



PINAL COUNTY  
wide open opportunity

## Offer & Acceptance Form

Pinal County  
Finance Department  
31 N. Pinal St.  
Bldg. A  
P.O. Box 1348  
Florence, AZ 85132

### OFFER AND ACCEPTANCE FORM

TO PINAL COUNTY:

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.

Phillip M. Easley II PARTS MANAGER  
 Authorized Signature Title  
Phillip M. Easley II 23 MAY 2012  
 Printed Name Date  
NORWOOD EQUIPMENT 602-254-0644  
 Company Name Telephone  
2422 S. 19th AVE PHOENIX, AZ 85009  
 Address City, State, Zip

For clarification of this offer, contact:

Name: Phillip M. Easley II Phone: 602-254-0644 Fax: 602-253-0164

### ACCEPTANCE OF OFFER (For Pinal County Use Only)

The offer is hereby accepted and the Responder is now bound to sell or provide the materials, services, or construction as indicated by the Purchase Order or Notice of Award and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Offer as accepted by Pinal County.

The contract is for:

This contract shall henceforth be referenced to as Contract No. PC-112217. The Offeror is cautioned not to commence any billable work or to provide any material or service under this contract until Offeror receives an executed purchase order or notice to proceed.

Awarded this 20th day of June, 2012  
David Snider Chairman David Snider  
 Name (Print) Title Signature

Approved as to form:

[Signature]  
 Pinal County Attorney's Office



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### OFFER AND ACCEPTANCE FORM – Page 2

By signing the previous page of the Offer and Acceptance Form, Responder certifies:

- A. The submission of the bid did not involve collusion or other anti-competitive practices.
- B. The Responder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
- C. The Responder 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 Submittal.
- D. The Responder certifies that it complies with Executive Order 12549 related to Federal Government Debarment and Suspension (see 4-7)
- E. The Responder certifies that the individual signing the bid is an authorized agent for the Responder and has the authority to bind them to the contract.

**F. Intergovernmental Cooperative Purchasing**

The County has entered into various cooperative purchasing agreements with other Arizona government entities in order to conserve resources, reduce overhead and purchase costs and improve delivery time. The contract resulting from this Solicitation may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the Contractor. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The County shall not be responsible for any disputes arising out of transactions made by others.

Pursuant to PC-112217 Special Terms and Conditions, paragraph 5, titled Eligible Agencies (Cooperative Usage), Responder shall designate whether other governmental entities will be allowed to purchase from this contract:

Yes

No

NORWOOD EQUIPMENT

Firm

*Phillip M. Emley*

Authorized Signature

Norwood Equipment



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# Addendum Acknowledgement Form

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## ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation Addendums are posted on the Pinal County website at the following address:  
<http://pinalcountyaz.gov/Departments/Finance/Pages/BidsProposals.aspx>. It is the responsibility of the Responder to periodically check this website for any Solicitation Addendum.

This page is used to acknowledge any and all addendums that might be issued. Any addendum issued within five days of the solicitation due date, will include a new due date to allow for addressing the addendum issues. Your signature indicates that you took the information provided in the addendums into consideration when providing your complete response.

Please sign and date:

ADDENDUM NO. 1 Acknowledgement \_\_\_\_\_  
Signature Date

ADDENDUM NO. 2 Acknowledgement \_\_\_\_\_  
Signature Date

ADDENDUM NO. 3 Acknowledgement \_\_\_\_\_  
Signature Date

*If no addendums were issued*, indicate below, sign the form and return with your response.

NORWOOD EQUIPMENT  
Firm \_\_\_\_\_  
Authorized Signature *Phillip M. Early* \_\_\_\_\_



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# Non-Collusion Statement

Pinal County  
Finance Department  
31 N. Pinal St.  
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P.O. Box 1348  
Florence, AZ 85132

## NON-COLLUSION STATEMENT

State of Arizona )  
County of MARICOPA ) ss.  
Phillip M. Easley, II, affiant,  
the PARTS MANAGER (Name)  
NORWOOD EQUIPMENT (Title)  
(Contractor/Offeror)

the persons, corporation, or company who makes the accompanying Offer, having first been duly sworn, deposes and says:

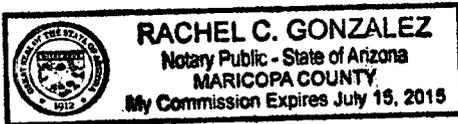
That such Offer is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Responder has not directly or indirectly induced or solicited any other Responder to put in a sham Offer, or any other person, firm or corporation to refrain from offering, and that the Responder has not in any manner sought by collusion to secure for itself an advantage over any other Responder.

Phillip M. Easley, II  
(Name)  
PARTS MANAGER  
(Title)

Subscribed and sworn to before me  
this 23 day of May, 2012

[Signature]  
Signature of Notary Public in and for the  
State of Arizona  
County of Maricopa

NAME AND ADDRESS OF CERTIFICATE HOLDER:	DATE ISSUED _____  AUTHORIZED REPRESENTATIVE _____
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## 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/disregarded entity name, if different from above <b>NORWOOD EQUIPMENT</b>	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) <b>2422 S. 19TH AVE</b>		Requester's name and address (optional)
City, state, and ZIP code <b>PHOENIX, AZ 85009</b>		
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 the "Name" line 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.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>Employer identification number</b>	
8 6 - 0 4 6 4 8 7 6	

**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. citizen or other U.S. person (defined below).

**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.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Shelby M. Early Jr</i>	Date ▶ <i>23 May 2012</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**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.

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. 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.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**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.



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**RFP PC-112217**  
**Vehicles & Equipment: Parts,**  
**Repairs & Services**  
**Response Form**

Pinal County  
Finance Department  
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P.O. Box 1348  
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**Responder Name: Responder Response**

Responders shall complete the following Response Form, indicating their responses in the spaces provided. Additional pages may be added so long as they are clearly referenced in the spaces provided.

Please note: Any exception and the total number of exceptions taken will negatively affect your evaluation score. Compliance to Terms & Conditions has been identified as an evaluation criteria for this Solicitation.

Any exception not contained within this section of the Solicitation will be deemed invalid and will not be considered.

**Acceptability of Responses**

Offers that do not include this completed Response Form or that do include an incomplete Response Form or that include a completed Response Form with unacceptable responses may cause the entire offer to be deemed unacceptable and therefore non-responsive.

**1 Price**

Responders shall complete the following pricing tables below.

**1.1 Parts (per Section 2.1.1 of the Statement of Work)**

Responder shall state the offered discount for parts in the table below. Pricing shall be a discount from list or published price. Using blank spaces in the tables below, Responder shall state additional discounts offered on other parts provided that could benefit Pinal County.

**Responder Response**

Manufacturer	% Discount from List Price or Published Price	Source for Manufacturer's pricing (website, etc.)
Allis Chalmers	NA	NA
Allmand		
Artic Cat		
Bear Cat		
Big Tex		
Blue Bird		
Broce		
Carson		
Case		
Caterpillar	NA	NA



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Chevrolet	NA	NA
Crafc		
Dodge		
EZ-Go		
Fleming		
Ford		
Freightliner		
GMC		
Gorman Rupp		
Gravely		
Haul Mark		
Honda		
Hummer		
Hyster		
Ingersoll Rand		
International		
Interstate		
Isuzu		
Jeep		
John Deere		
Kenworth		
Kodiak		
Kubota		
Landa		
Mega	NA	NA



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Nissan	NA	NA
Oldsmobile		
Pace		
Polaris		
Peterbilt		
Pontiac		
Porter		
Ranco		
Rosco		
Solar Tech		
Suzuki		
Towmaster		
Trail King		
Trail-Eze		
United Truck Equipment		
Vermeer		
Water Buffalo		
Western Star		
White/GMC		
Yale	NA	NA
Other Elgin Sweeper	990	VENDOR WEB SITE
Other Dump Bodies (All)	LIST	VENDOR PRICE LIST
Other TARY SYSTEMS (All)	LIST	VENDOR PRICE LIST
Other Hydraulic Systems	LIST	VENDOR PRICE LIST
Expedited parts delivery fee (Fixed fee, not discount from list price)	NA	NA





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**1.3 Other services or major services (other than listed above in section 1.2)**

Responder shall provide labor rates and fees listed below. Note: Any fees or rates not included will not be considered part of the final contract. Parts as needed for repairs may be charged in excess of labor rates/shop fees/etc. Parts shall be a discount from list price. Responders shall include such parts in section 1.1 pricing table above.

Description	Rate	Comment
Shop labor rate	\$ 90.00 HR	
Shop labor rate – after hours	NA	
Field service call rate	90.00 HR	
Field service call rate – after hours	NA	
Mileage	.50 mile	
Hazardous Waste Fee		
Environmental Fee		
Shop supplies	75.00	
Other		



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**2 Capacity of Offeror**

2.1. Responder shall provide:

2.1.1 Name, Title and email address of Primary Responder

***Responder Response***

2.1.2 Address, phone, fax and email address of Primary Servicing Office

***Responder Response***

2.1.3 Address, phone, fax and email address of additional Servicing Offices (if different than 2.1.2)

***Responder Response***

2.1.4 Name, Title and email address of Key Personnel assigned to Pinal County. Responders shall include a description of their responsibilities under the contract (Ordering, Billing, Customer Service, etc).

***Responder Response***

2.2 Responder shall provide general background information regarding their company. Responder shall describe in detail their overall experience in the industry relative to the Products and/or Services offered. Responders shall include at least three (3) references in this regard.

***Responder Response***

2.3 Responder shall describe the services or materials offered in response to Section 2 - General Requirements in the Statement of Work on page 11 of the Request for Proposal (Section 2.1.2).

***Responder Response***

2.3.1 Responder will indicate which flat rate manual will be used that is compatible with the vehicle or equipment being serviced. Include Name, Date and Volume.

***Responder Response (if applicable)***

2.4 Responder shall describe their compliance with Section 3 – Specific Requirements in the Statement of Work on page 11 of the Request for Proposal.

2.4.1 Certified as a manufacturer's authorized service facility – indicate which manufacturers. Responders shall include a copy of the certification or include a letter from the manufacturer.

***Responder Response***

2.4.2 Certification of technicians – indicate which certifications (ASE, etc). Responders shall include a copy of the certifications as applicable.

***Responder Response***

2.4.3 Service hours of operation

***Responder Response***

2.4.4 Responder shall describe how service trucks are generally equipped in order to comply with the Scope of Work.

***Responder Response (as applicable)***

2.5 Responder shall indicate which County locations (cities) they will provide on-site services and repairs per

Section 3.1.3 of the Statement of Work (for example, a Coolidge vendor may want to provide services to Coolidge and Florence only).

***Responder Response (if applicable)***



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2.6 Responders shall indicate the types of vehicles your facility can repair:

- 2.6.1 Light Duty Vehicles (1 ton and below): [ ]  
 2.6.2 Medium Duty Vehicles (1-1/2 ton to 26,000 GVW): [✓]  
 2.6.3 Heavy Duty Vehicles (26,000 GVW and Heavier): [✓]  
 2.6.4 Heavy Equipment (Off Road): [ ]

2.7 Responder shall specify which of the Fleet Maintenance yards to which they would provide expedited parts delivery service. See Exhibit 1 for a list of locations. Include any fees associated with expedited delivery on price list in Section 1.1.

- 2.7.1 Location  
*Responder Response (if applicable)*
- 2.7.2 Frequency  
*Responder Response (if applicable)*
- 2.7.3 Same day delivery  
*Responder Response (if applicable)*

**3 Method of Approach**

3.1 Responder shall describe in detail their methodology in providing any inventory replacement program, scheduled maintenance program, etc. (if offered), to assist and improve the scheduling of general maintenance and upkeep of vehicles and equipment in accordance with Statement of Work paragraph 3.3.

*Responder Response*

**4 Conformance to Terms and Conditions and Statement of Work**

**Response Form Responses**

           **Responder Name** have read, understand, and shall comply with all Terms and Conditions and Scope of Work. Responders that accept the County's Terms and Conditions and Instructions shall check **YES** or **NO** to clearly indicate their acceptance. Responders who take exception to the County's Terms and Conditions and Scope of Work shall likewise clearly indicate their exception and provide Responder's suggested language.

**YES**, I acknowledge that I have read and understand all Terms and Conditions and the Scope of Work and will comply in any resultant contract.

**NO**, I acknowledge that I have read, understand all Terms and Conditions and the Scope of Work and will comply in any resultant contract with the exceptions listed below.

**Exceptions (If checked NO)**



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Responders that take exception to any Terms and Conditions or Scope of Work shall justify their exception as well as proposing any changes to the County's language with the Responder's suggested changes clearly indicated. Additional pages may be added so long as they are clearly referenced in the spaces provided. Please note that taking exception to any Terms and Conditions or Scope of Work may affect your evaluation score. Both the number of exceptions and the severity of the exceptions can affect your score and may have you deemed non-responsive for this solicitation.

Cite the specific Term and Condition for which an exception is taken: **Responder Response**

Responder's justification for the exception: **Responder Response**

Responder's suggested changes: **Responder Response**