

**REQUEST FOR PROPOSALS  
BROKERAGE AGENCIES FOR PAIUTE NEIGHBORHOOD CENTER  
SCOTTSDALE, ARIZONA**

**May 23, 2013**

The City of Scottsdale, Arizona ("City") is seeking sealed proposals from 501(c)3 non-profit agencies with proven qualifications to provide Community Development Block Grant (CDBG) eligible activities out of the Paiute Neighborhood Center. The purpose of the brokerage agency ("Agency") is to provide needed services to Scottsdale residents as defined in the City of Scottsdale's 2010 – 2014 Housing and Human Services Five-Year Consolidated Plan (Plan.) These services must be CDBG-eligible as described in Attachment "A" and must be consistent with priority needs categories defined in the Plan. The successful Agency will enter into a License Agreement ("License") with the City in order to provide the proposed services.

Paiute Neighborhood Center is located at:  
6535 E. Osborn  
Scottsdale, Arizona 85251

The available space, buildings 4 and 5, each comprise of approximately 4,718 square feet, a total of 9,436 square feet as illustrated in Attachment "B." Agencies may submit proposals for portions of or all of the available space.

**LICENSE TERM**

The License term will be for three (3) years and may be extended for two (2) additional one (1)-year terms.

**MANDATORY PRE-PROPOSAL CONFERENCE**

There will be a **mandatory** pre-proposal conference at **10:00 a.m. (local time) on Thursday June 6, 2013, in Room 3 of Building 2 at the Paiute Neighborhood Center, 6535 E. Osborn Rd., Scottsdale, AZ 85251** Attendance at this conference does not obligate attendees to submit a proposal. **However, failure to attend this mandatory meeting will automatically disqualify a proposer.**

**LICENSE AREA**

The Paiute Neighborhood Center will provide space for the proposed services based off of the Agency response to this RFP. Please refer to Attachment "B" for available space.

**HOURS OF OPERATION**

The Paiute Neighborhood Center will operate under the following hours:

Monday through Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	8:00 a.m. - Noon
Sunday	CLOSED

Since there are two (2) individual buildings with individual entrances, the Agency may set its own operating hours. Paiute staff will only be on site during normal business hours. Emergency Contact information will be required of both the City and the Agency.

### **SERVICES GENERALLY**

The Agency will provide a CDBG-eligible activity and needed service, as described in Attachment “A”, in the space provided. The Agency selected will be required to make all tenant improvements to the interior. The Agency must follow applicable City Codes and obtain required building permits. The City must approve all tenant improvements prior to construction.

### **LICENSE FEES**

The agency will be required to pay license payments. A base use fee will be charged, and the base use fee per year shall be determined by multiplying the total square footage of the service area by \$5 per square foot (this cost will increase if License is extended.) The base use fee will be paid monthly. The Agency shall be solely responsible for all maintenance and repair for the service area as outlined in the License. The Agency will be required to pay all utilities and custodial costs for its space as well as all applicable taxes. The License payments required to be paid by Agency are described in the draft form of License attached as Attachment “C” to this RFP.

### **FORM OF LICENSE**

The successful proposer will be required to execute a License and perform all obligations thereunder whether or not otherwise consistent with the RFP. The City will require the selected proposer to participate in discussions to implement the proposal and to submit such cost, technical, or other revisions to their proposals as may be necessary to produce a final License agreement. The office of the City Attorney shall draft all final License documents that may result from this Request for Proposals (“RFP”). A copy of the draft License is made available as Attachment “C” to this RFP. The final License will be based on this form and prepared by the City Attorney’s office, but modified as necessary to incorporate the terms of the successful proposal. Proposers should be prepared to execute the License in its current form before presentation to the City Council, subject only to modifications essential to reflect the business terms proposed. Proposers should use the form License to anticipate information that will be necessary to finalize the License and should provide such information with their proposals. Proposers should explain the business terms of their proposal but not attempt to suggest specific wording for the License. The City recognizes that certain provisions of the form License may not apply to some proposals, but the form License may be edited by the City Attorney’s Office to implement the proposal selected. Irrelevant terms will be removed and new terms added as necessary to implement specific business points with License language changes being limited to these purposes. The principal portions of the form License the City anticipates will need to be modified to implement the selected proposal are:

1. Provisions defining the Agency’s obligations regarding the services to be provided and use of the facility
2. The License Area/Service Area
3. Use fees including base use fees

**The License becomes binding upon authorization by the Scottsdale City Council, execution by the City, and delivery to the Agency.** The City may elect to insert as a License requirement any performance or other benefit offered by the successful proposer. In the event of a conflict between the terms of the License and the terms of this RFP or any proposal or related document, the following precedence shall prevail:

- (1) Terms and conditions set forth in the License;
- (2) Amendments to the License;
- (3) Provisions set forth in referenced documents;
- (4) Requirements and provisions set forth in this RFP;
- (5) The proposal submitted by the proposer in response to this RFP.

**ADDITIONAL TERMS**

The Agency is responsible to research, obtain and maintain any licenses, permits or any other governmental approvals of any description from City or any other governmental body with respect to the Agreement. Furthermore, Agency will ensure that its officers, employees and agents who are working have all the permits as required in this paragraph.

The Agency must deliver the highest standard of customer service and ensure that the training of its employees results in required skills and performance that are of consistently excellent quality. Proposers must submit a training and safety plan as part of this proposal process.

All Agency marketing activities, including signage and promotional pieces, must be approved in advance by the contract administrator and must contain appropriate language as required by federal CDBG regulations.

Agency must carry and provide evidence of the insurance required in the License.

**ADDITIONAL INFORMATION**

This RFP does not commit the City to enter into an agreement, to pay any costs incurred in the preparation of a proposal to this request or in subsequent negotiations, or to contract for the services.

The Agency may make tenant-improvements to the License Area. Accordingly, unless otherwise agreed, the Agency must provide all labor and material (at Agency's cost) to install any improvements, whether provided by the Agency or by a third party. All such improvements shall require the prior approval of the City and otherwise comply with the provisions of the License.

Information provided by the City in connection with this RFP is believed correct, but all proposers should perform their own investigation of the project and independently confirm for themselves any information provided by the City.

Requests for additional information relating to the terms and conditions of the RFP, site or proposed operations should be directed in writing to Michelle Albanese, Community Assistance Manager or Justin Boyd, Housing Coordinator, by fax 480-312-7761 or email [malbanese@scottsdaleaz.gov](mailto:malbanese@scottsdaleaz.gov) or [jboyd@scottsdaleaz.gov](mailto:jboyd@scottsdaleaz.gov). RFP packets can be obtained by emailing [jboyd@scottsdaleaz.gov](mailto:jboyd@scottsdaleaz.gov) or may be downloaded from the City of Scottsdale's web site at [http://www.scottsdaleaz.gov/departments/Community\\_Services/Human\\_Services/Community\\_Assistance](http://www.scottsdaleaz.gov/departments/Community_Services/Human_Services/Community_Assistance). **Any changes to the mandatory pre-proposal conference date, time or location RFP updates, and addenda will be posted in advance on the City's website as listed above. Proposers are responsible for checking the website for updates and addenda.**

**TAXES**

Licenses with the City are not exempt from the State of Arizona, Maricopa County or City of Scottsdale transaction privilege taxes. In addition to payments required under the License, transaction privilege ("sales"), and all other taxes at the rate provided by law, shall be paid by Agency in addition to any taxes imposed on Agency's business activities conducted at this location. Questions pertaining to the applicability of taxes should be directed to the following: City of Scottsdale Tax & License Division at (480) 312-2400; Maricopa County at (602) 506-3386 and Arizona Department of Revenue at (602) 255-2060.

**RULES**

All proposers must be of good moral character and must not have been convicted of a felony or a crime involving moral turpitude in the last ten (10) years. All proposers must agree to submit to any background checks as deemed necessary by the City.

All proposers shall not have been denied participation in a HUD program or suspended or debarred from participating in contracting programs by any agency of the United States Government or of the state in which the service under this License are to be provided.

Proposers shall fully comply with all laws, ordinances, rules and regulations of the United States, State of Arizona, County of Maricopa and the City of Scottsdale, all HUD Federal CDBG regulations, including but not limited to 24 CFR Part 570, Attachment “D” and specific City regulations related to building permits and fees, zoning, use permit stipulations and regulations regarding alcoholic beverages, nuisance abatement, immoral conduct, smoking/non-smoking, privilege, and use excise taxes.

**ORAL INSTRUCTION - INTERPRETATION**

The City of Scottsdale will not be responsible for proposers adjusting their proposals based on oral instructions by any member of the City, City staff, or by the City’s contracted consultant or agent. Proposals deviating from the specifications contained herein by any means other than written addendum issued by the City will be subject to rejection.

**ADDENDA**

Any addendum issued as a result of any change in this RFP shall be issued in writing by the City, shall become part of the RFP and must be acknowledged in the proposal submittal. Failure to indicate receipt of addenda may result in a proposal being rejected as non-responsive.

All addenda for this RFP will be posted on the Internet at the City of Scottsdale’s web site, [http://www.scottsdaleaz.gov/departments/Community\\_Services/Human\\_Services/Community Assi stance](http://www.scottsdaleaz.gov/departments/Community_Services/Human_Services/Community_Assistance). It is the proposers’ responsibility to verify receipt of all addenda prior to submitting a proposal.

Failure of any proposer to give notice in the form of written questions, during the pre-proposal period, of any item or issue contained in this RFP that should not be included or should be amended, or that the City failed to contain in this RFP that should have been included, and by such notice, the City could have cured the problem if such item or issue had been raised or objected to, such failure to give notice shall constitute a waiver by the proposer(s) of its right to object to the inclusion or lack of inclusion of the item or issue in the RFP in any subsequent protest filed by any unsuccessful proposer(s).

**PROPOSAL SUBMITTAL**

A completed proposal document (including all of the information requested in this RFP) must be submitted to constitute an acceptable proposal.

One original plus 3 (three) complete sets of the proposal must be submitted in a sealed envelope addressed to **Justin Boyd, Housing Coordinator** and marked with the words **“PROPOSAL FOR BROKERAGE AGENCIES AT THE PAIUTE NEIGHBORHOOD CENTER”** plainly marked on the envelope. The name and address of the proposer must also appear in the upper left corner of the envelope. The City is not responsible for the premature opening of a proposal that is not properly addressed and identified. Proposals will not be accepted via fax or email.

**PROPOSALS OPENING**

The City of Scottsdale reserves the right to request additional or supplemental information or clarifications from proposers, to conduct such investigations as the City considers appropriate with respect to the qualifications and capabilities of any proposer or information contained in any proposal, to reject any or all proposals, to modify or supplement or amend the Request for Proposals or the proposal process/schedule, to waive any informality or to negotiate with proposers. The City reserves the right to cancel or re-issue the RFP, or advertise for new proposals, up to the time set for City Council approval of the License.

**Sealed proposals shall be mailed or hand delivered to Justin Boyd, Housing Coordinator, City of Scottsdale Community Assistance Office, 7515 East 1<sup>st</sup> Street, Scottsdale, Arizona 85251. PROPOSALS ARE DUE AND WILL BE OPENED AND ACKNOWLEDGED AS A MATTER OF PUBLIC INFORMATION AT 1:00 P.M. LOCAL TIME, WEDNESDAY JUNE 12, 2013 AT THE, CITY OF SCOTTSDALE COMMUNITY ASSISTANCE OFFICE. PROPOSALS RECEIVED BY FAX OR EMAIL WILL NOT BE ACCEPTED. PROPOSALS RECEIVED AFTER THE OPENING DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

**Note to Proposers:** All mail to the City of Scottsdale, including Federal Express or similar overnight deliveries, are first sent to a central location for x-ray which will delay the delivery process to Mr. Boyd. The City will not be responsible for late proposals delivered to the Community Assistance office when received in this manner. Proposers must plan for adequate delivery time if proposals are not hand delivered.

**PROPOSAL REQUIREMENTS**

All proposers must submit evidence that they are fully competent, and that they have the necessary qualifications, experience, capabilities, and financial resources to fulfill the terms and conditions of the License. To provide the City of Scottsdale with information on this point, proposers must complete and submit all of the information stipulated in the Proposal Content section in this RFP, together with such information as may bear on proposal evaluation.

**Failure to submit a completed Proposal including all required attachments or documentation will be grounds for disqualification of the proposer.**

**PROPOSALS AS PUBLIC RECORDS**

Forms and information submitted in response to this RFP shall become the property of the City and may be subject to disclosure under applicable public records laws. Each proposer shall agree that the proposal submitted shall not be considered confidential and that no information contained therein shall be treated by the City as either confidential, proprietary, or trade secret information.

Proposers may elect to provide detailed financial information in a separate binder marked "CONFIDENTIAL" included in the sealed proposal package. While the City cannot guarantee confidentiality of the financial information, the City will endeavor in good faith to protect the confidentiality of such binders and to return said binders to the proposer when the License is executed. Any such binder submitted by the proposer whose proposal is selected will not be returned and will become a public record. Neither party shall be liable for disclosures required by law. No proposals will be disclosed to the public until after License award by the City Council.

**ORGANIZATION EMPLOYMENT DISCLAIMER**

Any contract entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize any partnership, joint venture or other business organization of any kind between the City and the proposer. The rights and obligations of the parties shall only be those expressly set forth in the License. The proposer will be required to agree as part of any contract entered into as the result hereof that no person supplied by it in the performance of the contract is an employee of the City, and further agrees that no rights of the City's Retirement or Human Resources benefits rules accrue to any such persons. Any contracting party shall have the total responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such contractor in the performance of the contract, and shall save and hold the City harmless with respect thereto.

**PRESENTATION**

Proposer will be required to make a presentation to the Human Services Commission on Wednesday June 19, 2013 at 3:00 p.m. Proposers will be informed of location at the mandatory pre-proposal conference on June 6, 2013. Presentations will illustrate the contents of the written proposal by presenting the qualifications of the proposer's members who will operate and manage the Agency, describing the services to be provided, and providing additional information/pictures/etc. which further illustrate the proposer's experience and background in a similar setting, including past experience with the CDBG Program and successful delivery of such programs. Proposers should be prepared to answer questions posed by the Human Services Commission about their written proposals.

**PROPOSAL EVALUATION PROCESS**

Proposals and presentations will be evaluated on a comparative basis, will be assigned either "0", "1", "2" or "3" points, and will be multiplied by the weights identified in the Proposal Content section of the Request for Proposals.

**EVALUATION AND SELECTION PROCESS**

The proposals will be considered and evaluated in the following manner:

1. City staff and the Human Services Commission will review the proposals, qualification information, and other requested materials.
  - a. Proposers may be requested to submit additional and revised information and materials.
  - b. Proposers may be invited to participate in oral interviews and presentations.
2. The Human Services Commission will select a proposal(s) determined as the most advantageous to the City and will make a formal recommendation to the City Council.
3. The City Attorney's office will prepare a draft License implementing the preferred proposal(s) for presentation to the City Council.
4. The selected proposer(s) shall execute the License.

The City Council will have final authority to select a winning proposal and award or not award the License.

### **GROUNDINGS FOR DENIAL OR DISQUALIFICATION**

The City may deny or disqualify any proposal for any one or more of the following reasons:

1. The proposer, for any reason, does not fully meet the qualifications, standards, and requirements established by the City. The burden of proof shall be on the proposer and the standard of proof shall be by clear and convincing evidence.
2. The proposer's proposed activities and/or improvements will create a safety hazard at or on the Center(s).
3. The acceptance of the proposal will require the City to expend funds and/or supply labor and/or materials in connection with the proposed activities and/or improvements that the City is unwilling and/or unable to spend and/or will result in a financial loss or hardship to the City.
4. The proposer has either intentionally or unintentionally misrepresented or omitted a material fact in the proposal or in supporting documentation.
5. The proposer has failed to make full disclosure in the proposal or in supporting documentation.
6. The proposer (or an officer, director, agent, representative, shareholder, or employee of proposer) has a record of violating rules or regulations related to the proposer's proposed activity.
7. The proposer (or an officer, director, agent, representative, shareholder, or employee of proposer) has defaulted in the performance of any sublicense, sublease, or other agreement at the City or at any other location.
8. The proposer does not exhibit adequate financial responsibility or capability to undertake the proposed activity.
9. The proposer cannot provide a performance bond or applicable insurance in the type and amounts required by the City for the proposed activity.
10. The proposer (or an officer or director of proposer) has been convicted of a felony or a crime of moral turpitude or has been denied participation in a HUD program or has been suspended or debarred from participating in contracting programs by any agency of the United States Government or of the state in which the service under this License are to be provided.
11. The proposer seeks terms and conditions which are inconsistent with City policies and values, the RFP, CDBG eligible activities and CDBG regulations or the best interest of the City.

### **SCHEDULE**

The proposed schedule for the selection process is as follows:

May 23, 2013	Request for Proposals released
June 6, 2013	Mandatory pre-proposal conference and site inspection: 10:00 AM
June 7, 2013	Deadline for questions (must be submitted in writing)
June 12, 2013	Proposal deadline: 1:00 PM Local Time

June 19, 2013 Presentations to Human Services Commission and formal recommendations for brokerage agencies: 3:00 PM

July 2, 2013 Present to City Council for approval: 5:00 PM

## **PROPOSER INSTRUCTIONS**

The proposer must fully respond to the specifications in all sections. The proposal must meet or exceed the minimum requirements stated. The proposer should clearly state whether or not the specification can be met. If the specification can be met, an explanation of the methods or strategies used is required. Where applicable, sample reports must be included. If the specification cannot be met, the proposer should explain why it cannot or should not be met. The exception must be carefully detailed so as to allow full evaluation of the exception.

Proposals must be organized in the same sequence as the RFP, although explicit cross-references may be made to additional or appendix material. Proposals should be specific and complete in every detail, prepared in a readable and straight-forward manner. Proposers must answer all questions completely and accurately, and furnish all required information/documents – failure to do so may result in disqualification.

Proposals must be typewritten using at least 10-point font on standard 8 ½” by 11” paper. Proposals must not be bound or stapled. The original proposal must be in a three-ring binder.

## **PROPOSAL CONTENT**

Each proposer must complete the following information and attach all required information and/or documentation as follows:

- A. **Cover Letter** identifying the proposing entity(ies) and the name of the proposed business, if different. An authorized representative of the proposing entity must sign the cover letter.
- B. **Table of Contents.**
- C. **Executive Summary** identifying the key elements of the proposal including the proposed programs or services to be provided; explaining why the proposer needs the site; identifying agency’s qualifications to develop, operate and manage the site; and why the proposer would be the best selection.
- D. **Organizational Structure**
  1. Provide a copy of the proposer’s bylaws or other written rules of organization.
  2. Provide IRS determination letter indicating 501(c)3 tax exempt status
  3. Provide certificate of Good Standing for Arizona Corporation Commission
- E. **Proposer’s Qualifications, Background and Experience:** (Weight: 15)
  1. A detailed description about the Agency’s qualifications, background and experience in operating a CDBG-eligible activity. Please refer to Attachment “A” for CDBG-eligible activities.
  2. A written description of the Agency’s qualifications and capabilities pertaining to the development, operation, management, and marketing of a CDBG-eligible program and the number of years you have provided the program(s) or service(s)



3. A description of why the proposed program(s) or service(s) will meet the community need and why you would be the best selection for this site.

The names and contact information of three (3) organizations who can verify proposer's qualifications, background and experience.

**F. Operating Plan:** (Weight: 10)

1. A program overview and description of the proposed CDBG-eligible activity to be operated at the Paiute Neighborhood Center
2. A description of the hours and days of operation for the proposed service.
3. Organizational capacity and record of successful delivery of proposed service
4. Copies of all applicable licenses, permits, and operating certificates or evidence of ability to perform and obtain licenses, permits, and operating certificates.

**G. Population Served: (Weight 20)**

1. A written description of the population group you intend to serve. Please provide a breakdown of percentage that would be Scottsdale residents.
2. Methodology for determining and documenting client eligibility - income verification and presumed beneficiaries – Attachment “E”
3. Methodology for determining and documenting the number of Scottsdale Residents served for monthly reporting requirements, Attachment “G”
4. Number of unduplicated persons to be served and their associated level of income, Attachment “E”. A breakdown of clients served in the following categories: Very Low Income (0-30% of median income), Low Income (31-50% of median income), Low-Moderate (51-80% of median income), and Moderate Income (81% or greater of median income). Refer to Attachment “F” for current income guidelines.

**H. Financial Plan** category providing the following: (Weight: 10)

1. A demonstrated financial capacity to operate a CDBG-eligible activity.
2. Complete and submit Agency and Program Budget.
3. Minimum amount of compensation (including all rents, fees, and other remuneration) proposed to be paid to the City.

**I. Development Plan** category providing: (Weight: 5)

1. A description of (and preliminary specifications for) the proposed facilities, improvements, and associated amenities.
2. Preliminary drawings (including a site plan and elevations) and a rendering of the proposed facilities and improvements.
3. A cost estimate and schedule for the development of the proposed facilities and improvements.

**J. Management Plan** category providing: (Weight: 5)

1. A statement of the proposer's mission, vision, and values.
2. A chart depicting the proposer's organizational structure.

3. Resumes (and a description of the roles and responsibilities) for the proposer's principals, managers (including the general manager), and other key personnel.
4. Proposed staffing levels (including management and operating level employees) that will be necessary to provide the proposed CDBG-eligible services.

The weighting (or value associated) with each of the preceding areas has been provided to give proposers an idea of the relative importance of each element to the City.

#### K. Proposer Information.

1. Provide the proposer's complete company legal name, address, city/state/zip code, as it would appear in the License.
2. Provide the following tax information:
  - a) Proposer's Federal Identification Number.
  - b) Arizona Sales Tax number.
  - c) Arizona Use Tax number for out-of-state proposers.
  - d) City of Scottsdale Sales Tax number.

3. Choose the applicable legal structure and provide the following information:

##### Partnership

- a) City, county and state in which the partnership legally exists.
- b) Type of partnership (e.g., general, limited, joint venture, other).
- c) Date partnership was formed.
- d) Whether partnership was recorded, when, where.
- e) Evidence demonstrating the undersigned is authorized to sign this RFP.

##### Corporation

- a) State in which the corporation legally exists.
- b) Date Corporation was formed.
- c) Whether corporation is public or private. If publicly held, where the stock is traded.
- d) Evidence demonstrating the undersigned is authorized to sign this RFP.

##### Limited Liability Company ("LLC")

- a) State in which the LLC legally exists.
  - b) Date LLC was formed.
  - c) Evidence demonstrating the undersigned is authorized to sign this RFP.
4. Provide the name, title and contact information of proposer's official representative, as it would appear in the License. This is the person to whom official notices regarding the License would be sent. Contact information includes address(es), telephone number, toll-free telephone number, fax number, email address (**required**).
  5. Provide the name and contact information of the principal contact person who would oversee day-to-day performance of the License. This may or may not be the same as proposer's official representative. Contact information includes address(es), telephone number, toll-free telephone number, fax number, email address (**required**).
  6. Provide complete payment address, including company name, address, and city/state/zip code.

7. Provide the emergency, 24-hour service contact name, telephone number and pager number that relate to this RFP.
8. Copy the pages from this RFP entitled **Legal Statements** and **Proposal Affidavit**. Provide the required information and signatures, and submit with your proposal.

## L. Legal Statements

Answer the following questions as they may apply to proposer. "Proposer" as used here, means a sole proprietor, all partners of a partnership, limited partnership, or limited liability Company, or director, officer, or shareholder of a corporation).

- a. Has the proposer ever been convicted of a felony?  
 NO  YES (If yes, please give date, place, and nature of conviction on a separate sheet referring to this paragraph La.)
- b. Has the proposer ever been convicted of a crime of moral turpitude? (Examples of crimes of moral turpitude include, but are not limited to, embezzlement, forgery, theft, robbery, fraud, perjury, rape, assault, murder/attempted murder, willful tax evasion, kidnapping, indecent exposure, prostitution, any other crime of a sexual nature and any and all crimes involving minor children, etc.)  
 NO  YES (If yes, please give date, place, and nature of conviction on a separate sheet referring to this paragraph Lb.)
- c. Does the proposer have any judgment (rendered in a court of law) outstanding against them?  
 NO  YES (If yes, please give the date, place, and nature of judgment on a separate sheet referring to this paragraph.)
- d. Has the proposer declared bankruptcy within the last 10 years?  
 NO  YES (If yes, please give the date, place, and nature of proceeding on a separate sheet referring to this paragraph Ld.)
- e. Has any License, use, or operating agreement for any business enterprises held by proposer ever been canceled or placed in default?  
 NO  YES (If yes, please give the date, place, and nature of the cancellation or default on a separate sheet referring to this paragraph Le.)
- f. Has the proposer (or any entity the proposer has had an ownership interest in) ever had a bond or surety canceled or forfeited?  
 NO  YES (If yes, please give name of the bonding company, name and address of principal on bond and reason for such cancellation or forfeiture on a separate sheet referring to this paragraph Lf)
- g. Is there any employee or officer of the City or their families who has any direct or indirect financial interest in the proposing entity?  
 NO  YES (If yes, please give name(s) of such individual(s), and describe the relationship on a separate sheet referring to this paragraph Lg)
- h. If proposer is owned or licensed by another person, partnership, corporation, or limited liability corporation (or if proposer does business under another name), provide the name of that entity:  


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**PROPOSER COMPANY NAME:** \_\_\_\_\_

**PROPOSAL AFFIDAVIT**

STATE OF ARIZONA

CITY OF SCOTTSDALE

For himself or herself personally, and for the entity submitting this proposal, the person who signs this affidavit certifies to the City of Scottsdale all of the following:

- 1. This affidavit and the proposal incorporate by reference, as if fully set forth in this proposal, the full content of the Request for Proposals.
- 2. The proposal remains in effect and may not be revoked by the proposer for a period of ninety (90) days after the proposal submittal due date, and may remain valid beyond that time with the consent of the proposer.
- 3. The entity submitting the proposal and I have read and understand all of the provisions set for the Request for Proposals.
- 4. The proposal meets or exceeds the specifications contained in the Request for Proposals.
- 5. We have received the listed addenda to the Request for Proposals and understand that they are part of the Request for Proposals.

Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum # \_\_\_\_\_ Dated: \_\_\_\_\_

- 6. All information requested by the City has been submitted and is true, accurate, and complete.
- 7. I am duly authorized to execute a License Agreement in the form specified by the Request for Proposals.
- 8. None of the contents of the proposal have been communicated by me or the entity submitting the proposal, or to the best of our knowledge, by anyone else. No such communication shall occur prior to the official opening of the proposal.
- 9. If our proposal is selected, we will immediately enter into the agreement and commence to fully perform thereunder.
- 10. The proposal is genuine and not a sham or collusive.
- 11. The proposal was not made in the interest or behalf of any person, partnership, company, association, organization, or corporation not herein so identified.

12. Neither the proposer nor any of proposer’s officers, partners, owners, shareholders, agents, representatives, employees, or parties in interest, has in any way colluded, conspired or agreed, directly or indirectly, with any person, firm, corporation or other proposer or potential proposer in regard to the amount, terms, or conditions of this Proposal and has not paid or agreed to pay, directly or indirectly, any person, partnership, company, association, organization, corporation or other proposer or potential proposer any money or other valuable consideration for assistance in procuring or attempting to procure the Agreement or fix the prices in the attached proposal or the proposal of any other proposer, and hereby states that no such money or other reward will be hereinafter paid.

13. Beginning on the date the request for proposals was issued, we have neither recommended nor suggested to the City, or any of its officers, agents, representatives or employees, any of the terms or provisions set forth in the proposal or the Agreement, except at a meeting open to all interested proposers, of which proper notice was given.

14. Unless we inform you in writing prior to the proposal opening, this affidavit shall be effective and deemed repeated as of the date the proposal is submitted, as of the date bids are opened, and as of the date the agreement is executed.

\_\_\_\_\_ *Printed name of Proposed Business*

By: \_\_\_\_\_ *Authorized Agent Signature*

\_\_\_\_\_ *Authorized Agent Printed Name*

\_\_\_\_\_ *Authorized Agent Title*

STATE OF ARIZONA )  
 ) ss.  
 County of Maricopa )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by \_\_\_\_\_ of \_\_\_\_\_ a \_\_\_\_\_.

\_\_\_\_\_ *Notary Public*

My Commission Expires:

\_\_\_\_\_