



WASHINGTON  
ELEMENTARY  
SCHOOL  
DISTRICT

WASHINGTON ELEMENTARY SCHOOL DISTRICT #6  
NOTICE OF INVITATION FOR WRITTEN QUOTE

Material and/or Service: **WQ # 19.032**  
**SPORTS OFFICIALS SUPPLEMENTAL**

BID DUE DATE: Thursday, August 15, 2019 Time: 2:00 P.M. **Local Time**

Opening Location: Washington Elementary School District  
Business Services\Purchasing Department  
4650 W. Sweetwater  
Glendale, AZ 85304-1505

**Vendors who were award on WQ 19.016 do not need to respond to this, as this is a supplemental Quote.**

The Washington Elementary School District No. 6 is requesting competitive written quotes from a qualified firm(s) to provide Sport Officials.

All Quotes must be written legibly in ink or typewritten and can be submitted no later than **2:00 p.m., Thursday, August 15, 2019** in any of one of the following manners:

- a) Returning the completed Written Quote Forms by mail or personal delivery.
- b) Faxing the completed Written Quote Forms to (602) 347-3521.
- c) E-mailing the requested information from the Written Quote Forms to Tracy Pruitt.

Quotes will be opened publicly immediately after the hour closing. The name of each firm submitting a quote and other relevant information, as determined by the District, shall be recorded. This records shall be open for public inspection at the time of the quote opening. All other information, including pricing, shall remain confidential until after the award is made. All information and quotes submitted will be made available for public inspection after the award has been made, except to the extent that the Offeror has requested, and the District concurs, that certain information remain confidential.

The District reserves the right to accept or reject any or all quotes or any part thereof, and to waive any informality if any quote is deemed in the best interest of the District.

The District reserves the right to make a multiple award under this solicitation

Contact Tracy Pruitt  
Phone: 602-347- 2604  
Fax: 602-347- 3521  
Email: tracy.pruitt@wesdschools.org

Authorization: Howard Kropp  
Howard Kropp, Director of Purchasing

8/15/19  
Date

## SPECIAL TERMS AND CONDITIONS

### 1. **Purpose**

The Washington Elementary School District intends to establish contracts with vendors for additional sports officials.

### 2. **Safety**

Offeror, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Offeror, its employees, its subcontractors, and/or other persons present. Offeror will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

#### Registered Sex Offender Restriction

No employee of the vendor, or a subcontractor of the vendor, who has been adjudicated to be a registered sex offender, may perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. A violation of this condition may result in the cancellation of this contract at the District's discretion.

### 3. **Terms of Award**

It is the intent of the District to award a multi-term contract, beginning in August 2019, and continuing until 6/30/2020. If all conditions are met during this period of time, this contract can be extended, if funding is available, for up to an additional two one-year contracts. However, no contract exists unless and until a purchase order is issued each fiscal year.

### 4. **Multiple Award**

The District reserves the right to make a multiple award.

### 5. **Award Basis**

The contract shall be awarded to the lowest responsible and responsive bidder whose quote conforms in all material respects to the requirements set forth in the Solicitation.

If a vendor receives a contract award, an order is placed and vendor is unable to meet the delivery requirements, meet service requirements, or material that meets the District's needs as outlined in this Solicitation, or is unable to hold proposal price, or fails to provide product or service within a reasonable period of time, AND/OR fails to provide product complying with the specifications, as determined by the District, the District reserves the right to go to the next lowest proposal price of equal quality which meets specifications. If the item delivered does not meet specifications or is received in an unsatisfactory condition and is in a damaged or unusable condition, or if service is unsatisfactory, vendor must pick up item immediately and replace to each district's satisfaction at no additional charge, or issue full credit, for service a return visit must be re-scheduled within 24 hours. Rejected items must be removed from the District's premises by the vendor upon verbal notification.

### 6. **Billing**

All billing notices must be sent to the District's accounts payable as shown on the purchase orders. All invoices shall identify the specific item(s) being billed. Any purchase order issued by Washington Elementary School District will refer to the written quote number of this solicitation.

7. **Pricing**

Prices as stated must be complete for the services offered and shall include all associated costs. DO NOT include sales tax on any item in the quote.

After initial contract term and at least 60 days but no more than 90 days prior to any contract renewal, the Washington Elementary School District will review fully documented requests for price increases and may at its sole option accept any changes or cancel from the contract those items concerned. The vendor shall likewise offer any published price reduction, during the contract period, to the District concurrent with its announcement to other customers. All price adjustments will be effective upon acceptance of the WESD Purchasing Department.

8. **Award**

It is the intent of the District to award a contract beginning in August 2019.

9. **Estimated Usage**

The contract shall be on an as needed, if needed basis.

10. **Federal Requirements**

- i. Federal Procurement of Food 7 CFR 210.21 & 7 CFR 220.16 (d) "Buy American" The Contractor shall purchase, to the maximum extent practicable, domestic agricultural commodities or products "*SUBSTANTIALLY*" (over 51%) processed in the United States. Exceptions to the *Buy American* provision should be used as a last resort, an Alternative or exception may be approved upon written request before item is delivered and documentation kept.
- ii. Copeland "Anti-Kickback" Act - All contracts and sub grants in excess of \$2000 for construction or repair awarded by recipients and sub recipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act
- iii. Contract Work Hours and Safety Standard Act: The Offeror shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Only applies to contracts over \$2,500)
- iv. Termination Clause: The District may terminate for cause and for convenience the contract. Appendix II to 2 CFR Part 200. (Only applies to contracts over \$10,000)
- v. Debarment, Suspension, Ineligibility and Voluntary Exclusion: By signing the Offer & Acceptance form, the Offeror shall certify that they have not been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under executive order 12549 and 12689. The Offeror shall comply with regulations implementing Office of Management and Budget Guidance in Non-procurement Debarment and Suspension codified at 2 CFR Part 180 and 2 CFR Part 417. These regulations restrict transactions with certain parties that are debarred, suspended or **otherwise excluded from, or** ineligible for, participation in Federal assistance programs or activities. (Only applies to contracts over \$25,000)

## SCOPE OF WORK

The purpose of this written quote is to enter into a contract and secure pricing with additional qualified Vendor(s) to provide Sports Officials for the District's five (5) middle schools. It is the District's intent to acquire sports officials to officiate seventh and eighth grade sporting events who have specific knowledge in National High School Federation (NHSF) guidelines and who can incorporate those guidelines with specific middle school level guidelines. It is also the purpose of this written quote to secure pricing for Sports Officials for the District's 27 elementary schools.


The District reserves the right to utilize individuals not covered under this contract when deemed to be in the best interest of the District.

Schedule of events will be sent to the successful Offeror(s) as soon as they are finalized. Schedules and needs are subject to change, and the District makes no minimum guarantee of the amount of services required under this contract.

The services requested may include, but are not limited to, the following three (3) season schedule: Fall, Winter, and Spring. The following sports shall fall under the appropriate season outlined on the proposal cost form:

<b>Girls Volleyball (7<sup>th</sup>-8<sup>th</sup> Grades) – Middle School/ K-8</b>	<b>Boys Volleyball (7<sup>th</sup>-8<sup>th</sup> Grades) – Middle School</b>
<b>Girls Soccer (7<sup>th</sup>-8<sup>th</sup> Grades) – Middle School</b>	<b>Boys Soccer (7<sup>th</sup>-8<sup>th</sup> Grades) – Middle School</b>
<b>Girls Basketball (7<sup>th</sup>-8<sup>th</sup> Grades) – Middle School/K-8</b>	<b>Boys Basketball (7<sup>th</sup>-8<sup>th</sup> Grades) – Middle School/K-8</b>
<b>Varsity Wrestling (schedule to be determined)</b>	<b>JV Wrestling (schedule to be determined)</b>
<b>Girls Basketball (K-6<sup>th</sup> Grades) – Elementary School</b>	<b>Boys Basketball (K-6<sup>th</sup> Grades) – Elementary School</b>
<b>Girls Softball (7<sup>th</sup>-8<sup>th</sup> Grades)</b>	<b>Coed Soccer (K-8<sup>th</sup>)</b>
<b>Soccer (K-6<sup>th</sup>)</b>	<b>Boys Basketball (5<sup>th</sup>-6<sup>th</sup> Grades)</b>
<b>Girls Basketball (5<sup>th</sup> -6<sup>th</sup> Grades)</b>	

Sports officials shall be experienced, quality officials for all middle and elementary school sports competitions. Officials must be punctual, and have knowledge of the sport(s) they officiate. All officials shall have impeccable character and have no criminal record.



# QUOTE COST FORM

COMPANY NAME: \_\_\_\_\_

I/We, the undersigned, propose to provide the service necessary for the scope of work and specifications. *(Please expand spreadsheet as an attachment if additional fields for data entry are required. Note company name on each attached sheet.)*

I/We further declare that I/we have carefully read and examined all information to the referenced written quote.

I/We agree to comply with the District's rules, regulations and policies.

1. Please list availability and cost(s) to provide these services: 7-8 Sports

	Season	# of Games during season	# of Tournament Games	# of Refs required per event	Cost per referee	Scheduling fee per referee (if applicable)
7th Girls Volleyball	Fall	20	5	1		
8th Girls Volleyball	Fall	20	5	1		
7th Boys Basketball	Winter	20	5	2		
8th Boys Basketball	Winter	20	5	2		
Girls Soccer	Winter	20	5	2		
7th Girls Basketball	Winter	20	5	2		
8th Girls Basketball	Winter	20	5	2		
Boys Soccer	Winter	20	5	2		
Girls Softball	Spring	20	5	1		
7 <sup>th</sup> /8th Boys Volleyball	Spring	20	5	1		
Varsity Wrestling (undetermined)	Winter	20	Tournament (to be determined)	1		
J.V. Wrestling (undetermined)	Winter	20	Tournament (to be determined)	1		

### K-8 Sports

	Season	# of Games during season	# of Tournament Games	# of Refs required per event	Cost per referee	Scheduling fee per referee (if applicable)
7 <sup>th</sup> /8 <sup>th</sup> Girls Volleyball	Fall	42	6	1		
5 <sup>th</sup> /6 <sup>th</sup> Boys Basketball	Winter	42	1	2		
7 <sup>th</sup> /8 <sup>th</sup> Boys Basketball	Winter	42	6	2		
5 <sup>th</sup> /6 <sup>th</sup> Girls Basketball	Spring	42	1	2		
7 <sup>th</sup> /8 <sup>th</sup> Girls Basketball	Spring	42	6	2		
Coed Soccer	Spring	20	5	2		
Girls Basketball	Spring	20	5	1		

### K-6 Sports

	Season	# of Games during season	# of Tournament Games	# of Refs required per event	Cost per referee	Scheduling fee per referee (if applicable)
K-6 Boys Basketball	Fall	243				
K-6 Girls Basketball	Winter Spring	243				
K-6 Soccer	Spring	20	5	2		

Pricing **must** be valid for initial term of August 2019 through June 30, 2020.

Schedules and needs are subject to change, and the District makes no minimum guarantee of the amount of services required under this contract.

The Offeror should indicate potential price increase during the second through third year of the quote (if extended by the District):

Maximum percentage of increase for year two: \_\_\_\_\_ %

Maximum percentage of increase for year three: \_\_\_\_\_ %

2. List any other cost considerations not covered in this solicitation (i.e. letters, phone calls) and an explanation of how these additional costs will be determined and billed to the District.

Additional Services	Cost

\_\_\_\_\_  
Name of Company Quoting

\_\_\_\_\_  
Authorized Signature/Local Representative

## REFERENCES

INSTRUCTIONS: Enter the requested information for clients for whom you offer similar services as those requested under this solicitation. References are preferred from clients in Arizona school districts using your firm in the last five years. Each client may be initially contacted and asked questions and could be contacted again for clarification.

We will be requesting information from those references and may discuss the following:

- Size of district and /services used
- Start-up and how firm handled projects
- Ability of firm to provide results in a timely manner
- Experience and expertise as perceived by the district
- Initial and ongoing firms responsiveness to needs
- Participation and assistance when “issues” arise
- Client satisfaction for the money spent
- Satisfaction with “customer service”
- Ease of understanding billings
- Any value added services provided by the vendor

Name of Client: _____
Contact: _____
Telephone Number: _____
Email Address: _____
Length of Client Relationship: _____

Name of Client: _____
Contact: _____
Telephone Number: _____
Email Address: _____
Length of Client Relationship: _____

Name of Client: _____
Contact: _____
Telephone Number: _____
Email Address: _____
Length of Client Relationship: _____



OFFER AND ACCEPTANCE

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this offer, contact:

\_\_\_\_\_

Name: \_\_\_\_\_

Federal Employer Identification No. \_\_\_\_\_

Phone: \_\_\_\_\_

DUNS No. \_\_\_\_\_

Fax: \_\_\_\_\_

Tax Rate: \_\_\_\_\_ %

EMail: \_\_\_\_\_

\_\_\_\_\_ Company Name

\_\_\_\_\_ Signature of Person Authorized to Sign Offer

\_\_\_\_\_ Address

\_\_\_\_\_ Printed Name

\_\_\_\_\_ City State Zip

\_\_\_\_\_ Title

CERTIFICATION

By signature in the Offer section above, the Offeror certifies:

- 1. The submission of the Proposal did not involve collusion or other anti-competitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or A.R.S. § 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Proposal. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Proposal. Signing the Proposal with a false statement shall void the Proposal, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 15-512, the Offeror shall comply with fingerprinting requirements unless otherwise exempted.
6. By submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
7. By submission of this proposal, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, 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 in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

-----WESD USE ONLY-----

ACCEPTANCE OF OFFER

The offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the school district/public entity.

This contract shall henceforth be referred to as Contract No.

WQ 19.032

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2019 \_\_\_\_\_

AUTHORIZED SIGNATURE