

**REQUEST FOR PROPOSALS  
RETAIL ATTRACTION RESOURCES  
RFP18ED01022018**

**INTRODUCTION**

The City of Maricopa will accept competitive sealed proposals for a qualified firm/individual interested in conducting a retail market research analysis, at the address or physical location until the date and time detailed below. Proposals shall be delivered to the location listed below and shall be in the actual possession of the City on or prior to the exact date and time indicated below. Late proposals will not be considered. ***Proposals shall be submitted in a sealed package with “RFP 18ED01022018 Retail Attraction Resources” and the Offeror’s name and address clearly indicated on the front of the package.*** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the ***entire*** Request for Proposal.

Pre-submittal Meeting:	None
Proposal Due Date:	February 5, 2018
Proposal Time:	2:00:00 PM MST
Number of Qualifications:	1 unbound original and 5 copies (please label original)
Contact:	Kathleen Shipman, Purchasing Manager
E-Mail:	Kathleen.Shipman@maricopa-az.gov
Mailing Address:	39700 W. Civic Center Plaza, Maricopa, AZ 85138
Location:	39700 W. Civic Center Plaza, Maricopa, AZ 85138

**OFFER**

To the City of Maricopa: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with the Terms and Conditions contained in the Request for Proposal package issued by the City.

<b>OFFEROR CONTACT INFORMATION</b>	
For clarification of this offer contact:	
Name: _____	Email: _____
Federal Employer Identification Number: _____	Authorizing Offeror Signature: _____
Company Name _____	Printed Name _____
Address _____	Title _____
City _____ State _____ Zip Code _____	Telephone: _____ Fax: _____

## INSTRUCTIONS TO OFFEROR

### 1. PREPARATION OF PROPOSAL:

- a. Telegraphic (facsimile), electronic, or Mailgram proposals will not be considered.
- b. The offer document shall be submitted with an original ink signature by a person authorized to sign the offer.
- c. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the Offer.
- d. If price is a consideration and in case of error of prices in the proposal, the unit price shall govern. No proposal shall be altered, amended, or withdrawn after the specified proposal due date and time.
- e. Periods of time, stated as a number of days, shall be calendar days.
- f. It is the responsibility of all Offerors to examine the entire *Request for Proposal* package and seek clarification of any item or requirement and to check all responses for accuracy before submitting a proposal. Negligence in preparing a Proposal confers no right of withdrawal after proposal due date and time.

**2. INQUIRIES:** Any question related to the *Request for Proposal* shall be directed in writing or via e-mail **no later than five (5) days prior to the proposal opening date**, to the person whose name appears on the front. Questions submitted after that period may not be answered due to time constraints. Any correspondence related to a *Request for Proposal* should refer to the appropriate *Request for Proposal* ID, page, and paragraph number. However, the Offeror shall not place the *Request for Proposal* ID on the outside of any envelope containing questions since such an envelope may be identified as a sealed proposal and may not be opened until after the official *Request for Proposal* due date and time. Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least five (5) days before the Proposal due date and time for review and determination by the City. Failure to do so may result in the inquiry not being considered for a solicitation Addendum.

**3. DUE DATE AND TIME:** Offerors must submit proposals to the City's Purchasing Manager or designee by 2:00:00 pm on February 5, 2018, at the address or physical location listed on the Introduction/Offer Sheet (Page 1 of RFP). Late proposals will not be accepted.

**4. WITHDRAWAL OF PROPOSAL:** At any time prior to the specified proposal due date and time, an Offeror (or designated representative) may withdraw the proposal. Telegraphic (facsimile) or Mailgram proposal withdrawals will not be considered.

**5. AMENDMENT OF PROPOSAL:** Receipt of an RFP Amendment shall be acknowledged by signing and returning the original document prior to the specified proposal due date and time or include the signed amendment document with the submittal.

**6. PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of

amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account.

7. **TAXES:** The City of Maricopa is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.
8. **AWARD OF CONTRACT:** Notwithstanding any other provision of this *Request for Proposal*, the City expressly reserves the right to:
  - a. Waive any immaterial defect or informality; or
  - b. Reject any or all proposals, or portions thereof; or
  - c. Reissue a Request For Proposal
  - d. Unless the Offeror states otherwise, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City. If the Offeror's offer is an "all or nothing" offer, it must be so indicated on the offer sheet.

9. **Selection Schedule Timetable:**

This schedule below is subject to change as indicated below. Please refer to the City of Maricopa's web-site for any updates <http://www.maricopa-az.gov/web>

1/8/2018	Issuance of Request for Proposals
2/5/2018	Responses to Request for Proposals due @ 2:00 PM (Arizona Time)
Feb.	Selection/Evaluation Committee selects Contractor(s)
3/6/2018	City Council meeting to act on approval of a contract

10: **Contact With City Employees and City Elected Officials/Representatives:**

All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Please address all inquiries and questions to:

Kathleen Shipman, BSBA, CPPM  
Purchasing Manager  
Financial Services  
City of Maricopa  
[Kathleen.Shipman@maricopa-az.gov](mailto:Kathleen.Shipman@maricopa-az.gov)  
520-316-68946  
39700 West Civic Center Plaza, Maricopa, AZ 85138

## STANDARD TERMS AND CONDITIONS

- 1. Certification:** By signature in the Offer section of the Offer Award Page, the Offeror certifies that:
  - a. The submission of the offer did not involve collusion or other anti-competitive practices.
  - b. The Offeror shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246.
  - c. The Offeror has not given, offered to give, or 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 offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the Offeror may be debarred.
- 2. Gratuities:** The City may, by written notice to the Offeror, cancel the resultant contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Offeror or any agent or representative of the Offeror, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event the City pursuant to this provision cancels the resultant contract, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of gratuity. Paying the expense of normal business meals, which are generally made available to all eligible city government customers, shall not be prohibited by this paragraph.
- 3. Applicable Laws:** In the performance of the resultant contract, Contractors shall abide by and conform to any and all laws of the United States, State of Arizona, and the City of Maricopa including but not limited to federal and state executive orders providing for equal opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to the contract.

The resultant contract shall be governed by the State of Arizona and suit pertaining to the contract may be brought only in courts in the State of Arizona.

This contract is subject to the following provisions as stated:

ARS §38-511; the City may cancel the contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

ARS §35-393.01; All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01, this form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance. As defined by A.R.S. §35-393.01 and explained in Chapter 46, House Bill 2617 and outlined in **Exhibit A**:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:

(a) In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.

(b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.

2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.

3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.

4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:

(a) together with other investors that are not subject to this section.

(b) that are held in an index fund.

5. "Public entity" means this State, a political subdivision of this STATE or an agency, board, commission or department of this state or a political subdivision of this state.

6. "Public fund" means the state treasurer or a retirement system.

7. "Restricted companies" means companies that boycott Israel.

8. "Retirement system" means a retirement plan or system that is established by or pursuant to title

38. Please refer to Attachment B and complete form as part of your solicitation response.

**4. Legal Remedies:** All claims and controversies shall be subject to resolution according to the terms of the City of Maricopa Procurement Code.

**5. Contract:** The resultant contract between the City of Maricopa and the Contractor shall include the: (1) RFP, including instructions, all terms and conditions, specifications, scope of work, attachments, and any amendments thereto, and (2) the offer submitted by the Offeror in response to the RFP. In the event of a conflict in language between the City and the Contractor, the provisions and requirements of the resultant contract shall govern. In event of a conflict in language between the RFP and the Contract, the provisions and requirements of the Contract shall govern. However, the City reserves the right to clarify in writing, any contractual terms with the concurrence of the Offeror, and such a written contract shall govern in case of conflict with the applicable requirements stated in the Contract or the Offeror's offer. The RFP shall govern in all other matters not affected by the written contract.

**6. Contract Applicability:** The Offeror shall substantially conform to the terms, conditions, specifications, and other requirements found within the text of this specific RFP. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City, are not applicable to this RFP or any resultant contract.

**7. Relationship to Parties:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Offeror is advised that taxes or Social Security payments will not be



withheld from any City payments issued hereunder and that the Offeror should make arrangements to directly pay such expenses, if any.

- 8. Subcontracts:** The Contractor shall enter into no subcontract with any other party to furnish any of the material, service, or construction specified herein ***without the advance written approval of the City.*** The Contractor is responsible for contract performance whether or not Subcontractors are used.
- 9. Indemnification:** Consultant shall defend, indemnify, and hold City, its officers and employees harmless from any and all loss, damage, claim for damage, liability, expense, or cost, including reasonable attorneys' fees, which arise out of, or is in any way connected with the performance of work under this Agreement by Consultant, or any of Consultant's employees, agents or sub consultants, and from all claims by Consultant's employees, sub consultants and agents for compensation for services rendered to Consultant in the performance of this Agreement, notwithstanding that City may have benefited from their services. This indemnification provision shall only apply to any and all negligent acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Consultant or Consultant's employees, sub consultants or agents.
- 10. Overcharges by Antitrust Violations:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
- 11. Force Majeure:** Except for payment for sums due, neither party shall be liable to the other not deemed in default under the resultant contract if and to the extent that such party's performance of the contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God: acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the resultant contract. Force Majeure shall not include the following occurrences:
  - a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
  - b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of work

by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *certificate-return receipt* and shall make specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with the resultant contract.

- 12. Right to Assurance:** Whenever one party to the resultant contract in good faith has reason to question the other party's intent to perform he may demand that the other party give written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) day, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
- 13. Right to Audit Records:** The City may, at reasonable times and places, audit the books and records of any contractor as related to any contract held with the City.
- 14. Right to Inspect Place of Business:** The City may, at reasonable times inspect the place of business of a contractor or subcontractor which is related to the performance of any contract as awarded or to be awarded.
- 15. Inspection:** All material and/or services are subject to final inspection and acceptance by the City. Materials and/or services failing to conform to the specifications of the resultant contract will be held at Contractor's risk and may be returned to the Contractor. If returned, all costs are the responsibility of the Contractor. They may elect to do any or all:
- a. Waive the non-conformance
  - b. Stop the work immediately
  - c. Bring material into compliance
- This shall be accomplished by a written determination for the City.
- 16. Liens:** All materials, service or construction shall be free of all liens, and if the City requests, a formal release of all liens shall be delivered to the City.
- 17. Licenses:** Contractor shall maintain in current status all Federal, State, and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to the contract.
- 18. Patents and Copyrights:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this RFP are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.

- 19. Cost of Bid/Proposal:** The City shall not reimburse the cost of developing or providing any response to this RFP. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
- 20. Public Record:** All offers submitted in response to this RFP shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code.
- 21. Termination for Non-Appropriation:** Any contract entered into by the City shall terminate at the end of the then current fiscal period for non-appropriation of funds if the City's governing body fails to appropriate funds to pay for the payments contemplated by the contract. The City's fiscal period ends June 30<sup>th</sup> of each year.
- 22. Warranties:** Vendor warrants that all goods delivered under this contract will conform to the requirements of this contract (including all applicable descriptions, specifications, drawings and samples), and will be free from defects in material and workmanship and will be free from defects in design and fit for the intended purpose. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligation of vendor or the right of Buyer under the foregoing warranties.
- 23. Cooperative Use of Contract:** In addition to the City of Maricopa and with the approval of the contracted vendor, this contract may be extended for use by other municipalities, school districts and government agencies of the State. Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective political entity.
- 24.** Per A.R.S. § 35-392, <http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/35/00392.htm> the City is prohibited from purchasing for a company that is in violation of the Export Administration Act.
- 25. Federal Immigration and Nationality Act (FINA):** By entering into the Contract, the CONTRACTOR warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Purchasing Manager upon request. These warranties shall remain in effect through the term of the Contract. The CONTRACTOR and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at [www.USCIS.GOV](http://www.USCIS.GOV).
- 25.1** The City may request verification of compliance for any CONTRACTOR or subcontractor performing work under the Contract. Should the City suspect or find that the CONTRACTOR or any of its subcontractors are not in compliance, the City may pursue any and all remedies allowed by law, including but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the CONTRACTOR. All costs necessary to verify compliance are the responsibility of the CONTRACTOR.



## SPECIAL TERMS AND CONDITIONS

### **PURPOSE**

The City of Maricopa, Arizona (the “City”), intends to establish a contract for retail market research services. The products and services required are detailed in this RFP.

Based on an evaluation of the Proposals and qualifications of the firms responding to this solicitation, the City desires to retain a qualified firm until the project is completed.

1. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City. No alteration of any resultant contract may be made without the express written approval of the City in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
2. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
3. **Term of Contract:** The term of any resultant contract shall commence on the first day of the month following the date of award and shall continue until the project is completed, unless terminated, cancelled or extended as otherwise provided herein.
4. **Reserved.**
5. **Proposal Format:** *A total of one (1) unbound original document (label original) and five (5) copies of the proposal shall be submitted in the format indicated in the Proposal Format and Requirement section of the RFP.*
6. **Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under any resultant contract. The Contractor must agree to assign specific individuals to the key positions.
  - a. The Contractor agrees that, once assigned to work under any resultant contract, key personnel shall not be removed or replaced without written notice to the City.
  - b. If key personnel are not available for work under any resultant contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
7. **Proposal Opening:** Proposals shall be opened at the time and place designated on the cover page of this document. The name of each Offeror and the identity of the Request for Proposals for which the proposal was submitted shall be publicly read and recorded in the presence of a witness. Proposals, modifications, and all other information received in response of this Request for Proposal shall be shown only to City personnel having legitimate interest in the evaluation. **PRICES**

SHALL NOT BE READ. After award of the proposal, the successful proposal and the evaluation documentation shall be open for public inspection.

8. **Evaluation:** The City of Maricopa shall evaluate proposals based upon the following criteria listed below in relative order of importance.

I. Experience and qualifications of the firm/team and key personnel: 40 points

To be considered, the applicant shall provide a description of the experience to include:

- a) A summary description of your firm, including size, locations of offices and areas of specialty
- b) A summary of your ability to provide services as defined in the Scope of Services section, page 13
- c) Point of contact, addresses, email and phone numbers
- d) Resumes of the individuals assigned to provide services
- e) List of municipal clients being served by the firm on similar projects and proven track record of those clients' successes, especially those in the region
- f) Any details or information that will assist the City in making a selection
- g) Demonstrated insight into retail/restaurant concepts, decision-making processes, leadership and trends

II. Innovative approaches used on similar projects: 30 points

Identify innovative approaches executed on similar projects. Discuss the particular expertise your firm/team offers that sets you apart from your competition and how you would use this to benefit the City to add value to the project.

III. General Information: 10 points

Provide a general description of the company and/or team that is proposing to provide the services, including sub-consultants, if any. Provide an organizational chart showing key personnel.

IV. Current workload and ability of project team to start immediately: 10 points

Provide a table/list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on the project.

V. Principal office location and local participation: 10 points

Identify the location of the firm's principal office and the home office location of key staff on this project. Identify the total estimated percent of work expected to be done locally.

9. **Discussions and Interviews:** After the receipt of proposals, discussions may be conducted with Offerors who submit proposals determined to be reasonably susceptible of being selected for award. The City reserves the right to conduct personal interviews or require presentation of any or all proposals prior to selection. The City will not be liable for any costs incurred by the Offeror in connection with such interview/presentations.
10. **Contact With City Employees and City Elected Officials/Representatives:**  
All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified on the first page of this RFP.
11. **Confidential Information:**
  - a. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the Finance Director of this fact shall accompany the submission and the information shall be identified.
  - b. The information identified by the person as confidential shall not be disclosed until the Finance Director makes a written determination.
12. **Confidentiality of Records:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City remains confidential pursuant to applicable requirements.
13. **Resultant Contract:** A contract shall be issued between the City and the successful Offeror following award.
14. **Compensation:** Compensation for services shall be based upon fees negotiated, including all approved costs and expenses incurred.
15. **Liquidated Damages:** Liquidated damages shall be negotiated at the time of the contract negotiations for each calendar day of delay.
16. **Insurance:** The City requires a complete and valid certificate of insurance prior to the commencement of any service or activity specified in this solicitation. The City will notify the successful contractor(s) of the intent to issue a contract award. The successful contractor(s) shall at that time submit a copy of the insurance certificate for coverage with minimum amounts stated. The coverage shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.
17. **Licenses:** Contractor shall maintain in current status all Federal, State, and Local Licenses and permits required for the operation of the business conducted by the contractor. This shall include a City of Maricopa Business License.

18. **City of Maricopa Business License:** The successful contractor will be required to have a valid and current City of Maricopa Business License prior to the Notice to Proceed.
19. **Bonds:** Not applicable.
20. **Cancellation:** The City reserves the right to cancel the whole or any part of any resultant contract due to failure by the contractor to carry out any obligation, term or condition of any resultant contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:
- The contractor provides material that does not meet the specifications of the contract;
  - The contractor fails to adequately perform the services set forth in the specifications of the contract;
  - The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
  - The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:

- Cancel any contract;
- Reserve all rights or claims to damage for breach of any covenants of the contract;
- Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliance with the specifications, the actual expense of testing shall be borne by the contractor;
- In case of default, the City reserves the right to purchase materials, or to complete the required work. The City may recover any actual excess costs from the contractor by:
  - Deduction from an unpaid balance;
  - Collection against the bid and/or performance bond, or;
  - Any combination of the above or any other remedies as provided by law.

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## SCOPE OF SERVICES

### **I. Background**

The City of Maricopa is a community with a “Proud History and Prosperous Future”. Strategically located between Phoenix and Tucson in the high growth Sun Corridor, Maricopa is poised for continued success. Maricopa became Arizona’s 88<sup>th</sup> municipality when it incorporated in October 2003. Since that time, it has become one of Arizona’s fastest growing communities, transforming overnight from a quiet town of under 5,000 to a bustling city of more than 50,000. Maricopa offers employers access to a talented local workforce. Maricopa’s labor pool is both young (average age of 33.8) and educated with 43% of head of household, with a bachelor’s degree or advanced degree and an astounding 89% having some college education. Beyond Maricopa, employers can easily recruit from the entire Phoenix metropolitan area, which has a diverse, active workforce of more than two million people.

Economic development is a top priority set by the Maricopa City Council. As part of the City’s economic development efforts, retail recruitment is a critical element to diversifying the local economic, employment, and service base for Maricopa. Often large employers are seeking communities which offer best-in-class quality of life with diverse offerings in retail and dining amenities.

Based on an evaluation of the Proposals and qualifications of the firms responding to this solicitation, the City desires to retain a qualified firm until the project is completed.

### **II. Project Description and Required Services**

The City of Maricopa is soliciting proposals from firms/individuals interested in conducting a retail market research analysis to determine Maricopa’s potential for attracting retail businesses to the community, identifying specific businesses, and providing Maricopa with data and marketing tools with which to recruit these businesses. The purpose of this analysis is to maximize the retail and restaurant potential for the community. For the purposes of this RFP and the analysis to be performed, the term “retail” shall include all types of establishments that generate sales tax for the City.

### **III. Existing Conditions Assessment**

The successful firm/individual will conduct a retail assessment of the City of Maricopa, AZ retail trade area and profile the customer’s buying habits in the trade area. The results of the assessment will be used to guide the elected officials and staff of the City to make decisions and commitments to grow the City of Maricopa’s retail sector.

The assessment should take into consideration and include:

- Population and household increases
- Psychographic analysis of households and individuals
- Site setting and configuration
- Existing retail firms and retail trade in the area and region
- Retail leakage/ surplus
- Retail development in similar cities



- Market viability
- Retail goals and growth plans for the community
- Platform to customize all reports on the fly

#### **IV. Future Needs/Outreach Scope of Work**

The firm or individual selected will be expected to address the following concerns/issues:

1. Develop trade area analysis focused on drive time analysis to factor in time of day, traffic flows, and street/highway networks
2. Develop profiles of customers in each trade area studied based on psychographic profile which will consider buying habits and lifestyles
3. Assess the retail trade potential of selected sites in the City
4. Provide a list of national credit tenant retailers that match Maricopa's psychographic profile, and work with staff to narrow preliminary list
5. Prepare custom marketing packages for each of the retailers and restaurants identified. Each package shall include:
  - a. Map of retail site and trade area
  - b. Map of potential customers for the retailer
  - c. Retail match report that compares the site's trade area characteristics with the retailer's similar existing and successful locations
  - d. Demographics and psychographic analysis of the trade area
  - e. Explanation of the methodologies used
6. Provide names and contact information of real estate representatives and decision-makers for each of the retailers selected by the City of Maricopa
7. Make other recommendations that may be pertinent
8. Provide a retail leakage / surplus analysis
9. Provide an online trade area database and marketing tool to assist recruitment efforts
10. Provide on-going support to the City throughout the recruitment process
11. Provide information required to retain and attract high value, high wage jobs by analyzing how the city benchmarks against competing cities
12. Provide information to understand the value of residents, and surrounding households when considered as a workforce

13. Provide information to understand the residents' access to services, retail, healthcare, municipal assets and other attractive amenities for overall quality of life benchmarks

**V. Long-Term Partnership:**

1. Provide unlimited access to consultant staff.
2. Provide personalized content to advance the city's recruitment program by receiving personal guidance from professional staff and ongoing insight into key industry topics via e-newsletter, webcasts and other interactive tools.
3. Utilize exclusive relationships to access data and develop an actionable program to recruit retail.
4. Access to best-in-class online web-mapping platform with the touch of a button; an application allowing for screenshots, mobility and ease of use to assist in business growth objectives.
5. Access to booth to help optimize Maricopa's marketing efforts at various International Council of Shopping Centers (ICSC) meetings and deal-making conventions.

**VI. Fees and Timeline for Delivery**

Submit on company letterhead a Fee Schedule for the services to be provided.

The deliverables should be in both hard copy and pass-word protected website that can be accessed and used to either print or email copies of the report.

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## PROPOSAL FORMAT AND REQUIRED RESPONSES

The information set forth in paragraphs below must be included with all proposals. *Failure to provide any of the information requested by these paragraphs is grounds for the City to reject a proposal.*

In order for the City to conduct a uniform review process, all proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection.

1. **Offer Sheet:** The attached Introduction/Offer Sheet (Page 1 of RFP) must be completed and returned with the Offeror's proposal. Failure to return the Offer Sheet and to sign it is grounds for the City to reject a proposal.
2. **Table of Contents:** The Table of Contents must indicate the material included in the proposal by section and page number. A proposal's table of contents should mirror this section of the City's Request for Proposal and must include all the items set forth in this section of the Request for Proposal.
3. **Letter of Transmittal/Cover Letter (Limit to two pages):** A letter of transmittal/Cover Letter must be submitted with an Offeror's proposal. The letter must include:
  - a. A statement of the Offeror's understanding of the products and services required by the Request for Proposal listed in the scope of work.
  - b. The names of the persons who are authorized to make representations on behalf of the Offeror (include their titles, addresses, fax number, e-mail addresses and telephone numbers).
  - c. A statement that the individual who signs the transmittal letter is authorized to bind the Offeror to contract with the City.
4. **Firm Overview (Excluding attachments, limit to four pages):**
  - a. Your firm is in what primary line of business?
  - b. Does your firm have at least one office located in the State of Arizona?
  - c. Discuss the structure of your firm. If a private firm, state whether a corporation, partnership, sole proprietorship, or combination. Provide a listing of all principals and/or owners. Indicate the length of time the firm has been in business under the current business name as well as any previous business names.
  - d. Provide documentation that the Offeror is licensed under the applicable laws of the State of Arizona.
5. **Experience (Excluding attachments, limit to four pages):**
  - a. Describe comparable services provided by the firm to municipalities since January, 2015, similar in scope to the City's request.
  - b. Please address all of the items listed in the evaluation criteria, beginning on page 10, #8.
6. **Scope of Services:**

Based on the defined Scope of Services as listed starting on page 13, please provide a summary response as to how your firm anticipates achieving the required services.
7. **Bonds:** Not applicable.

8. **Substitute W-9 Form:** Complete and return the attached City of Maricopa Substitute W-9 form (Attachment A).
9. **Participation if Boycott of Israel:** Complete and sign the form (Attachment B)
10. **House Bill 2617 (Exhibit A). For information purposes**
11. **References (Limit to one page):**  
  
Include the name, address and telephone number of three (3) clients for whom similar services have been provided since January, 2015. References must be current, Arizona-based, and should be relevant to the required services. Please provide a one (1) line description of services provided for each reference and samples of services.
12. **Disclosures of conflict of interest: (Limit to one page):**  
  
The Offeror shall include a statement that no conflicts of interest exist as defined by Arizona Revised Statutes, Title 38, Chapter 3, Article 8. In the event any professional or personal financial interest, does exist the nature of the relationship shall be disclosed to the City and examined by the City of the material facts of the disclosure. The above reference statute shall govern the actions of the city in the event a conflict exists.
13. **Confidential Information Statement:**  
  
The Offeror shall include a statement as to whether the bid, proposal, offer, specification, or protest contains information that should be withheld, and the information shall be identified.
14. **Proposed Fees/Compensation (Limit to two pages):**  
  
Submit on company letterhead a Fee Schedule for the services to be provided.
15. **Pre-Submittal Meeting:**  
  
None.

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## **Vendor Submittal Checklist**

- \_\_\_\_\_ Signed Offer Sheet
- \_\_\_\_\_ Table of Contents
- \_\_\_\_\_ Signed Letter of Transmittal/Cover Letter – 2 pages
- \_\_\_\_\_ Firm Overview – 2 pages
- \_\_\_\_\_ Organizational Chart
- \_\_\_\_\_ Key Personnel Experience
- \_\_\_\_\_ Understanding of the Project
- \_\_\_\_\_ Firm Experience
- \_\_\_\_\_ Address the Evaluation Criteria as defined in Item #8, page 10
- \_\_\_\_\_ Summary response to the Scope of Services
- \_\_\_\_\_ Substitute W-9, completed (Attachment A)
- \_\_\_\_\_ Completed and signed Attachment B
- \_\_\_\_\_ References along with short description of services provided
- \_\_\_\_\_ Resumes – 2 pages each
- \_\_\_\_\_ Disclosure of Conflict of Interest
- \_\_\_\_\_ Confidential Information Statement
- \_\_\_\_\_ Proposed Fee Schedule
- \_\_\_\_\_ Amendment #1, signed (if applicable)
- \_\_\_\_\_ Amendment #2, signed (if applicable)



## ATTACHMENT A SUBSTITUTE W-9 FORM

### PART I: Company Information:

1. Name (as shown on Income Tax Return): \_\_\_\_\_
2. Business Name (if different than above): \_\_\_\_\_
3. DUNS #: \_\_\_\_\_
4. Federal employer identification number (or SSN): \_\_\_\_\_
5. Type of organization (check one):
 

<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> Limited Liability Company*
<input type="checkbox"/> Corporation	<b>*Choose the tax classification</b>
<input type="checkbox"/> Partnership	<input type="checkbox"/> Disregarded Entity
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Partnership
6. Order Address:
 

(Order address)	(City)	(State)	(Zip code)
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7. Remittance address (if different than above):
 

(Remittance address)	(City)	(State)	(Zip code)
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8. Contact person for bid invitations: \_\_\_\_\_
9. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
10. Email address of contact person: \_\_\_\_\_
11. Applicant is a (check one):
 

<input type="checkbox"/> Factory Representative	<input type="checkbox"/> Jobber
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized distributor
<input type="checkbox"/> Retail dealer	<input type="checkbox"/> Contractor
<input type="checkbox"/> Consultant	<input type="checkbox"/> Other: _____
12. Indicate if the business is registered as a minority or woman-owned company.
 

<input type="checkbox"/> Minority-owned	<input type="checkbox"/> Woman-owned	<input type="checkbox"/> Not Applicable
---	--------------------------------------	---
13. How long has the company been in business? \_\_\_\_\_
14. Does applicant currently hold a valid business license issued by the City of Maricopa?
 

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## ATTACHMENT A (CONT'D) SUBSTITUTE W-9 FORM

### **PART II: COMMODITY OR SERVICE DESCRIPTION**

1. Commodity/Service description (*this section must be completed*):

### **PART III: APPLICANT TERMS & CERTIFICATION**

#### **Terms:**

**The City of Maricopa may take up to 30 calendar days after the receipt of vendor's invoice to render payment unless other arrangements are made through a written contract. Applicant's signature below signifies acceptance of those terms.**

#### **Under Penalties of perjury, I certify that:**

1. The number shown on this form is my correct federal employer identification number.
2. I am not subject to backup withholding because of failure to report interest and dividend income.
3. I am a U.S. person (including a U.S. resident alien).  
(NOTE: 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).
4. The following business ownership classifications are applicable:  
Disadvantaged Business Enterprise Ownership Classification (Select One Only):
 

<input type="checkbox"/> 1 Non-Small/Non-Minority/Non-Disabled	<input type="checkbox"/> 8 Small Business/Disabled Owner
<input type="checkbox"/> 2 Small Business (Per ARS §41-1001.14)	<input type="checkbox"/> 9 Minority Woman Owned Business
<input type="checkbox"/> 3 Minority Owned Business [Per 15 CFR §1400.1(a)]	<input type="checkbox"/> 10 Disabled-Minority Owned Business
<input type="checkbox"/> 4 Woman Owned Business	<input type="checkbox"/> 11 Disabled-Woman Owned Business
<input type="checkbox"/> 5 Owned By Disabled Individual (Per ARS §41-1492.5)	<input type="checkbox"/> 12 Small Business/Minority-Woman Owned
<input type="checkbox"/> 6 Small Business/Minority Owned	<input type="checkbox"/> 13 Small Business/Disabled-Minority Owned
<input type="checkbox"/> 7 Small Business/Woman Owned	<input type="checkbox"/> 14 Small Business/Disabled-Minority-Woman Owned

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."


\_\_\_\_\_  
**Name** (*Please print*)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title** (*Please print*)

\_\_\_\_\_  
**Date**

**ATTACHMENT B**  
**PARTICIPATION IF BOYCOTT OF ISRAEL**

	<b>Participation if Boycott of Israel</b>		<b>State of Arizona</b> <b>State Procurement Office</b> 100 N.15th Ave., Suite 201 Phoenix, AZ 85007
		PAGE 1  OF 1	

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the state from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01 This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination of compliance.

As defined by A.R.S. §35-393.01:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
  - (a) In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
  - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
  - (a) together with other investors that are not subject to this section.
  - (b) that are held in an index fund.
5. "Public entity" means this State, a political subdivision of this STATE or an agency, board, commission or department of this state or a political subdivision of this state.
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors must select one of the following:

- \_\_\_\_\_ My company **does not** participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- \_\_\_\_\_ My company **does** participate in a boycott of Israel as defined by A.R.S. §35-393.01. :

By submitting this response, proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's action based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Company Name			Signature of Person Authorized to Sign	
Address			Printed Name	
City	State	Zip	Title	

**EXHIBIT A**  
**HOUSE BILL 2617/CHAPTER 46**  
**Senate Engrossed House Bill**

**State of Arizona House of Representatives Fifty-second Legislature Second Regular Session 2016**

**AN ACT**

**AMENDING TITLE 35, CHAPTER 2, ARIZONA REVISED STATUTES, BY ADDING ARTICLE 9;  
RELATING TO PUBLIC CONTRACTS AND INVESTMENTS.**

Senate Engrossed House Bill

State of Arizona  
House of Representatives  
Fifty-second Legislature  
Second Regular Session  
2016

**CHAPTER 46**  
**HOUSE BILL 2617**

**AN ACT**

**AMENDING TITLE 35, CHAPTER 2, ARIZONA REVISED STATUTES, BY ADDING ARTICLE 9;  
RELATING TO PUBLIC CONTRACTS AND INVESTMENTS.**

(TEXT OF BILL BEGINS ON NEXT PAGE)



**EXHIBIT A (CONT'D)**  
**HOUSE BILL 2617/CHAPTER 46**  
**Senate Engrossed House Bill**

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1 Be it enacted by the Legislature of the State of Arizona:  
2 Section 1. Title 35, chapter 2, Arizona Revised Statutes, is amended  
3 by adding article 9, to read:  
4 ARTICLE 9. ISRAEL BOYCOTT DIVESTMENTS  
5 35-393. Definitions  
6 IN THIS ARTICLE, UNLESS THE CONTEXT OTHERWISE REQUIRES:  
7 1. "BOYCOTT" MEANS ENGAGING IN A REFUSAL TO DEAL, TERMINATING BUSINESS  
8 ACTIVITIES OR PERFORMING OTHER ACTIONS THAT ARE INTENDED TO LIMIT COMMERCIAL  
9 RELATIONS WITH ISRAEL OR WITH PERSONS OR ENTITIES DOING BUSINESS IN ISRAEL OR  
10 IN TERRITORIES CONTROLLED BY ISRAEL, IF THOSE ACTIONS ARE TAKEN EITHER:  
11 (a) IN COMPLIANCE WITH OR ADHERENCE TO CALLS FOR A BOYCOTT OF ISRAEL  
12 OTHER THAN THOSE BOYCOTTS TO WHICH 50 UNITED STATES CODE SECTION 4607(c)  
13 APPLIES.  
14 (b) IN A MANNER THAT DISCRIMINATES ON THE BASIS OF NATIONALITY,  
15 NATIONAL ORIGIN OR RELIGION AND THAT IS NOT BASED ON A VALID BUSINESS REASON.  
16 2. "COMPANY" MEANS A SOLE PROPRIETORSHIP, ORGANIZATION, ASSOCIATION,  
17 CORPORATION, PARTNERSHIP, JOINT VENTURE, LIMITED PARTNERSHIP, LIMITED  
18 LIABILITY PARTNERSHIP, LIMITED LIABILITY COMPANY OR OTHER ENTITY OR BUSINESS  
19 ASSOCIATION, AND INCLUDES A WHOLLY OWNED SUBSIDIARY, MAJORITY-OWNED  
20 SUBSIDIARY, PARENT COMPANY OR AFFILIATE.  
21 3. "DIRECT HOLDINGS" MEANS ALL PUBLICLY TRADED SECURITIES OF A COMPANY  
22 THAT ARE HELD DIRECTLY BY THE STATE TREASURER OR A RETIREMENT SYSTEM IN AN  
23 ACTIVELY MANAGED ACCOUNT OR FUND IN WHICH THE RETIREMENT SYSTEM OWNS ALL  
24 SHARES OR INTERESTS.  
25 4. "INDIRECT HOLDINGS" MEANS ALL SECURITIES OF A COMPANY THAT ARE HELD  
26 IN AN ACCOUNT OR FUND, INCLUDING A MUTUAL FUND, THAT IS MANAGED BY ONE OR  
27 MORE PERSONS WHO ARE NOT EMPLOYED BY THE STATE TREASURER OR A RETIREMENT  
28 SYSTEM, IF THE STATE TREASURER OR RETIREMENT SYSTEM OWNS SHARES OR INTERESTS  
29 EITHER:  
30 (a) TOGETHER WITH OTHER INVESTORS THAT ARE NOT SUBJECT TO THIS  
31 SECTION.  
32 (b) THAT ARE HELD IN AN INDEX FUND.  
33 5. "PUBLIC ENTITY" MEANS THIS STATE, A POLITICAL SUBDIVISION OF THIS  
34 STATE OR AN AGENCY, BOARD, COMMISSION OR DEPARTMENT OF THIS STATE OR A  
35 POLITICAL SUBDIVISION OF THIS STATE.  
36 6. "PUBLIC FUND" MEANS THE STATE TREASURER OR A RETIREMENT SYSTEM.  
37 7. "RESTRICTED COMPANIES" MEANS COMPANIES THAT BOYCOTT ISRAEL.  
38 8. "RETIREMENT SYSTEM" MEANS A RETIREMENT PLAN OR SYSTEM THAT IS  
39 ESTABLISHED BY OR PURSUANT TO TITLE 38.  
40 35-393.01. Contracting; procurement; investment; prohibitions  
41 A. A PUBLIC ENTITY MAY NOT ENTER INTO A CONTRACT WITH A COMPANY TO  
42 ACQUIRE OR DISPOSE OF SERVICES, SUPPLIES, INFORMATION TECHNOLOGY OR  
43 CONSTRUCTION UNLESS THE CONTRACT INCLUDES A WRITTEN CERTIFICATION THAT THE  
44 COMPANY IS NOT CURRENTLY ENGAGED IN, AND AGREES FOR THE DURATION OF THE  
45 CONTRACT TO NOT ENGAGE IN, A BOYCOTT OF ISRAEL.



**EXHIBIT A (CONT'D)**  
**HOUSE BILL 2617/CHAPTER 46**  
**Senate Engrossed House Bill**

1           B. A PUBLIC ENTITY MAY NOT ADOPT A PROCUREMENT, INVESTMENT OR OTHER  
2 POLICY THAT HAS THE EFFECT OF INDUCING OR REQUIRING A PERSON OR COMPANY TO  
3 BOYCOTT ISRAEL.

4           35-393.02. Investment; restricted companies list; notice;  
5                                   immunity; exception

6           A. ON OR BEFORE APRIL 1 OF EACH YEAR, EACH PUBLIC FUND SHALL PREPARE A  
7 LIST OF RESTRICTED COMPANIES AND SHALL PROVIDE A COPY OF THE LIST ON REQUEST.

8           B. IN PREPARING THE LIST OF RESTRICTED COMPANIES, THE PUBLIC FUND MAY  
9 CONSIDER AT LEAST THE FOLLOWING:

10           1. PUBLICLY AVAILABLE INFORMATION, INCLUDING INFORMATION PROVIDED BY  
11 NONPROFIT ORGANIZATIONS, RESEARCH FIRMS AND GOVERNMENT ENTITIES.

12           2. INFORMATION PREPARED BY AN INDEPENDENT RESEARCH FIRM RETAINED BY  
13 THE PUBLIC FUND.

14           3. A STATEMENT BY A COMPANY THAT IT IS PARTICIPATING IN A BOYCOTT OF  
15 ISRAEL OR THAT IT HAS TAKEN A BOYCOTT ACTION AT THE REQUEST OF, IN COMPLIANCE  
16 WITH OR IN FURTHERANCE OF CALLS FOR A BOYCOTT OF ISRAEL.

17           C. THE PUBLIC FUND SHALL NOTIFY EACH COMPANY THAT IS INCLUDED ON THE  
18 LIST OF RESTRICTED COMPANIES THAT THE COMPANY IS SUBJECT TO DIVESTMENT BY THE  
19 STATE TREASURER AND THE RETIREMENT SYSTEMS.

20           D. IF A COMPANY THAT RECEIVES NOTICE PURSUANT TO SUBSECTION C OF THIS  
21 SECTION SUBMITS A WRITTEN CERTIFICATION TO THE PUBLIC FUND THAT IT HAS CEASED  
22 ITS BOYCOTT OF ISRAEL AND WILL NOT ENGAGE IN A BOYCOTT OF ISRAEL FOR THE  
23 PERIOD OF TIME THAT THE STATE TREASURER OR A RETIREMENT SYSTEM INVESTS IN THE  
24 COMPANY, THE PUBLIC FUND SHALL REMOVE THE COMPANY FROM THE RESTRICTED LIST.

25           E. EACH PUBLIC FUND SHALL:

26           1. SELL, REDEEM, DIVEST OR WITHDRAW ALL DIRECT HOLDINGS OF A  
27 RESTRICTED COMPANY FROM THE ASSETS UNDER ITS MANAGEMENT IN AN ORDERLY AND  
28 FIDUCIALLY RESPONSIBLE MANNER WITHIN THREE MONTHS AFTER PREPARING THE LIST OF  
29 RESTRICTED COMPANIES PURSUANT TO SUBSECTION A OF THIS SECTION. ON OR BEFORE  
30 AUGUST 1 OF EACH YEAR, THE STATE TREASURER AND EACH RETIREMENT SYSTEM SHALL  
31 POST ON THEIR WEBSITES A LIST OF INVESTMENTS THAT ARE SOLD, REDEEMED,  
32 DIVESTED OR WITHDRAWN PURSUANT TO THIS PARAGRAPH.

33           2. NOT ACQUIRE SECURITIES OF A RESTRICTED COMPANY AS PART OF ITS  
34 DIRECT HOLDINGS.

35           3. REQUEST THAT MANAGERS OF ITS INDIRECT HOLDINGS CONSIDER SELLING,  
36 REDEEMING, DIVESTING OR WITHDRAWING HOLDINGS OF A RESTRICTED COMPANY FROM THE  
37 ASSETS UNDER ITS MANAGEMENT.

38           F. WITH RESPECT TO ANY ACTION PERFORMED PURSUANT TO THIS SECTION, THE  
39 STATE TREASURER, EACH RETIREMENT SYSTEM AND ANY PERSON ACTING ON BEHALF OF  
40 THE STATE TREASURER OR THE RETIREMENT SYSTEM:

41           1. ARE EXEMPT FROM ANY CONFLICTING STATUTORY OR COMMON LAW OBLIGATION  
42 OR FIDUCIARY DUTIES WITH RESPECT TO CHOICE OF ASSET MANAGERS, INVESTMENT  
43 FUNDS OR INVESTMENTS.

44           2. ARE SUBJECT TO TITLE 12, CHAPTER 7, ARTICLE 2 REGARDING IMMUNITY  
45 FOR ACTS AND OMISSIONS.

**EXHIBIT A (CONT'D)**  
**HOUSE BILL 2617/CHAPTER 46**  
**Senate Engrossed House Bill**

1           3. ARE INDEMNIFIED AND HELD HARMLESS BY THIS STATE FROM CLAIMS,  
2 DEMANDS, SUITS, ACTIONS, DAMAGES, JUDGMENTS, COSTS, CHARGES AND EXPENSES,  
3 INCLUDING ATTORNEY FEES, AND AGAINST ALL LIABILITY, LOSSES AND DAMAGES  
4 BECAUSE OF A DECISION TO SELL, REDEEM, DIVEST OR WITHDRAW HOLDINGS OF A  
5 RESTRICTED COMPANY MADE PURSUANT TO THIS SECTION.  
6           G. THIS SECTION DOES NOT APPLY TO INVESTMENTS THAT ARE MADE BY THE  
7 STATE TREASURER PURSUANT TO SECTION 35-314.01.  
8           35-393.03. Severability  
9           IF ANY PROVISION OF THIS ARTICLE OR ITS APPLICATION TO ANY PERSON OR  
10 CIRCUMSTANCE IS HELD INVALID, THE INVALIDITY DOES NOT AFFECT ANY OTHER  
11 PROVISION OR APPLICATION OF THIS ARTICLE THAT CAN BE GIVEN EFFECT WITHOUT THE  
12 INVALID PROVISION OR APPLICATION, AND TO THIS END THE PROVISIONS OF THIS  
13 ARTICLE ARE SEVERABLE.  
14           Sec. 2. Legislative findings  
15           A. Boycotts and related tactics have become a tool of economic warfare  
16 that threaten the sovereignty and security of key allies and trade partners  
17 of the United States.  
18           B. The state of Israel is the most prominent target of such boycott  
19 activity, beginning with the Arab League Boycott adopted in 1945, even before  
20 Israel's declaration of independence as the reestablished national state of  
21 the Jewish people.  
22           C. Companies that refuse to deal with United States trade partners  
23 such as Israel, or entities that do business with or in such countries, make  
24 discriminatory decisions on the basis of national origin that impair those  
25 companies' commercial soundness.  
26           D. It is the public policy of the United States, as enshrined in  
27 several federal acts, including 50 United States Code section 4607, to oppose  
28 such boycotts, and Congress has concluded as a matter of national trade  
29 policy that cooperation with Israel materially benefits United States  
30 companies and improves American competitiveness.  
31           E. Israel in particular is known for its dynamic and innovative  
32 approach in many business sectors, and a company's decision to discriminate  
33 against Israel, Israeli entities or entities that do business with Israel or  
34 in Israel is an unsound business practice making the company an unduly risky  
35 contracting partner or vehicle for investment.  
36           F. This state seeks to implement Congress's announced policy of  
37 "examining a company's promotion or compliance with unsanctioned boycotts,  
38 divestment from, or sanctions against Israel as part of its consideration in  
39 awarding grants and contracts and supports the divestment of State assets  
40 from companies that support or promote actions to boycott, divest from, or  
41 sanction Israel."

APPROVED BY THE GOVERNOR MARCH 17, 2016.

- 3 -

FILED IN THE OFFICE OF THE SECRETARY OF STATE MARCH 18, 2016.