



01/30/19

**REQUEST FOR PROPOSAL**

**AIR CHARTER SERVICE FOR ASU FOOTBALL TEAM 2019 AWAY GAMES  
WITH AN OPTION FOR THE 2020 AND 2021 GAMES**

**RFP 191905**

**DUE: 3:00 P.M., MST, 02/25/19**

Deadline for Inquiries

5:00 P.M., MST, 02/14/19

Time and Date Set for Closing

3:00 P.M., MST, 02/25/19

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
<b>SECTION I – REQUEST FOR PROPOSAL .....</b>	<b>3</b>
<b>SECTION II – PURPOSE OF THE RFP.....</b>	<b>4</b>
<b>SECTION III – PRE-PROPOSAL CONFERENCE.....</b>	<b>5</b>
<b>SECTION IV – INSTRUCTIONS TO PROPOSERS.....</b>	<b>6</b>
<b>SECTION V – SPECIFICATIONS/SCOPE OF WORK .....</b>	<b>12</b>
<b>SECTION VI – GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS .....</b>	<b>20</b>
<b>SECTION VII – PROPOSER QUALIFICATIONS .....</b>	<b>21</b>
<b>SECTION VIII – EVALUATION CRITERIA.....</b>	<b>22</b>
<b>SECTION IX – PRICING SCHEDULE .....</b>	<b>23</b>
<b>SECTION X – FORM OF PROPOSAL/SPECIAL INSTRUCTIONS .....</b>	<b>24</b>
<b>SECTION XI – PROPOSER INQUIRY FORM .....</b>	<b>25</b>
<b>SECTION XII – AGREEMENT - TERMS &amp; CONDITIONS .....</b>	<b>26</b>
<b>SECTION XIII – INSURANCE REQUIREMENTS.....</b>	<b>27</b>
<b>SECTION XIV – MANDATORY CERTIFICATIONS .....</b>	<b>29</b>
<b>EXHIBIT A .....</b>	<b>36</b>

## SECTION I – REQUEST FOR PROPOSAL

### RFP 191905

Arizona State University is requesting sealed proposals from qualified firms or individuals for **Air Charter Service for ASU Football Team 2019 Away Games with an Option for the 2020 and 2021 Games.**

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 Road & Broadway Road) Tempe, Arizona 85281 **on or before 3:00 P.M., MST, 02/25/19** at which time a representative of Purchasing and Business Services will announce publicly the names of those firms or individuals submitting proposals. **No proposals will be accepted after this time.** 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

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Karen S. Ashe  
Purchasing Manager

KSA/ap

## SECTION II – PURPOSE OF THE RFP

### 1. **INTENT**

It is the intention of the Arizona Board of Regents for and on behalf of Arizona State University/Sun Devil Athletics to enter into a multi-year contract with an air charter service supplier that can provide Arizona State University's specific air charter requirements for the 2019 football away games, and an option for consideration of the 2020 and 2021 requirements. Bowl games are also to be part of charter services for each season should the team go to any bowl games. Plans to schedule charters for possible bowl games are to begin at an agreed upon time during the season. Cost per air mile for bowl games is to commensurate with air mile costs for regular season games. We are soliciting those firms that have the capability to provide these services and can meet all the requirements of FAA regulations. Charter flights offered must be from an accredited, regularly scheduled carrier.

The team is very organized in how they travel, with specific scheduling and service requirements for their chartered trips. Details of these scheduling and service requirements are outlined in this Request for Proposal, Specifications/Scope of Work, Section V.

### 2. **BACKGROUND INFORMATION**

Arizona State University (ASU) is an internationally recognized metropolitan Research I University, serving approximately 100,000 students at four campuses in the Phoenix area (Tempe, West, Polytechnic, and Downtown) and extended campuses throughout the Valley of the Sun and the United States. ASU is the fifth largest University in the United States in student population, with approximately 5,800 faculty and staff. Sun Devil Athletics (SDA) is comprised of 26 sports, 250 full-time employees and 600 student athletes.

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 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 an option of two (2) successive one (1) year renewals. The University may renew for additional years with a total contract term not exceeding five (5) years.

### SECTION III – PRE-PROPOSAL CONFERENCE

X No pre-proposal conference will be held.

## 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 Road 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

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 Ave 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 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:

Karen S. Ashe  
Purchasing and Business Services  
University Services Building  
Arizona State University  
PO Box 875212  
Tempe, AZ 85287-5212

Tel: 480-965-3270  
E-mail: [karen.ashe@asu.edu](mailto:karen.ashe@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> 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](mailto: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](mailto: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 Ben Burke at 480-727-9390.

## 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](http://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](mailto:Chad.Bowen@asu.edu)  
Kelly McCullough, General Manager at 602-496-2422 or [Kelly.McCullough@asu.edu](mailto:Kelly.McCullough@asu.edu)

## SECTION V – SPECIFICATIONS/SCOPE OF WORK

### 1. DEPARTURES:

Departures will be the day before each game from Phoenix Sky Harbor International Airport; however, long distance trips may leave two (2) days before. We prefer to arrive at each destination by late afternoon (3:00 PM at destination) the day before each game via the most direct route possible. Please take into consideration flight time and time zones. The University is concerned with these charter flights meeting scheduled departure times.

### 2. RETURN FLIGHTS:

Return flights are to be scheduled to depart for Phoenix, Arizona (Sky Harbor International Airport) approximately 1½ hours after the conclusion of each road game. Due to television scheduling kick-off times are not known until ten (10) days prior to the game at the earliest.

All flights are to be quoted with 187 seats or comparable. For the Michigan State trip to Lansing, Michigan an additional quote for a 200 seat or larger aircraft is also requested.

**ASU strongly desires that the charter aircraft Remains Overnight in the visiting city.**

**Fresh crews are requested on ALL flights.**

### 3. ARIZONA STATE FOOTBALL 2019 AIR CHARTER DEPARTURE TIMES:

Please note, all times are approximations and will be confirmed once a carrier has been chosen (kick-off times will be released throughout the fall).

#### **ARIZONA STATE @ MICHIGAN STATE UNIVERSITY**

THURSDAY, September 12, 2019

Depart Phoenix Sky Harbor Airport at approximately 12:30 PM for **Lansing, Michigan Capitol City Airport** for an estimated arrival time of 7:00 P.M. local.

Saturday, September 14, 2019

Depart Lansing Capitol City Airport for Phoenix, Arizona at a time **TBD**. Departure time is based on kick-off time which will be announced closer to the date of the game.

#### **ARIZONA STATE @ UNIVERSITY OF CALIFORNIA**

THURSDAY, September 26, 2019

Depart Phoenix Sky Harbor Airport at **TBD** for **Oakland, California International Airport** with an estimated arrival time of **3:00 PM** local.

FRIDAY, September 27, 2019

Depart Oakland International Airport Friday evening for **Phoenix, Arizona** at **TBD** time. Departure time is based on kick-off time which will be announced closer to the date of the game.

## **ARIZONA STATE @ UNIVERSITY OF UTAH**

Friday, October 18, 2019

Depart Phoenix Sky Harbor Airport at **TBD** for **Salt Lake City, Utah** with an estimated arrival time of **3:00 PM**.

Saturday, October 19, 2019

Depart Salt Lake City, Utah for **Phoenix, Arizona** at **TBD** time. Departure time is based on kick-off time which will be announced closer to the date of the game.

## **ARIZONA STATE @ UCLA**

Friday, October 25, 2019

Depart Phoenix Sky Harbor Airport at **TBD** for Los Angeles International Airport, Los Angeles, California with an estimated arrival time of **3:00 PM**.

Saturday, October 26, 2019

Depart Los Angeles International Airport, Los Angeles, California at **TBD** time. Departure time is based on kick-off time which will be announced closer to the date of the game.

**Please note that when time changes on the first Sunday of November (11/3/19), Arizona does NOT change times. Prior to November 3, 2019 Arizona time = Pacific, as of November 3, 2019 Arizona time = Mountain.**

## **ARIZONA STATE @ OREGON STATE UNIVERSITY**

Friday, November 15, 2019

Depart Phoenix Sky Harbor Airport at **12:30 PM Mountain** for **Eugene, Oregon** with an estimated arrival time of **2:00 PM Pacific**.

**\*\* It is unsure this airport meets requirements. Please investigate the possibilities of landing in Salem, Oregon. \*\***

Saturday, November 16, 2019

Depart Eugene, Oregon Airport for **Phoenix, Arizona** at **TBD** time. Departure time is based on kick-off time which will be announced closer to the date of the game.

### **4. POST SEASON TRAVEL:**

Arizona State University Football would like the successful airline carrier to provide air charter service to any post season (out of town) bowl game in which Arizona State University Football would be invited to participate. Bowl games selections are scheduled for Sunday, December 8, 2019.

The University encourages each interested carrier to provide proposals that meet the requirements listed below, but not limited to those requirements. All proposals received within the procedures listed herein will be considered.

### **5. AIRCRAFT / SEATING REQUIREMENTS:**

**Sun Devil Athletics (SDA) requires the newest available aircraft to transport the team. Please describe the charter fleet to be used for SDA's service. SDA needs seating for 187**

**or comparable and requires aircraft with at least twelve (12) First Class seats in addition to coach accommodations. The A321 or 757 have historically been used. Please specify the quantity of First Class seats.**

## **6. AIR CARRIER CERTIFICATION:**

Any airline that operates a charter for the general public (which includes athletics teams) must hold a Title 14 of the Code of Federal Regulations (14 CFR) [Part 121](#) or [Part 135](#) certification per FAA regulations. Proposers must include evidence they hold a Part 121 or Part 135 certification.

## **7. AIRLINE REPRESENTATIVE:**

SDA requires direct contact with the airline representative in charge of the flight in order to notify the Senior Associate Athletic Director of any changes and to confirm schedule status. This airline representative is required to escort the team flight on both the outbound and return flights.

SDA requires the same airline representative for each trip and also prefers that the airline representative, be jump seat qualified.

## **8. DIRECT BOARDING:**

SDA requires boarding (i.e. bypass the terminal at the airport and board on the Tarmac) and deplaning directly from/to buses. TSA security screening must be done on the ASU Tempe campus, Student-Athlete Facility. The carrier must contract with, schedule and provide the necessary security screening personnel in accordance with all TSA guidelines and approvals, to arrive on site at ASU **three (3)** hours prior to pre-game flight departure, at least eight (8) wanders and one (1) additional to check traveler ID's. The carrier must also schedule an additional person to assist with loading luggage onto the luggage truck from the Student-Athlete Facility. Security personnel must screen team buses first and one (1) security representative must be present on each of the buses to the airport. The carrier must schedule the appropriate security screening for the return flight.

Carrier is to pay for all security screening directly. All necessary security screening charges must be included in proposal.

Two (2) sets of air stairs are required for boarding and exiting the aircraft on all trips where available. This will be a factor in the review, consideration, evaluation, and the award of proposals received. Please specify whether direct boarding will be through a gate or FBO. SDA prefers FBOs.

## **9. MEAL SERVICE:**

Please provide a list of menu items from which SDA can choose for both the outbound and return flights. SDA is interested in large athletic portions and basket service (i.e. whole fruit, cheese and crackers, candy). **SDA prefers hot meal service on both the outbound and return** unless approved in advance by SDA, with plenty of ice, juices, and soft drinks. If hot meal service is not available due to lack of equipment on the aircraft, an outside caterer will provide hot meal service to the airplane before flight departure. Please list out all portions. No alcohol will be permitted on the airplane. **SDA requests only Coca Cola and Powerade products be provided.**

## **10. AUDIO/VISUAL SERVICE:**

Please identify the Wi-Fi, audio and visual services provided for both the 187-seat and larger airplanes. Include the location of the audio and visuals (i.e. headrest, above seats, arm rests). Please include pricing for this service if not already complimentary. Additionally, please specify if phone service is available and include pricing.

## **11. BACKUP SERVICE:**

**The carrier must be able to provide backup service (plane) within two (2) hours of the initial departure schedules. Please provide your plan for this requirement.**

## **12. EQUIPMENT SPACE:**

Sun Devil Athletics will require equipment space of approximately 7,000 pounds consisting of bulk trunks and player travel bags. Historically the equipment has been trucked to the game site. However, on rare occasions all equipment needs to be transported by plane. A breakdown of equipment will be provided upon request. If the necessary equipment does not all fit on the team charter flight then arrangements will need to be made to fly the remaining equipment on an earlier flight. Please include pricing for early equipment transportation in proposal. This allows for compensation and weight allocations when traveling to destinations that require additional clothing, etc. (cold, wet climates). Again, for most trips, the football equipment will be trucked to its destination.

The SDA Equipment Manager will supervise in the loading and unloading of all University equipment. Two (2) belt loaders and four (4) ramp loaders are required at departures and arrivals. The ramp loaders must be experienced in the handling of football equipment and are to follow specific loading instructions supplied by the Equipment Manager. It is preferred that the ramp loaders be employees of your airline and whose assignments fall within your jurisdiction.

## **13. FLIGHT SCHEDULING:**

The carrier/agent will be responsible for all flight scheduling and airport arrangements required for each trip. The carrier is also expected to be familiar with all runway restrictions/codes and scheduling (construction, etc.) at the indicated destinations.

SDA requires that the aircraft be in place and prepared for pre-loading of equipment a minimum of 2 hours prior to scheduled departure.

If permissible, student-athletes would access the jet-way where a self-serve area stocked with iced bottles of water, a variety of canned juices and Powerade will be set up so they can select items prior to boarding.

## **14. MANIFEST REQUIREMENTS:**

Manifest boarding requirements must be furnished with the proposal.

## **15. RECOVERY COSTS DUE TO CANCELLATION:**

In the event the carrier/agent fails to furnish the contracted services for the scheduled games as specified in this proposal document and subsequent purchase order, SDA will make a reasonable

purchase in substitution of those arrangements due from the initial proposer and SDA will recover from the original proposer the difference between the cost of the substitute services and the proposer's original contract price, including an administrative cost of \$1,000.00 for the required re-purchase action, and liquidated damages equal to any difference due above the cost of original charter.

#### **16. CARRIER REFERENCES:**

Please provide contact information for a minimum of three (3) references that have used the carrier's services for this same/similar purpose. List name, organization, contact phone number(s) and/or e-mail address(es).

#### **17. CONTRACT PROVISION BY REFERENCE:**

It is mutually agreed by and between ASU/SDA and the successful proposer that the University's acceptance of the proposer's offer by the issuance of a signed contract and subsequent wire payment transaction shall confirm a contract between the parties thereto containing all specifications, terms, and conditions in the Request for Proposal. Any exceptions taken by the proposer, which are not included in the contract, will not be a part of the final contract. Therefore, in the event of a conflict between the terms and conditions of this proposal and information submitted by the proposer, the terms and conditions of this proposal will govern.

**Proposer is to clearly stipulate any exceptions they have to any of the requirements herein.**

#### **18. AIRLINE CHARTER PROCEDURES:**

##### **FOUR (4) DAYS PRIOR TO SCHEDULED DEPARTURE (PRE-TRIP MEETING):**

1. C.S.R. from airline should meet with Sun Devil Athletics officials coordinating the flight.
2. C.S.R. needs to provide all charter information in the form of a grid to SDA staff no later than this date. E-mail earlier if possible.
3. The following should be reviewed in this meeting:
  - a. Departure times
  - b. Gate information
  - c. Meal service, movie selections (if available)
  - d. Seating charts and seat assignment
  - e. ALL GROUND HANDLER INFORMATION MUST BE REVIEWED. BUS SCHEDULE (PHOENIX AND DESTINATION), EQUIPMENT TRUCKS, RAMP OPERATORS AT BOTH SITES AND ANY SPECIAL INFORMATION RELATIVE TO THIS SPECIFIC TRIP.

##### **ONE (1) DAY PRIOR TO DEPARTURE:**

1. C.S.R. must contact SDA coordinating representative and provide the following information:
  - a. Time flight is due into Phoenix Sky Harbor and where the flight is arriving from.



- b. The tail number of the aircraft and the exact gate the aircraft will be departing from.
- c. Reconfirm all departing times and any new information relative to the trip available at that time.

### **DAY OF DEPARTURE:**

1. Contact SDA flight coordinator and confirm that the aircraft is in and the exact arrival time and gate requested for the equipment truck.
2. **SDA REQUESTS THAT THE AIRCRAFT BE READY FOR EQUIPMENT LOADING AT LEAST 90 MINUTES PRIOR TO SCHEDULED DEPARTURE TIME.**

### **PRE-DEPARTURE PROCEDURES:**

1. The successful air carrier must work closely with the City of Phoenix to ensure escorts are waiting at the entrance gate to meet the buses. If utilized, the equipment and/or luggage truck would arrive approximately **70** minutes prior to departure with the team and staff buses arriving **30** minutes prior to departure. **FAILURE TO HAVE ESCORTS IN PLACE PUTS THE ENTIRE CHARTER BEHIND SCHEDULE FROM THE VERY BEGINNING!**
2. Two (2) sets of air stairs (front and rear) are required for all trips. If this is not possible at some remote sites, SDA must be informed as soon as information is known.

### **EQUIPMENT LOADING PROCEDURES:**

It is imperative that the following are in place when the equipment truck arrives at the airport for loading:

1. Two (2) belt loaders, one (1) in place at each cargo hold.
2. A minimum of four (4) **experienced** ground handlers ready to load aircraft.
3. The ground supervisor should inform SDA of how the pilot has requested the weight be distributed. Once this is established, the supervisor needs to follow loading instructions per the SDA Equipment Manager.
4. Two (2) ramp loaders should be inside the aircraft to assist in moving the trunks. One (1) loader should be inside the equipment truck and the other loader should assist loading at the end of the belt.
5. Trunks will be loaded first with player bags and other supplies mixed in with the trunks.
6. On average Arizona State travels with 130 personal bags that go directly under the aircraft. As part of the 130 bags approximately 6 will be VIP bags. These bags will be tagged "VIP" and "Load Last". These bags need to be loaded last and unloaded first on each trip. Video Equipment will also be loaded on the aircraft and should be unloaded immediately after the VIP bags when possible. Attached, as **Exhibit A**, is a list of equipment and weights for trips when the majority of the equipment is trucked in advance.

## **UNLOADING PROCEDURES AT BOTH SITES:**

1. Inform the ground handlers **NOT** to begin unloading until the SDA Equipment Manager is off the aircraft and can inform the ground crew of the correct procedures.
2. The personal bags **MUST** be unloaded first and a tug with two (2) carts should be placed at the end of the belt and taken directly to the staff buses and loaded underneath.
3. Once the personal bags are unloaded, staff can begin unloading athletic equipment.
4. **Escorts** should be ready to escort the two (2) team buses off the ramp as soon as they are loaded. At the same time, the personal luggage should be loaded under the staff buses.
5. The **escort** then needs to return and escort the two (2) staff buses off the ramp.
6. The **escort** should then escort the equipment truck (18-wheel semi) off the ramp.

**\*\*NOTE, THESE PROCEDURES SHOULD BE FOLLOWED BOTH AT THE SITE OF THE GAME AND UPON RETURN TO PHOENIX SKY HARBOR INTERNATIONAL AIRPORT.**

## **FOOD PREPARATIONS:**

1. Upon arrival for boarding at both sites there needs to be iced bottles of water and Powerade available as the team enters the plane.
2. Plenty of mixed Powerade should be in each set-pocket when the plane is boarded.
3. Plenty of juices and large fruit need to be handed out during the flight.
4. All portions must be of athletic-size variety. The meals, again, will be approved early during the week of the charter.

## **ADDITIONAL INFORMATION:**

1. SDA will have several announcement requirements to be read prior to departure and gate arrival. This information will be given to the C.S.R. on the flight.
2. Please make arrangements to have the door open **ASAP** upon gate arrival. The team's schedule is often very tight.

## **19. VALUE ADDED SERVICES:**

1. Proposer should provide a brief summary of any other value-added services or programs which may contribute to the overall value of your proposal, including but not limited to:
  - a. Training
  - b. Industry Partnerships
  - c. Support of ASU's Charter and Goals
  - d. Support of sustainable development, veterans' affairs, initiatives in support of women, wellness, and our changing regional demographics

- e. Support and enhancement of ASU's reputation as an innovative foundational model for the New American University
- f. Comment to provide significant financial and non-financial support for the University and its signature program

## 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 three (3) years in providing services as listed in this Request for Proposal.
2. Proposers must include evidence they hold a (14 CFR) Part 121 or Part 135 certification.
3. Proposer shall provide a management summary, including resumes for key individuals who will be assigned to this contract.
4. Proposers shall provide the names, title, phone and e-mail addresses of five (5) clients proposer has used in the past two (2) years providing services comparable to those listed in the specifications section of this proposal.
5. The proposer is to provide with the proposal any terms and conditions, contract information or any other information required by the proposer that Arizona State University must consider in evaluating the proposals. Any information not provided will not be considered in awarding this contract. Include any requirements of the FAA that would alter any of the travel arrangements as requested in this document.

## **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. Response to Section V – Specifications/Scope of Work (35%)
2. Response to Section IX – Pricing Schedule (30%)
3. Value Added Services – Section V (15%)
4. Sustainability Efforts / Sustainability Questionnaire (10%)
5. General quality and adequacy of response (5%)
6. Acknowledgement and acceptance of ASU Terms and Conditions (5%)

## **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.

Note that the University will not pay fuel surcharges.

## 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 electronic copy (**flash drive only**), PC readable, labeled and no passwords.
1. Any confidential and/or proprietary documents must be on a separate flash drive and labeled appropriately.
  2. 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. Mandatory certifications and Sustainability Questionnaire as per Section XIV.
2. Detailed Response to Specifications/Scope of Work– Section V
3. Detailed Response to Proposer Qualifications - Section VII
4. Response to Pricing Schedule - Section IX
5. Acceptance of ASU’s RFP Terms and Conditions – Section XII  
**Note: all exceptions with justification and alternative language MUST be submitted with the proposal.**

**Confidential and/or Proprietary Information must be submitted per the instructions in Section IV, item 9. Any watermarks, footnotes or reference to Confidential and/or Proprietary throughout the submitted proposal will be disregarded as boilerplate markings.**





## 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](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.

## SECTION XIII – 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.

- **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.

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

▪ General Aggregate	\$10,000,000
▪ Per Seat Limit	\$5,000,000
▪ Products – Completed Operations Aggregate	\$2,000,000
▪ Personal and Advertising Injury	\$5,000,000
▪ Blanket Contractual Liability – Written and Oral	\$2,000,000
▪ Fire Legal Liability (only if Agreement is for leasing	\$50,000
▪ Each Occurrence	\$10,000,000

- 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.”
- 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.
- Worker’s Compensation and Employers’ Liability. Applicable statutory limits, as amended from time to time.
  - Employer’s Liability in the amount of \$1,000,000 injury and disease.
  - 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.
- **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](mailto:Insurance.certificates@asu.edu) or mail to PO Box 875212, Tempe, AZ, 85287-5212.

- **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.
- **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.

- **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.
- **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 XIV – MANDATORY CERTIFICATIONS**

**(Fillable PDF versions of mandatory certifications are located on-line under Supplier Forms: <http://cfo.asu.edu/purchasing-forms>. 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.

\_\_\_\_\_

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

## FEDERAL DEBARRED LIST CERTIFICATION

### Certification Regarding 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; (

(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) (a) “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 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.

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)

**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.

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature required)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Print title)

\_\_\_\_\_  
(Federal Taxpayer ID Number)



## Sustainability Questionnaire (General)

### Internal Practices

1. Does your firm have published sustainability goals and a plan?

- Yes  
 No

If yes, please provide the link:

2. Does your firm have published sustainability metrics?

- Yes  
 No

If yes, please provide the link:

3. ASU has a goal to achieve carbon neutrality by 2025 for Scope 1 and Scope 2 emissions. Scope 3 by 2035. Do you have a public carbon neutrality goal?

- Yes  
 No

If yes, please provide the link:

4. Has your firm conducted a greenhouse gas inventory?

- Yes  
 No

	Year	Qty (MTCDE)
Baseline		
Most Recent		
% Increase (decrease) vs baseline		%

Comments:

5. Has your firm taken measures to reduce emissions related to air and commuting travel?

- Yes  
 No

If yes, please provide examples:

6. ASU has a goal to divert 90% of its waste from landfills by 2025. Does your organization have a waste diversion goal?

- Yes  
 No

If yes, please provide the link:

7. Does your firm track its solid waste?

- Yes
- No

If yes, please provide the following using units of tons or pounds as appropriate:

	Year	Recycled	Compost	Landfill
Baseline				
Most Recent				

Comments:

8. Has your firm taken measures to reduce printing and paper waste?

- Yes
- No

If yes, please provide examples:

9. ASU has a goal to reduce water use by 20% by 2022. Does your firm have a water reduction goal?

- Yes
- No

If yes, please provide the link:

10. Does your organization participate in and or support community service, not for profit organizations and inclusive community success?

- Yes
- No

If yes, please provide examples:

11. Has your firm developed measures to improve organizational diversity, inclusion and enhance employee engagement?

- Yes
- No

If yes, please provide examples:

12. Does your firm have any external ratings, certifications or awards related to diversity, inclusion and employee engagement such as GPTW, JUST, etc?

- Yes
- No

If yes, please provide the names of the ratings, certifications or awards and link:

13. Does your firm have any external sustainability certifications such as DJSI, GRI, GBB, Green C, Certified B Corporation, Green America, Green Plus, etc?

Yes

No

If yes, please provide the names of the certifications and links:

14. Has your firm committed to any goals created by an external organization related to climate change?

Yes

No

If yes, please provide the goals and links your firm has committed to:

15. Are there any other internal sustainability efforts you would like to mention?

Yes

No

If yes, please provide here:

**EXHIBIT A**

**Equipment Weights for Airplane Travel**

<b>EQUIPMENT</b>	<b>DIMENSIONS</b>	<b>WEIGHT (lbs)</b>
Cloth Laundry Hamper	24"W x 36"L x 32" H	<b>200</b>
Black Laundry Trunk	22"W x 44"L x 36" H	<b>300</b>
	<b>TOTAL WEIGHT:</b>	<b>500</b>

<b>ATHLETIC TRAINING</b>	<b>DIMENSIONS</b>	<b>WEIGHT (lbs)</b>
Hotel Bag	27" x 22" x 20"	<b>40</b>
Modality Bag	31" x 25" x 21"	<b>50</b>
Game Ready	19" x 22" x 11"	<b>25</b>
Fluro Scan	29" x 22" x 14.5"	<b>80</b>
	<b>TOTAL WEIGHT:</b>	<b>195</b>

<b>VIDEO</b>	<b>DIMENSIONS</b>	<b>WEIGHT (lbs)</b>
Travel Case 1	34" x 16" x 29"	<b>91.2</b>
Travel Case 2	28" x 24" x 16"	<b>71.8</b>
Travel Case 3	23" x 9" x 14"	<b>18.2</b>
Travel Case 4	25" x 14" x 20"	<b>65.6</b>
Travel Case 5	25" x 14" x 20"	<b>81.4</b>
Travel Case 6	35" x 14" x 20"	<b>62.6</b>
Travel Case 7	30" x 26" x 18"	<b>117.8</b>
	<b>TOTAL WEIGHT:</b>	<b>508.6</b>

Coaches Laundry	20"W x 40"L x 24" H	<b>400</b>
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**TOTAL WEIGHT RETURN: 1603.6**