



August 28, 2019

REQUEST FOR PROPOSAL
WAREHOUSE LOGISTICS CONSULTING SERVICES
RFP 342002
DUE: 3:00 P.M., MST, 09/27/19

Time and Date of Pre-Proposal Conference	1:00 P.M., MST, 09/16/19
Deadline for Inquiries	3:00 P.M., MST, 09/18/19
Time and Date Set for Closing	3:00 P.M., MST, 09/27/19

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
SECTION I – REQUEST FOR PROPOSAL	3
SECTION II – PURPOSE OF THE RFP.....	4
SECTION III – PRE-PROPOSAL CONFERENCE.....	8
SECTION IV – INSTRUCTIONS TO PROPOSERS.....	9
SECTION V – SPECIFICATIONS/SCOPE OF WORK	15
SECTION VI – GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS	20
SECTION VII – PROPOSER QUALIFICATIONS	21
SECTION VIII – EVALUATION CRITERIA.....	22
SECTION IX – PRICING SCHEDULE	23
SECTION X – FORM OF PROPOSAL/SPECIAL INSTRUCTIONS	24
SECTION XI – PROPOSER INQUIRY FORM	25
SECTION XII – AGREEMENT - TERMS & CONDITIONS	26
SECTION XIII – MANDATORY CERTIFICATIONS.....	29
APPENDIX 1- RFP CHECKLIST/COVER PAGE	38

SECTION I – REQUEST FOR PROPOSAL

RFP 342002

Arizona State University is requesting sealed proposals from qualified firms or individuals for **Warehouse Logistics Consulting Services**.

Proposals are to be addressed and delivered to the receptionist area, first floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S. Rural Road, (located on the east side of Rural Road between Apache Boulevard and Broadway Road) Tempe, Arizona 85281 **on or before 3:00 P.M., MST, September 27, 2019. No proposal will be accepted after this time. PROPOSALS MUST BE IN A MARKED SEALED CONTAINER** (i.e., envelope, box):

Name of Proposer

Title of Proposal

RFP Number

Date and Time Proposal is Due

All times noted are Mountain Standard Time (MST). Please note that Daylight Savings Time is NOT observed. No telephone, electronic or facsimile proposals will be considered. **Proposals received after the time and date for closing will be returned to the proposer unopened.**

A representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

Arizona State University's Overnight Delivery (FedEx, Airborne, and UPS) address is:
Purchasing and Business Services
University Services Building
Arizona State University
1551 S. Rural Rd
Tempe, AZ 85281

Arizona State University's U.S. Postal Service Mail address is:
Purchasing and Business Services
Arizona State University
P.O. Box 875212
Tempe, AZ 85287-5212

ARIZONA STATE UNIVERSITY

Lorenzo Espinoza, IT Strategic Sourcing Manager

SECTION II – PURPOSE OF THE RFP

1. **INTENT**

Arizona State University is seeking a qualified firm or individual (the “Consultant”) to provide warehouse logistics consulting services in support of Arizona State University’s initiative to centralize receiving and distribution, storage, surplus management, and fulfillment (“Centralized Logistics Initiative”). Consulting services shall include an evaluation of Arizona State University’s warehouse operations, reviewing plans for its forthcoming Multi-Use Warehouse, and providing recommendations for the logistics of the Multi-Use Warehouse.

2. **BACKGROUND INFORMATION**

Centralized Logistics Initiative

Arizona State University is transitioning to a centralized logistics model in order to combine and improve a number of related services, enhance campus safety and security, and enhance financial performance for these functions. Under the current model, Arizona State University’s Materials Management Department oversees shipping and receiving functions, miscellaneous print services, Material and Repair Operations (MRO) fulfillment, mail delivery to faculty and staff, surplus operations, some storage of university materials, and other miscellaneous services (document shredding, lab coat laundering, event logistics, promotional programs fulfillment). Centralizing logistics will bring all of these functions together into a single facility located at the Multi-Use Warehouse, fully integrate their operations, and expand some services. This initiative will provide Arizona State University with a seamless logistics chain that will funnel all incoming and outgoing materials through a single facility, deliver materials quickly and efficiently on campus, and oversee the proper disposition of equipment and material at the end of their usefulness to Arizona State University.

The move to a centralized logistics model will:

- Create a single entry and exit point for university equipment, materials, chemicals and other resources.
- Free up existing space dedicated to Materials Management and Surplus Property for redevelopment, sale, or other value-added uses.
- Improve the customer experience for people interacting with the logistics chain.
- Help Arizona State University realize economies of scale by increasing the capacity of the logistics chain to handle greater volumes of material, and fill the channel with increased volume.

- Eliminate wasteful storage on and off campus, and improve the University's ability to track, manage and use items that are being stored by colleges and business units. This will allow the University to reclaim much needed space for other value-added functions and lower costs associated with storage.
- Reduce university expenses for storage and shipping fees
- Improve the ability of the logistics chain to support the long-term growth of the University.
- Lower the costs associated with the University's logistics chain while increasing the opportunity for additional revenue generation.
- Improve safety, security and congestion on campus by eliminating third party delivery vehicles on campus.
- Develop the ability to cross-train staff and share resources between operational groups when needed.

To accomplish this centralization, the existing Materials Management and logistics services will be co-located in one facility at the Multi-Use Warehouse, combining services to reduce overall traffic on campus, and adding new services that benefit the University. The functions planned for inclusion in the central logistics facility include:

- Office space for all operational units in the building.
- Shipping and Receiving, including chemical receiving.
- Mail Services.
- Surplus Property.
- Moving and Events Services.
- Managed furniture and general storage.
- Compressed gas cylinder storage and delivery.
- Facilities MRO parts and materials storage and delivery.
- Miscellaneous Printing Services.
- Other Miscellaneous Services as previously identified.

General Information

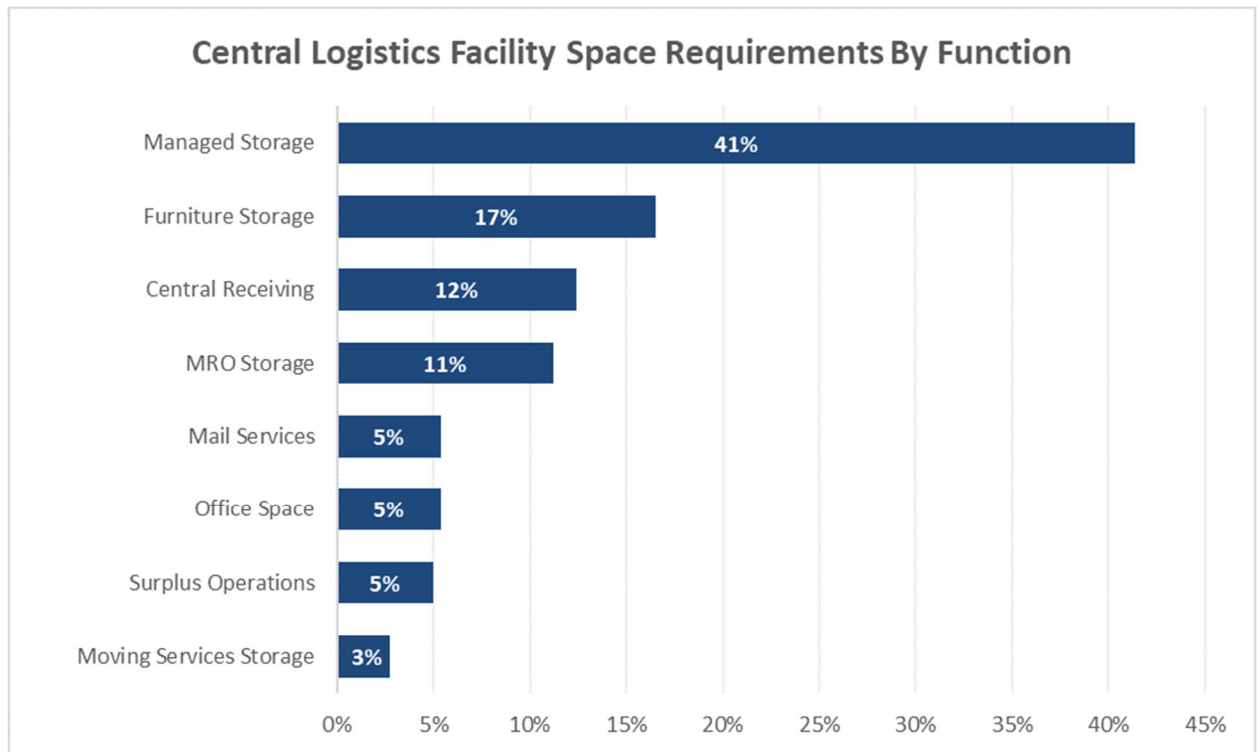
Arizona State University has more than 285 buildings and over 18,000,000 square feet of space. The Materials Management Department delivers approximately 60,000 packages per year. Based on current estimates this is between ten and twenty percent of the total package volume that Arizona State University receives.

Multi-Use Storage Warehouse Design/Build

Currently, a Request for Quote for the design/build services for the Multi-Use Warehouse is underway, with construction anticipated to be completed by December of 2020. The Multi-Use Warehouse will consist of approximately 76,000 square feet with 2,000 square feet of offices, and up to eight loading docks with levelers. Approximately 1.5-2.0 acres of secure outdoor storage is

expected to be available for compressed gas cylinders, Facilities Development and Management (FDM) lumber yard, and Surplus Property processing and storage. For the sake of clarity, this Warehouse Logistics Consulting Services RFP is NOT for design/build services.

The following chart projects space requirements by function but may be adjusted according to the final design/build and/or recommendations of the winning Consultant:



Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

More information about ASU is located at <http://www.asu.edu>.

3. TERM OF CONTRACT

The initial contract term will be for one (1) year with the possibility of one (1) successive one (1) year renewal, for a total term not to exceed two (2) years.

Consultant's work assigned during the effective period shall continue in accordance with the terms of the Arizona State University Purchase Order until work is completed or the assignment is otherwise terminated, regardless of whether the Purchase Order is renewed, extended, or expired.

The contract will be available for use by other University departments during this term.

SECTION III – PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 1:00 P.M., MST, on Monday, September 16, 2019 in the University Services Building at 1551 S. Rural Road, Tempe, AZ 85281.

The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the University's intention and desires, and/or to give prospective suppliers an opportunity to review the site of the work. Any doubt as to the requirements of this solicitation, or any apparent omission or discrepancy should be presented to the University representative at this conference. The University representative will then determine the appropriate action. If necessary, the University representative will issue a written amendment to this Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal.

You do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this Request for Proposal, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

SECTION IV – INSTRUCTIONS TO PROPOSERS

1. You must address and deliver your proposal to the receptionist area, first floor, University Services Building, Purchasing and Business Services, Arizona State University, 1551 S. Rural Road, Tempe, Arizona 85281, **on or before the time and date set for closing. No proposal will be accepted after this time.** The University Services Building is located on the east side of Rural Road between Apache Boulevard and Broadway Road. **PROPOSALS MUST BE IN A MARKED SEALED CONTAINER** (i.e., envelope, box):

Name of Proposer

Title of Proposal

RFP Number

Date and Time Proposal is Due

All times noted are Mountain Standard Time (MST). Please note that Daylight Savings Time is NOT observed. No telephone, electronic or facsimile proposals will be considered. **Proposals received after the time and date for closing will be returned to the proposer unopened.**

2. **DIRECTIONS TO USB VISITOR PARKING.** Purchasing and Business Services is in the University Services Building (“USB”) 1551 S. Rural Road, Tempe, AZ, 85281 (located on the east side of Rural between Broadway Road and Apache Boulevard). A parking meter is located near the main entry to USB.

All visitors to USB are required to check in at the USB Reception Desk to obtain a visitor’s badge to wear while in the building. The receptionist will call to have you escorted to your meeting.

3. Proposer should use recycled paper and double-sided copying for the production of all printed and photocopied proposal documents. Furthermore, the documents should be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste paper).
4. You may withdraw your proposal at any time prior to the time and date set for closing.
5. No department, school, or office at the University has the authority to solicit or receive official proposals other than Purchasing and Business Services. All solicitations are performed under the direct supervision of the Chief Procurement Officer and in complete accordance with University policies and procedures.
6. The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once a contract is executed, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.
7. Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Purchasing and Business Services will do the scheduling of these oral presentations.

8. The award shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to the University based on the evaluation factors set forth in this solicitation. Price, although a consideration, will not be the sole determining factor.
9. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Chief Procurement Officer concurs, this information will not be considered public information. The Chief Procurement Officer is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary.
10. The University is committed to the development of Small Business and Small Disadvantaged Business ("SB & SDB") suppliers. If subcontracting (Tier 2 and higher) is necessary, proposer (Tier 1) will make every effort to use SB & SDB in the performance of any contract resulting from this proposal. A report may be required at each annual anniversary date and at the completion of the contract indicating the extent of SB & SDB participation. **A description of the proposers expected efforts to solicit SB & SDB participation should be enclosed with your proposal.**
11. Your proposal should be submitted in the format shown in Section X. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.
12. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The University also reserves the right to hold all proposals for a period of **one hundred twenty (120) days** after the opening date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.
13. **EXCEPTIONS:** The Arizona State University contract terms and conditions are included in this Request for Proposal in Section XII. These terms and conditions will be incorporated into the contract between the University and the successful proposer. **Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected.** All exceptions must be submitted with justification and alternate language, and MUST be submitted with the proposal. In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFP.
14. Unless specifically stated to the contrary, any manufacturer's names, trade names, brand names or catalog numbers used in the specifications of this Request for Proposal are for the purpose of describing and/or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict an offer by any proposer and is included in order to advise the potential proposer of the requirements for the University. Any offer, which proposes like quality, design or performance, will be considered.
15. Days: Calendar days

May: Indicates something that is not mandatory but permissible/ desirable.

Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the proposer fails to provide recommended information, the University may, at its sole option, ask the proposer to provide the information or evaluate the proposal without the information.

16. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.
17. All proposals and accompanying documentation will become the property of the University at the time the proposals are opened. **It will be the proposer's responsibility to request that samples be returned to the proposer and provide a method for doing so at the expense of the proposer.** If a request is not received and a method of return is not provided, all samples shall become the property of the University 45 days from the date of the award.
18. All required performance and payment bonds shall be held by the University in a secure location until the performance of the contract and the payment of all obligations rising there under have been 100% fulfilled. Upon completion of the project and all obligations being fulfilled, it shall be the proposer's responsibility to request the surety bonding company to submit to the University the necessary documents to approve the release of the bonds. Until such time the bonds shall remain in full force and effect.
19. The University of Arizona, Northern Arizona University, and Arizona State University are all state universities governed by the Arizona Board of Regents. **Unless reasonable objection is made in writing as part of your proposal to this Request for Proposal, the Board or either of the other two Universities may purchase goods and/or services from any contract resulting from this Request for Proposal.**
20. The University has entered into Cooperative Purchasing Agreements with the Maricopa County Community College District and with Maricopa County, in accordance with A.R.S. Sections 11-952 and 41-2632. Under these Cooperative Purchasing Agreements, and with the concurrence of the proposer, the Community College District and/or Maricopa County may access a contract resulting from a solicitation done by the University. If you do not want to grant such access to the Maricopa County Community College District and or Maricopa County, **please state so** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any contract that may result from this Request for Proposal.
21. Arizona State University is also a member of the Strategic Alliance for Volume Expenditures (\$AVE) cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the proposer, a member of \$AVE may access a contract resulting from a solicitation done by the University. If you **do not** want to grant such access to a member of \$AVE, **please state so** in your proposal. In the absence of a statement to the contrary, the University will assume that you do wish to grant access to any contract that may result from this Request for Proposal.
22. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the University of errors or omissions relating to this Request for Proposal must be directed, in writing, to:

Lorenzo Espinoza
Purchasing and Business Services

University Services Building
Arizona State University
PO Box 875212
Tempe, AZ 85287-5212

Tel: 480-965-3849
E-mail: Lorenzo.Espinoza@asu.edu

Requests must be submitted on a copy of the Proposer Inquiry Form included in Section XI of this Request for Proposal. All formal inquiries must be submitted at least ten (10) calendar days before the time and date set for closing this Request for Proposal. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

Note that the University will answer informal questions orally. The University makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. Proposers shall not rely on any verbal responses from the University.

23. The University shall not reimburse any proposer the cost of responding to a Request for Proposal.
24. In accordance with an executive order titled "Air Pollution Emergency Proclamation" modified by the Governor of Arizona on July 16, 1996, the University formally requests that all products used in the performance of any contract that results from this Request for Proposal be of low- or no-content of reactive organic compounds, to the maximum extent possible.
25. Arizona requires that the University purchase ENERGY STAR® products or those certified by the Federal Energy Management Program as energy efficient in all categories available. If this Request for Proposal is for a product in a category for which ENERGY STAR® or certified products are available, please submit evidence of the ENERGY STAR® status or certification for the products you are bidding. Please note that if you fail to submit this information but a competitor does, the University will select your competitor's product as meeting specifications and deem your product as not meeting specifications. See A.R.S. §34-451.
26. The University requires that all desktop computers, notebooks, and monitors purchased must meet Electronic Product Environmental Assessment Tool (EPEAT) Gold status as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products. The registration criteria and a list of all registered equipment are at <http://www.epeat.net/about-epeat/> on the Web.
27. To the extent applicable to any contract resulting from this Request for Proposal, the proposer shall comply with the Standards for Privacy of Individually Identifiable Information under the Health Insurance Portability and Accountability Act of 1996 contained in 45 CFR Parts 160 and 164 (the "HIPAA Privacy Standards") as of the effective date of the HIPAA Privacy Standards on April 14, 2003 or as later determined. Proposer will use all security and privacy safeguards necessary to protect Protected Health Information (PHI), as defined by HIPAA, and shall immediately report to University all improper use or disclosure of PHI of which it becomes aware. Proposer agrees to ensure that its agents and subcontractors agree to and abide by these requirements. **Proposer agrees to indemnify the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and**

employees against all harm or damage caused or contributed to by proposer's breach of its obligations under this paragraph.

28. The University believes that it can best maintain its reputation for treating suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Arizona Board of Regents procurement procedures, section 3-809,

Protests should be directed to:

Jamon Hill
Deputy Chief Procurement Officer
Purchasing and Business Services
PO Box 875212

Tempe AZ 85287-5212

Email: Jamon.Hill@asu.edu

Please note that as the University takes protests very seriously; we expect you to do so as well. Frivolous protests will not result in gain for your firm.

29. Other Opportunities with the University **NOT** related to this Request for Proposal.

The ASU Magazine

Connect your business with an affluent, educated audience through a business partnership with the ASU Alumni Association. The Association is the touchstone for the University's 450,000 alumni and provides valuable connections between them and a wide variety of businesses. By doing business with the University, the largest university in the United States, your company can stand above the competition.

ASU alumni represent a responsive target market for your product or service.

- Alumni live worldwide.
- 230,000 of alumni reside in Arizona.
- More than 200,000 alumni live in Maricopa County.
- 38,000 of alumni reside in California.
- 55% of ASU alumni are under the age of 55.
- 85% own their own place of residence.
- 60% earn more than \$50,000 annually.
- 40% fall in the top two highest wealth rating categories.
- 14% hold multiple and /or advanced degrees.

Specific partnership opportunities exist in a variety of areas.

- Advertise in the ASU Magazine, mailed to more than 400,000 homes around the world three times per year.
- Sponsor one of the Association's many programs and events and receive recognition and access to targeted audiences. Events include: Founder's Day, Homecoming, Legends Luncheon, Sun Devil 100, football tailgates, Career Fairs and many more! Create a unique partnership with us to suit your needs.
- Establish benefits for ASU alumni by offering targeted discounts and services to Sun Devil alums all over the world.

- Advertise on the ASU Alumni Web site or on our 110 Chapter/Club websites or in monthly E newsletter which is sent out to more than 240,000 people monthly. Cost is \$1000 per month per each advertising venue.
- Learn more by Contacting John Davis at 480-965-5051 or jadavis@asu.edu today to start doing business with Sun Devil nation!

Sun Devil Sports Marketing

Sun Devil Sports Properties is the exclusive marketing and corporate sponsorship partner for Arizona State University Athletics and manages all corporate marketing opportunities surrounding Sun Devil Athletics. Sponsorship opportunities include, but are not limited to, on-premise signage, radio, print, digital, premium hospitality, event marketing and promotions. If you are interested in partnering with ASU Athletics, please contact Brittany Mack at 480-727-4151.

Arizona PBS Delivers...

Arizona PBS, delivers award-winning, educational, cultural and current events programming to approximately 1.5 million viewers each week. Become an AZPBS sponsor.

- **AZPBS delivers – reach.** Comparable to other TV channels, well beyond cable channels and way beyond the top local radio stations and print media. AZPBS / KAET reaches 85 percent of the people of Arizona.
- **AZPBS delivers – quality audience.** Business leaders, decision makers, high income households, educated citizens & boomers and spenders with disposable income.
- **AZPBS delivers – marketing benefits:**
 - Build brand awareness by linking your business with high-quality programs
 - Generate community goodwill through support of public television
 - Promote your offerings to a broad audience at an affordable price
 - Market your brand in an environment free of commercial clutter
- **AZPBS delivers – multiple media platforms:**
 - 3 TV Channels – Eight HD, Eight Life & Eight World
 - Web views – www.azpbs.org (150,000 unique visitors a month)
 - E-Marketing – 40,000 email addresses ... and more.

Contact: Chad Bowen at AZPBS corporate support at 602-496-8669 or Chad.Bowen@asu.edu
 Kelly McCullough, General Manager at 602-496-2422 or Kelly.McCullough@asu.edu

SECTION V – SPECIFICATIONS/SCOPE OF WORK

Consultant will perform the following services in support of Arizona State University's Centralized Logistics Initiative:

Operations Review

Consultant shall conduct a review of Arizona State University's current Materials Management and Logistics operations ("Operations Review") to gain a deeper understanding of the present state of affairs. The Operations Review shall include, but is not limited to:

- Interviewing key ASU leadership, as well as Materials Management and Logistics stakeholders
- Review of current software systems, hardware, and other technical systems utilized to manage the flow of product
- Review of equipment, including but not limited to, racks, lifts, conveyor systems, vehicles, and other equipment utilized in the receiving and delivery of product to the end user
- Review of Arizona State University's Materials Management and Logistical operational processes
- Review of ASU's safety and security processes/plans
- Surveying the Arizona State University campus to understand the general landscape and logistical issues associated with delivering product to its intended user; which shall include evaluating the route deliveries and material workflow of the Arizona State University Tempe campus routes
- Reviewing how Materials Management supports other (non-Tempe) campuses and its impact on material/work flow

Centralized Logistics Review

Consultant will review and familiarize itself with the Centralized Logistics Initiative. Consultant will accomplish these tasks through interviewing key ASU leadership and stakeholders, as well as review the various Centralized Logistics Initiative plans proposed to Arizona State University senior leadership.

Collaboration

Consultant will collaborate with both Arizona State University personnel and the design/build contractor for the Multi-Use Warehouse in order to create a cohesive solution that supports the Centralized Logistics Initiative. Such collaboration may include, but is not limited to, meeting with Arizona State University and contractor personnel and providing input on floor layouts and other schematics that may impact the overall output and efficiency of the warehouse. Consultant will serve in an advisory role only as it relates to the design of the Multi-Use Warehouse, and in a limited capacity.

Warehouse Logistical Plan

Based on the Operations Review, Centralized Logistics Review, Collaboration, and any other pertinent details observed by the Consultant, Consultant shall prepare and deliver to Arizona State University a written Warehouse Logistical Plan that addresses the following:

- Floor Layout
 - Consultant shall provide a floor layout recommendation that provides for strategic placement of racks, conveyor systems, hoists, lifts, and other necessary equipment
 - The floor layout will address areas that should be designated for shipping and receiving (including both indoor and outdoor areas), office space for all operational units in the building (in conjunction with the design/build contractor), mail services, surplus property, moving and events services, furniture and general storage, gas cylinder storage and delivery, facilities MRO parts and materials, and print shop services with the goal of maximizing space and the overall flow of product
- Equipment
 - Consultant will provide a recommended list of equipment (inclusive of vehicles) necessary to support the operations of the Centralized Logistics Initiative
 - The equipment list shall take into account equipment currently owned by Arizona State University and any budgetary constraints to enable the University to obtain the best value
 - The equipment list will be brand agnostic, but must detail any specification requirements that must be met in order to fulfill the needs of the Centralized Logistics Initiative
 - The equipment list shall provide recommendations for equipment or equipment capabilities that support making Arizona State University a leader in Green Purchasing and Sustainability
- Software, Hardware, and Other Technical Systems
 - Consultant will provide recommendations of the software, hardware, and other technical systems needed to support the operations
 - The recommended software, hardware, and other technical systems shall take into account software, hardware, and other technical systems currently owned or licensed by Arizona State University and any budgetary constraints to enable the University to obtain the best value
 - The recommended software, hardware, and other technical systems will be brand agnostic, but must detail the specification requirements that must be met in order to fulfill the needs of the Centralized Logistics Initiative
 - In addition to the Consultant's recommendations, the software, hardware, and other technical systems must provide for the ability to track the following metrics:
 - Shipping and Receiving
 - On time carrier arrival
 - Total volume of inbound and outbound bulk, parcel and mail items handled
 - Total volume of inbound and outbound items by delivery route

- Packages and orders received per hour
 - Package and order processing time
 - Delivery accuracy rate
 - Amount of paper shredded and recycled in pounds
- Parcel and Bulk Delivery
 - Delivery accuracy rate
 - Average time per delivery stop
 - Average time per delivery route
 - Number of bulk and parcel pieces delivered per hour
 - Total volume of packages delivered vs. productive hours (Takt time)
- Mail Service and Delivery
 - Daily mail stops volume, daily weight
 - Pick-up requests per day
 - Metered mail, pieces per day
 - Average time per delivery stop
 - Average time per delivery route
 - Number of items delivered per hour
 - Amount of non-deliverable or junk mail recycled in pounds
 - Amount of toner recycled
- Gas Cylinder Delivery
 - Cylinders delivered per day
 - Cylinder returns per day
 - Order turnaround time
 - Delivery accuracy rate
 - Average time per delivery stop
 - Average time per delivery route
 - Number of cylinders delivered per hour
- Surplus Property
 - Number of pick-up requests received
 - Time to from pick-up request to items picked up
 - Disposal request demand
 - Revenue:
 - Retail operations
 - Auctions
 - Online sales (Govdeals.com or other)
 - Landfill diversion
- Managed Warehouse Operations / Maintenance and Repair Operations
 - Items picked per hour (paper, office supplies, maintenance and repair operations parts)
 - Picking accuracy
 - Order cycle time
 - Order takt time
 - Cost of goods in inventory
 - Revenue from managed storage
 - Cost of storage
 - Length of time items are in storage

- Personnel
 - Consultant will provide a list of personnel - including titles and areas of responsibilities – required to support the Centralized Logistics Initiative
 - The personnel list will take into account current staffing and budgetary restrictions in order to obtain the best value from what resources are available
- Safety and Security Plan
 - Consultant will provide a recommended safety and security plan to address safety in the workplace and security of personnel, materials, and equipment
- Logistical Process
 - The logistical process will detail how all of the Floor Layout, Equipment, Software, Hardware, Other Technical Systems, Personnel, and Safety and Security components described above will work cohesively to maximize productivity
 - The logistical process must provide recommended key performance metrics to evaluate success
 - The logistical process must also provide recommended shelf lives for both short and long term storage
- Implementation Plan
 - Consultant will provide a recommended implementation plan to carry out details described within this Scope of Work
 - The implementation plan must take into account the design/build process for the Multi-Use Warehouse
- Growth Plan
 - Arizona State University intends to expand its Centralized Logistics Initiative to an additional 74,000-76,000 square foot warehouse on its Polytechnic Campus in the next 3-5 years (“Phase II”) pending the success of the Multi-Use Warehouse operation. The Consultant will, at a high level, address Arizona State University’s plan for growth, and how the space may be best utilized to optimize space and productivity

Tempe Campus Delivery and Material Workflow Plan

Consultant shall utilize its industry knowledge and the information learned through the Operations Review to provide a recommended delivery and material workflow plan for Arizona State University’s Tempe campus. Key areas of focus shall be, but are not limited to:

- Route scheduling based on traffic flow, package volume, and delivery location
- Recommended fleet specifications and fleet size
- Volume of materials per fleet vehicle
- Scalable measurement plan to allow Arizona State University to continuously measure and adjust the Tempe Campus Delivery and Material Workflow Plan
- Impact of non-Tempe campus support services to material/work flow, if applicable

Timeline

Arizona State University expects the services to begin immediately after award, with the Warehouse Logistical Plan and other applicable deliverables being delivered within twelve months which would render the services under this Scope of Services document complete.

SECTION VI – GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS

In order to reduce the adverse environmental impact of our purchasing decisions the University is committed to buying goods and services from manufacturers and suppliers who share the University's environmental concern and commitment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that we use to make purchasing decisions.

Proposer shall use environmentally preferable products, materials and companies where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products and companies that serve the same purpose. If two (2) products are equal in performance characteristics and the pricing is within 5%, the University will favor the more environmentally preferable product and company.

If you are citing environmentally preferred product claims, you must provide proper certification or detailed information on environmental benefits, durability and recyclable properties.

The University and the supplier may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products are readily available at a competitive cost and satisfy the university's performance needs.

Unless otherwise specified, proposers and contractors should use recycled paper and double-sided copying for the production of all printed and photocopied documents. Furthermore, the documents shall be clearly marked to indicate that they are printed on recycled content (minimum 30% post-consumer waste) paper.

Proposer shall minimize packaging and any packaging/packing materials that are provided must meet at least one of, and preferably all, of the following criteria:

- Made from 100% post-consumer recycled materials
- Be recyclable
- Reusable
- Non-toxic
- Biodegradable

Further, proposer is expected to pick up packaging and either reuse it or recycle it. This is a requirement of the contract or purchase order.

SECTION VII – PROPOSER QUALIFICATIONS

The University is soliciting proposals from firms, which are in the business of providing services as listed in this Request for Proposal. Your proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal.

1. The proposer shall present evidence that the firm or its officers have been engaged for at least the past five (5) years in providing services as listed in this Request for Proposal.
2. Proposer shall provide points of contact for both the business management of this contract and the manager of junior staff, relevant and detailed experience (resumes) for services they would provide, and daily hours of availability if assigned to this project.
3. Proposer shall provide emergency contact information in the event the key personnel assigned to this contract are unavailable.
4. Proposer shall submit at least three (3) project descriptions (each limited to three (3) typewritten pages) of completed projects at comparable (in complexity and volume) organizations that the proposer considers similar in scope and nature to this Request for Proposal.
5. Proposer shall submit at least three (3) examples of Warehouse Logistical Plans completed at comparable (in complexity and volume) organizations that the proposer considers similar in scope and nature to this Request for Proposal.
6. Proposer shall demonstrate how it has assisted its Clients in developing a financial plan to support the Warehouse Logistical Plan
7. Describe what distinguishes the ability of your firm from that of your competitors to perform the services described in this Request for Proposal.
8. Submit one past and one present client reference comparable in size and scope of this Request for Proposal. References must be verifiable and must be able to comment on the firm's experience, with a preference related to services similar to this contract. Include the name, title, telephone number, and email address of the individual at the client organization who is most familiar with this engagement.
9. Review and acceptance of ASU's Terms and Conditions per Section XII. Note: all exceptions with justification and alternative language **MUST** be submitted with the proposal.

SECTION VIII – EVALUATION CRITERIA

Proposals will be evaluated on the following criteria, listed in order of their relative priority with most important listed first:

- 1. Responses to Specifications/Scope of Work – Section V (25%)**
- 2. Response to Section VII – Proposer Qualifications (25%)**
- 3. Total cost of the engagement, Pricing Schedule – Section IX (20%)**
- 4. Acceptance of ASU Standard Terms and Conditions – Section XII (20%)**
- 5. Sustainability Efforts – Section VI and Sustainability Questionnaire. (10%)**

SECTION IX – PRICING SCHEDULE

Proposer shall submit a detailed cost proposal to include all aspects of providing the scope of work associated with this Request for Proposal.

Proposer's pricing must be quoted on a fixed fee basis, payable in increments according to an agreed upon deliverable schedule. Proposer must include a not-to-exceed estimate for reimbursable travel expense.

ASU agrees to reimburse awarded firm(s) for any travel expenses. All requests for reimbursable travel expenses must be authorized, in writing, by an ASU representative in advance of the planned travel, and must be consistent with the ASU Financial Services Policy FIN 421-01, www.asu.edu/aad/manuals/fin/fin421-01.html

ASU agrees to reimburse awarded firm(s) for appropriate expenses. Firm(s) will submit all receipts and any required backup documentation to ASU within sixty (60) days after the applicable expenses were incurred. ASU will not be required to reimburse Firm(s) for any expenses, invoices, or receipts for expenses received after that time.

Note All costs must be identified in your response as the University will not pay for any hidden costs.

SECTION X – FORM OF PROPOSAL/SPECIAL INSTRUCTIONS

Format of Submittal

To facilitate direct comparisons, your proposal must be submitted in the following format:

1. **One (1)** clearly marked hardcopy “original” in 8.5” x 11” double-sided, non-binding form. No metal or plastic binding – may use binder, folder, or clip for easy removal of proposal; and
2. **One (1) “single”** continuous (no folders) electronic copy (**flash drive only**), PC readable, labeled and no passwords.
3. Any confidential and/or proprietary documents must be on a separate flash drive and labeled appropriately.
4. Proposer must check all flash drives before submitting. Company marketing materials should not be included unless the Request for Proposal specifically requests them. All photos must be compressed to small size formats.

Content of Submittal

If proposer fails to provide any of the following information, with the exception of the mandatory proposal certifications, the University may, at its sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

1. Appendix 1: RFP Checklist/Cover Page
2. Mandatory certifications per Section XIII.
3. Detailed Response to Specifications/Scope of Work– Section V
4. Detailed Response to Proposer Qualifications - Section VII
5. Response to Pricing Schedule - Section IX
6. Acceptance of ASU’s RFP Terms and Conditions – Section XII

SECTION XI – PROPOSER INQUIRY FORM

Pre-Proposal Questions, General Clarifications, etc. shall be forwarded to Lorenzo.Espinoza@asu.edu.

PROJECT NAME: _____

PROPOSAL NUMBER: _____

INQUIRY DEADLINE: _____ 9:00 P.M., MST, September 18, 2019

QUESTIONS ON: _____ ORIGINAL PROPOSAL or _____ ADDENDUM NO. _____

DATE: _____

WRITER: _____

COMPANY: _____

E-MAIL ADDRESS: _____

PHONE: _____ FAX: _____

QUESTIONS:

SECTION XII – AGREEMENT - TERMS & CONDITIONS

ASU will issue a Purchase Order(s) for goods and/or services awarded under this RFP. The parties to the Purchase Order will be bound by the ASU Terms and Conditions effective on the date the purchase order is received. The ASU Terms and Conditions are available at https://www.asu.edu/purchasing/pdf/Stand_TsCs_Provisions.pdf. Insurance requirements are outlined within this RFP and will be included in any resulting Purchase Order. **Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed non responsive and may be rejected.** All exceptions must be submitted with justification and alternate language, and MUST be submitted with the proposal.

ASU Terms and Conditions Amendment: Unless and until the District Court's injunction in Jordahl v. Brnovich et al., Case No. 3:17-cv-08263 (D. Ariz.) is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S.35-393.01 (A)) is unenforceable and the State will take no action to enforce it. Offers will not be evaluated based on whether this certification has been made.

Insurance Requirements

Without limiting any liabilities or any other obligation of Supplier, Supplier will purchase and maintain (and cause its subcontractors to purchase and maintain), until all of their obligations have been discharged or satisfied, including any warranty periods under the Agreement, insurance against claims that may arise from or in connection with the performance of the work hereunder by Supplier, its agents, representatives, employees or subcontractors, as described below.

These insurance requirements are minimum requirements for the Agreement and in no way limit any indemnity covenants in the Agreement. ASU does not warrant that these minimum limits are sufficient to protect Supplier from liabilities that might arise out of the performance of the work under the Agreement by Supplier, its agents, representatives, employees, or subcontractors. These insurance requirements may change if Supplier is a foreign entity, or with foreign insurance coverage.

A. Minimum Scope and Limits of Insurance: Supplier's insurance coverage will be primary insurance with respect to all other available sources. Supplier will provide coverage with limits of liability not less than those stated below:

1. Commercial General Liability – Occurrence Form. Policy will include bodily injury, property damage, personal injury, and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Contractual Liability	\$1,000,000
• Fire Legal Liability (only if Agreement is for leasing space)	\$ 50,000
• Each Occurrence	\$1,000,000

a. Policy will include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Supplier."

b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Supplier.

2. Automobile Liability. If Supplier will be driving on ASU campus or on ASU business the following section will apply: Policy will include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of the Agreement in the following amounts. If Supplier is not an individual then coverage will be a combined single limit of \$1,000,000. If Supplier is an individual then coverage will be \$100,000 per person, \$300,000 per accident, and \$50,000 property damage.

a. Policy will include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, will be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of Supplier, involving vehicles owned, leased, hired, or borrowed by Supplier."

b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Supplier.

c. Policy will contain a severability of interest provision.

3. Worker's Compensation and Employers' Liability. Applicable statutory limits, as amended from time to time.

- a. Employer's Liability in the amount of \$1,000,000 injury and disease.
- b. Policy will contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Supplier.
- c. This requirement will not apply to any contractor or subcontractor exempt under ARS § 23-901, when such contractor or subcontractor signs the [Sole Proprietor Waiver Form](#).

4. Professional Liability (Errors and Omissions Liability). If the Supplier will provide ASU Services under the Agreement, the Policy will include professional liability coverage as follows:

- | | |
|--------------------|-------------|
| • Each Claim | \$1,000,000 |
| • Annual Aggregate | \$2,000,000 |

a. If the professional liability insurance required by the Agreement is written on a claims-made basis, Supplier warrants that any retroactive date under the policy will precede the effective date of the Agreement; and that either continuous coverage will be maintained or an extended discovery period will be exercised for 2 years beginning at the time work under the Agreement is completed.

b. Policy will cover professional misconduct for those positions defined in the scope of work of the Agreement.

B. Cancellation; Material Changes: Cancellation notices will be delivered to ASU in accordance with all policy provisions. Notices required in this Section must be sent directly to ASU Purchasing and Business Services, email Insurance.certificates@asu.edu or mail to PO Box 875212, Tempe, AZ, 85287-5212.

C. Acceptability of Insurers: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. ASU in no way warrants that the above required minimum insurer rating is sufficient to protect Supplier from potential insurer insolvency. Self-Insurance may be accepted in lieu of or in combination with insurance coverage requested.

D. Verification of Coverage: Each insurance policy required by the Agreement must be in effect at or prior to commencement of work under the Agreement and remain in effect for the term of the Agreement. Failure to maintain the insurance policies as required by the Agreement, or to provide evidence of renewal, is a material breach of contract.

If requested by ASU, Supplier will furnish ASU with valid certificates of insurance. ASU's project or purchase order number and project description will be noted on each certificate of insurance. The State of Arizona and ASU may require complete, certified copies of policies at the time of notice of any loss or claim.

E. Subcontractors. Supplier's certificate(s) may include all subcontractors as insureds under its policies as required by the Agreement, or Supplier will furnish to ASU upon request, copies of valid certificates and endorsements for each subcontractor. Coverages for subcontractors will be subject to the minimum requirements identified above.

F. Approval. These insurance requirements are the standard insurance requirements of ASU. Any modification or variation from the insurance requirements in the Agreement will require the approval of ASU's Department of Risk and Emergency Management.

SECTION XIII – MANDATORY CERTIFICATIONS

Fillable PDF versions of mandatory certifications are at: <https://cfo.asu.edu/business/do-business-asu> under the Formal Solicitations tab. ORIGINAL signatures are **REQUIRED** for either version.

CONFLICT OF INTEREST CERTIFICATION

(Date)

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

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

(Firm)

(Address)

(Email Address)

(Signature required)

(Phone)

(Print name)

(Fax)

(Print title)

FEDERAL DEBARRED LIST CERTIFICATION

Certification Other Responsibility Matters (April 2010)

(Date)

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

(a)

(1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) (check one) **Are** (☐) or **are not** (☐) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Non-Procurement Programs) can be found at <https://www.sam.gov/index/>.)

(B) (check one) **Have** (☐) or **have not** (☐), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) **Are** (☐) or **are not** (☐) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(D) (check one) **Have** (☐) or **have not** (☐) within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(ii) The Offeror (check one) **has** (☐) or **has not** (☐), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principal,” for the purposes of this certification, means an officer; director; owner; partner; or, person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) The Offeror shall provide immediate written notice to the University if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the University may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the University may terminate the contract resulting from this solicitation for default.

(Firm)

(Address)

(Email Address)

(Signature required)

(Phone)

(Print name)

(Fax)

(Print title)

ANTI-LOBBYING CERTIFICATION

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007)

(Date)

In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989—

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the University; and

(3) Offeror will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(Firm)

(Address)

(Email Address)

(Signature required)

(Phone)

(Print name)

(Fax)

(Print title)

SUPPLIER SUSTAINABILITY QUESTIONNAIRE – SMALL COMPANY

Firm Name: _____ Date: _____

The Supplier Sustainability Questionnaire must be completed and returned with your Proposal. This questionnaire is applicable to firms that provide services as well as those that provide goods.

Arizona State University's vision is to be environmentally sustainable while expanding our education, research, and community support programs. The University seeks suppliers who share our sustainability vision. Accordingly, please answer the following questions.

To each question please provide at least one of the following types of responses:

- An explanation or description
- A URL of your policy or program

An electronic copy of your illustrative policies or programs must be provided if requested. If the question does not apply, answer with N/A and provide an explanation as to why.

Energy

1. What is your firm doing to be energy efficient?
2. What plan is in place to reduce greenhouse gas emissions in the future?

Solid Waste

1. What is your firm doing to reduce waste to landfill?
2. What plan is in place to reduce waste to landfill generated in the future?

Water Waste

1. What is your firm doing to reduce water waste?
2. What plan is in place to reduce water waste in the future?

Packaging

1. What is your firm's plan to minimize packaging and/or describe your firm's packaging "Take Back" program?
2. What kind of reusable, recyclable, and/or compostable packaging materials does your firm use?
3. What does your firm do to encourage/require your suppliers to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?

Sustainability Practices

1. What programs does your firm have to encourage your employees to use alternative transportation while commuting to work and travelling locally?
2. What sustainability guidelines or environmental statement does your firm have to guide the firm as a whole?
3. What are your firm's sustainable purchasing guidelines?
4. What kind of position(s) or team(s) does your firm have dedicated to overseeing sustainability initiatives?
5. List the sustainability related professional associations of which your firm is a member.
6. What kind of effort does your firm make to reduce the use of environmentally harmful materials?

7. Does your firm use Green Seal/EcoLogo certified or biodegradable/eco-friendly cleaning products?
8. Has your firm been cited for non-compliance of an environmental or safety issue in the past ten years?
9. Name any third party certifications your firm has in regards to sustainable business practices?
10. Describe any other initiatives your firm has taken to integrate sustainability practices principles into your operations.

Community

1. What charity, community development, educational programs, or environmental programs is your firm involved in within your local community?
2. What educational programs does your firm have to develop employees?

SUPPLIER SUSTAINABILITY QUESTIONNAIRE – LARGE COMPANY

Firm Name: _____ Date: _____

The Supplier Sustainability Questionnaire must be completed and returned with your Proposal. This questionnaire is applicable to firms that provide services as well as those that provide goods.

Arizona State University's vision is to be environmentally sustainable while expanding our education, research, and community support programs. The University seeks suppliers who share our sustainability vision. Accordingly, please answer the following questions.

To each question please provide at least one of the following types of responses:

- An explanation or description
- A URL of your policy or program

An electronic copy of your illustrative policies or programs must be provided if requested. If the question does not apply, answer with N/A and provide an explanation as to why.

Energy

1. What is your firm doing to be energy efficient?
2. What are your firm's annual greenhouse gas emissions in metric tons of carbon dioxide equivalent? (Enter total metric tons of CO₂ equivalency [includes the following GHGs: CO₂, CH₄, N₂, SF₆, HFCs and PFCs])
3. What plan is in place to reduce greenhouse gas emissions in the future?

Solid Waste

1. What is your firm doing to reduce waste to landfill?
2. What is your firm's annual waste to landfill generated in metric tons? (Enter total metric tons)
3. What plan is in place to reduce waste to landfill generated in the future?

Water Waste

1. What is your firm doing to reduce water waste?
2. What is your firm's annual water waste in gallons? (Enter total gallons)
3. What plan is in place to reduce water waste in the future?

Packaging

1. What is your firm's plan to minimize packaging and/or describe your firm's packaging "Take Back" program?
2. What kind of reusable, recyclable, and/or compostable packaging materials does your firm use?
3. What does your firm do to encourage/require your suppliers to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?

Sustainability Practices

1. What programs does your firm have to encourage your employees to use alternative transportation while commuting to work and travelling locally?
2. What sustainability guidelines or environmental statement does your firm have to guide the firm as a whole?
3. What are your firm's sustainable purchasing guidelines?
4. What kind of position(s) or team(s) does your firm have dedicated to overseeing sustainability initiatives?
5. List the sustainability related professional associations of which your firm is a member.

6. What kind of effort does your firm make to reduce the use of environmentally harmful materials?
7. Has an environmental life-cycle analysis of your firm's products been conducted by a certified testing organization?
8. Does your firm use Green Seal/EcoLogo certified or biodegradable/eco-friendly cleaning products?
9. Has your firm been cited for non-compliance of an environmental or safety issue in the past ten years?
10. Name any third party certifications your firm has in regards to sustainable business practices?
11. Describe any other initiatives your firm has taken to integrate sustainability practices principles into your operations.

Community

1. What charity, community development, educational programs, or environmental programs is your firm involved in within your local community?
2. What educational programs does your firm have to develop employees?

If your firm is just beginning the sustainability journey, or is looking for tools and resources, here are some suggestions:

Energy

Greenhouse Gas Protocol provides tools to calculate emissions that are industry specific:

- <http://www.ghgprotocol.org/calculation-tools>

Practice Green health provides basic information and tools for emissions as well:

- <https://practicegreenhealth.org/topics/energy-water-and-climate/climate/tracking-and-measuring-greenhouse-gas-emissions>

Solid Waste

The EPA's pre-built excel file to help measure and track your waste and recycling:

- <http://www.epa.gov/smm/wastewise/measure-progress.htm>

Greenbiz's comprehensive guide to reducing corporate waste:

- <http://www.greenbiz.com/research/report/2004/03/09/business-guide-waste-reduction-and-recycling>

Water Waste

BSR's guide on how to establish your water usage:

- http://www.bsr.org/reports/BSR_Water-Trends.pdf

EPA information about conserving water:

- <http://water.epa.gov/polwaste/nps/chap3.cfm>

Packaging

Links to get you started on sustainable packaging:

- <http://www.epa.gov/oswer/international/factsheets/200610-packaging-directives.htm>
- <http://sustainablepackaging.org/uploads/Documents/Definition%20of%20Sustainable%20Packaging.pdf>

Sustainability Practices

Ideas for alternative transportation programs:

- <http://www.ctaa.org/webmodules/webarticles/articlefiles/SuccessStoriesEmpTranspPrograms.pdf>

The EPA environmentally preferable purchasing guidelines for suppliers:

- <http://www.epa.gov/epp/>

EPA life cycle assessment information:

- <http://www.epa.gov/nrmrl/std/lca/lca.html>

Green Seal green products & services:

- <http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=16>

Ecologo cleaning and janitorial products:

- http://www.ecologo.org/en/certifiedgreenproducts/category.asp?category_id=21

EPA information on sustainable landscape management:

- <http://www.epa.gov/epawaste/conserve/tools/greenscapes/index.htm>

APPENDIX 1- RFP CHECKLIST/COVER PAGE

The following documents are required for this proposal (please mark off each document to acknowledge that you have submitted the document in the proper order and format):

<input type="checkbox"/>	Section 1	RFP Checklist/Cover Page, Mandatory Certifications, & Supplier Sustainability Questionnaire.
<input type="checkbox"/>	Section 2	Proposer Qualifications, Section VII (Maximum 20 pages not including resumes, CVs, and/or Organizational charts).
<input type="checkbox"/>	Section 3	Response to the Specifications/Scope of Work, Section V.
<input type="checkbox"/>	Section 4	Response to Price Schedule, Section IX.
<input type="checkbox"/>	Section 5	Exceptions to Terms and Conditions, Section XII
<input type="checkbox"/>	Section 6	Confidential/Proprietary Justification Letter with Sealed documents, if applicable. Section IV, page 9, item 9.

In addition, the proposer must provide their review and acknowledgement of the following documents provided in this RFP (please mark off each document to acknowledge that you have reviewed the below documents in the RFP)

<input type="checkbox"/>	RFP 342002 (PDF Document)
<input type="checkbox"/>	All RFP Addendums (PDF Document)

After carefully reviewing all the terms and conditions, the authorized undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

Firm (CO.) Name	By (Signature)	Title
<div></div>	<div></div>	<div></div>
Date	Email Address	Phone #
<div></div>	<div></div>	<div></div>