____ of _____
 (Title) (Name of Firm)

submitting this Response in response to the RFB identified below.

That, in connection with the above-mentioned Project, neither he/she, nor anyone associated with the aforesaid Firm, has, directly or indirectly, participated in any collusion, entered into any contract, combination, conspiracy or other act in restraint of trade or commerce in violation of the provisions of A.R.S. § 34-251, as amended.

(Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires: _____

(Notary Public)



ATTACHMENT 12: CONFLICT OF INTEREST CERTIFICATION

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

- () There is no officer or employee of Northern Arizona Intergovernmental Public Transportation Authority who has or whose relative has a substantial interest in any contract resulting from this request.
- () The names of any and all public officers or employees of Northern Arizona Intergovernmental Public Transportation Authority who has or whose relative has a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 13: ANTI-LOBBYING CERTIFICATION
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

In accordance with the Federal Acquisition Regulation ("FAR"), 52.203-11:

- (a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- (b) The offeror, by signing its offer, hereby certifies to the best of their or her knowledge and belief that on or after December 23, 1989:
 - (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on their or her behalf in connection with the awarding of this contract;
 - (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on their or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
 - (3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
- (c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 14: DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS CERTIFICATION

In accordance with the Federal Acquisition Regulation, 52.209-5:

1. The Offeror certifies, to the best of its knowledge and belief, that:
 - A. The Offeror and/or any of its Principals:
 - (i) (Check one) **are** () or **are not** () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Non-Procurement Programs) is at <http://epls.arnet.gov> on the Web.)
 - (ii) (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 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
 - (iii) (Check one) **are** () or **are not** () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
 - B. The Offeror (Check one) **has** () or **has not** (), within a three-year period preceding this Response, had one or more contracts terminated for default by any Federal agency.
2. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
3. This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.
4. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. The certification in paragraph 1 above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Respondent knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.



(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



**ATTACHMENT 15
NO ISRAEL BOYCOTT CERTIFICATION**

In accordance with A.R.S. § 35-393, Mountain Line is prohibited from awarding a contract to any Professional who fails, or whose consultants fail, to comply with A.R.S. § 35-393. Company hereby certifies to Mountain Line and agrees for the duration of any Contract resulting from this solicitation that:

- A. Company certifies to Mountain Line that it is not currently engaged in and agrees for the duration of the contract not to engage in a boycott of Israel as defined in A.R.S. § 35-393. B. If Company becomes aware during the term of the Contract that Company is not in compliance with the above written certification, Company shall notify Mountain Line within five business days after becoming aware of the noncompliance. If Company does not provide Mountain Line with a written certification that Company has remedied the noncompliance within one hundred eighty days after notifying Mountain Line of the noncompliance, the Contract will terminate, except that if the Contract termination date occurs before the end of the remedy period, the Contract terminates on the Contract termination date.

- B. If Company becomes aware during the term of the Contract that Company is not in compliance with the above written certification, Company shall notify Mountain Line within five business days after becoming aware of the noncompliance. If Company does not provide Mountain Line with a written certification that Company has remedied the noncompliance within one hundred eighty days after notifying Mountain Line of the noncompliance, the Contract will terminate, except that if the Contract termination date occurs before the end of the remedy period, the Contract terminates on the Contract termination date.

Mountain Line retains the right to inspect the records of the below Respondent, consultants, and sub-consultants employees who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any consultants and sub-consultants who works on the Contract, to ensure that the below entity and each consultant and sub-consultant is complying with the warranties set forth above.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



**ATTACHMENT 16
NO FORCED LABOR OF ETHNIC UYGHURS CERTIFICATION**

In accordance with A.R.S. § 35-394, Mountain Line is prohibited from awarding a contract to any Professional who fails, or whose consultants fail, to comply with A.R.S. § 35-394. Company hereby certifies to Mountain Line and agrees for the duration of any Contract resulting from this solicitation that:

A. Company will not use:

1. The forced labor of ethnic Uyghurs in the People's Republic of China.
2. Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.
3. Any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

B. If Company becomes aware during the term of the Contract that Company is not in compliance with the above written certification, Company shall notify Mountain Line within five business days after becoming aware of the noncompliance. If Company does not provide Mountain Line with a written certification that Company has remedied the noncompliance within one hundred eighty days after notifying Mountain Line of the noncompliance, the Contract will terminate, except that if the Contract termination date occurs before the end of the remedy period, the Contract terminates on the Contract termination date.

Mountain Line retains the right to inspect the records of the below Respondent, consultants and sub-consultants employee who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any consultants and sub-consultants who works on the Contract, to ensure that the below entity and each consultant and sub-consultant is complying with the warranties set forth above.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 17: INSURANCE REQUIREMENTS

*Any Respondent awarded a contract subsequent to this solicitation will be expected, upon request by Mountain Line, to submit the forms in this **Attachment 17** as a condition of the Contract, in addition to acknowledging the insurance requirements on this **Attachment 17** and submitting this signed **Attachment 17** as part of their Response.*

INSURANCE PROVISIONS AND REQUIRED COVERAGE, TERM AND TERMINATIONS

INSURANCE REQUIREMENTS

- A. Contractor shall obtain and submit to Mountain Line before any Services are performed, certificates from the Contractor's insurance carriers indicating the presence of coverages and limits of liability as set forth in the Contract Documents, but in no event shall the coverages and limits be less than those specified as follows:

1. Workers' Compensation:

Coverage A. Statutory Benefits.

Coverage B. Employer's Liability.

Bodily Injury by accident	\$1,000,000 each accident
Bodily Injury by disease	\$1,000,000 policy limit
Bodily Injury by disease	\$1,000,000 each employee

Coverage must include a Waiver of Subrogation endorsement.

Where applicable, U.S. Longshore and Harbor Workers Compensation Act Endorsement shall be attached to the policy.

2. Commercial Auto Coverage:

Auto Liability limits of \$1,000,000 for each accident, combined Bodily Injury and Property Damage Liability insurance. Certificate to reflect coverage for "Any Auto" or "All Owned, Scheduled, Hired and Non-Owned".

If the Contract Documents require Contractor to remove and haul hazardous waste from the Project site, or if the Project involves such similar environmental exposure, pollution liability coverage equivalent to that provided under the ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

3. Commercial General Liability:

Each Occurrence Limit	\$1,000,000
Personal Injury/Advertising Injury Limit	\$1,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
General Aggregate Limit (other than Products/Completed Operations)	\$2,000,000

Coverage must include a Waiver of Subrogation endorsement.

Both policy forms must include:

- i. Premises and Operations coverage with no explosion, collapse, or underground damage (XCU) exclusions.
- ii. Products and Completed Operations coverage. Contractor agrees to maintain this coverage for a



minimum of 10 years following completion of the Contractor Work and to continue to include Mountain Line as an Additional Insured for the entire 10-year period.

- iii. Blanket contractual coverage for the indemnity/hold harmless agreements assumed in this Subcontract and in the Prime Contract. Any Employee Exclusion will be deleted.
- iv. Broad Form Property Damage coverage, including completed operations or its equivalent.
- v. An endorsement including Mountain Line, each of the Partners, and any other party required to be included as an additional insured under the Contract Documents, and any other parties in interest as Additional Insured(s) under the coverage specified under Comprehensive General Liability or Commercial General Liability. The endorsement shall be on ISO forms CG2010B 11/85 or CG2026 11/85, or equivalent. Additional Insured Endorsements on both ISO forms CG2010 10/01 and CG2037 10/01 are acceptable. ISO forms CG2010A or CG2010B 10/93 and/or 3/97, or their equivalent, ARE NOT ACCEPTABLE. Any form that does not grant additional insured status for both the ongoing operations and products/completed operations coverages IS NOT ACCEPTABLE.
- vi. An endorsement stating: "Such coverage as is afforded by this policy for the benefit of the additional insured(s) is primary and any other coverage maintained by such additional insured(s) shall be non-contributing with the coverage provided under this policy."
- vii. Coverage must be on an "Occurrence" form. "Claims Made" and "Modified Occurrence" forms are not acceptable.
- viii. Coverage to include general aggregate limits on a "per project" basis.

4. Excess Liability:

Umbrella Liability to extend the above liability coverages and limits to reach a total combined limit of:

Each Occurrence	\$5,000,000
Aggregate	\$5,000,000

5. Errors & Omissions Liability

(Applicable any design/engineering services are part of Work)

Per Occurrence	\$3,000,000
Aggregate	\$5,000,000

Any claims made retro-active data shall be clearly shown on the Certificate of Insurance and shall be effective prior to the commencement of any work

Coverage provided must have no exclusion for design-build projects. Designer must provide evidence of coverage for nine (9) years beyond completion of the Project in the form of a renewal insurance policy certificate and/or the purchase of an extended reporting period endorsement should the policy be cancelled or non-renewed

6. Pollution Legal Liability

Per Claim/Aggregate	\$1,000,000
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(Applicable as to any pollutants or hazardous waste exposures as part of Work)

Contractor shall maintain insurance covering losses caused by pollution conditions (including mold) that arise from the Work.

7. Other Requirements

- i. All policies must contain an endorsement affording an unqualified thirty (30) days notice of cancellation to the additional insured(s) in the event of cancellation, non-renewal or material reduction in coverage.



- ii. All policies must be written by insurance companies whose rating, in the most recent Best's Rating Guide, is not less than A- VII. All coverage forms must be acceptable to Mountain Line.
- iii. Certificates of Insurance with the required endorsements evidencing the required coverages must be delivered to Mountain Line prior to commencement of any Work. Failure of Mountain Line to demand such certificate or other evidence of full compliance with these insurance requirements or failure of Mountain Line to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Mountain Line shall have the right, but not the obligation, to prohibit Contractor or any of its subcontractors from entering the Project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Mountain Line.
- iv. Contractor shall be responsible to satisfy any deductible or self-insured retention with respect to any of the coverages required by the Contract Documents.
- v. Mountain Line reserves the right, in its sole discretion, to require higher limits of liability coverage at Mountain Line's expense if, in Mountain Line's opinion, operations by or on behalf of Contractor create higher than normal hazards and, to require Contractor to include additional parties in interest to be Additional Insureds.
- vi. In the event that rental of equipment is undertaken to complete and/or perform the Work, Contractor agrees that it shall be solely responsible for such rental equipment. Such responsibility shall include, but not be limited to, theft, fire, vandalism and use by unauthorized persons.
- vii. In the event that materials or any other type of personal property ("personal property") is acquired for the Project or delivered to the Project site, Contractor agrees that it shall be solely responsible for such property until it becomes a fixture on the Project, or otherwise is installed and incorporated as a final part of the Project. Such responsibility shall include, but not be limited to, theft, fire, vandalism and use by unauthorized persons.
- viii. Contractor shall maintain "all risk" property insurance, on a replacement cost basis, covering loss or damage to personal property (for which it has title and/or risk of loss) which is to become a final part of the Project, during any time such personal property is in transit and while stored or worked upon away from the Project site. Mountain Line shall be included as additional insured under such insurance.

B. Mountain Line and Contractor waive all rights against each other and against Mountain Line and the Partners for damages caused by fire or other perils covered by Contractor's Risk or any other property insurance, except such rights as they may have to the proceeds of such insurance. Such insurance may be subject to an amount deductible from the sums otherwise payable thereunder and the burden of such deduction shall be borne by the party receiving the direct benefit of such insurance.

C. Any additional provisions specific to the Project are attached. In the event of any conflict between the attached terms and the terms of this Exhibit, the Contractor shall comply with the more stringent provisions.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)



(Date)



ATTACHMENT 18: BID PRICING

The Contract will bind the Bidder to furnish and deliver at the Bid price, and in accordance with conditions of said accepted Bid and specifications for one hundred and eighty (180) calendar days after the opening of the Bid.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 19: EXCEPTIONS TO RFB REQUIREMENTS AND/OR CONTRACT PROVISIONS

Respondents must use this section to state any exceptions to the RFB requirements and/or any requested language changes to the terms and conditions, contract, etc.

This is the only time Respondents may contest these issues. Requests for changes after the date Responses are due will not be considered and could subject the Respondent to non-award on grounds of non-responsiveness.

Please sign and include this statement with your Response.

I have read Mountain Line' Contract Provisions and:

- I accept them
- I have stated my exceptions and have included them in this Response.

(Firm)

(Address)

(Signature Required)

(Phone)

(Print Name)

(Email)

(Print Title)

(Federal Taxpayer ID Number)

(Date)