



To: State of Arizona

From: United Rentals (North America), Inc.

Re: RFP ADSPO18-00008178

Bid Due Date: July 10, 2018

Contact Information:

Brad Laws  
United Rentals (North America), Inc.  
Branch Manager  
1770 West Prince Road,  
Tucson, AZ 85705

Phone: 877-874-4468  
Fax: 877-735-7450

Email: [govrents@ur.com](mailto:govrents@ur.com)

United Rentals (North America), Inc. appreciates the opportunity to submit a bid for the above solicitation. This bid is subject to the attached exceptions. If you have any questions or concerns, please do not hesitate to contact me.

In addition to the upload pricing sheet, the following costs / fees are not included in the proposed pricing and will be added as line items for payment where applicable:

- Overtime charges (1.5X the standard rate for dual shift use and 2x the standard rate for 3 shift use)
- Delivery/Pickup Charges (\$120 + \$3.95 per mi thereafter not to exceed \*\*can be negotiated at time of quote\*\*)
- Fuel Charges (current market rate quoted at the time of service)
- Environmental Fees (1.3% of the total rental cost, not to exceed \$75 per invoice.)
- Additional Fees, including state & local taxes, or other fees, including heavy equipment taxes (if applicable).
- Optional damage waiver insurance (15% of the rental amount, offered only per customer's request).
- Cleaning charges for equipment that is excessively dirty (quoted at the time of service).

Sincerely,

*Brad Laws*

Brad Laws  
United Rentals (North America), Inc.  
Senior Manager – State/Local Government Accounts



# Request for Proposal

Solicitation No.  
**ADSP018-00008178**

Description:  
Heavy Equipment Rental Non-Operated

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
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## Section 3-A: Instructions to Offerors

### 1.0 Definition of Terms

As used in these Instructions to Offerors, the terms listed below are defined as follows:

- 1.1 Arizona Procurement Code; A.R.S.; A.A.C.** “Arizona Procurement Code” means, collectively, Title 41 Chapter 23, *et. sequitur*, in the Arizona Revised Statutes (abbreviated “A.R.S.”) and administrative rules R2-7-101 *et. sequitur* in the Arizona Administrative Code (abbreviated “A.A.C.”).  
NOTE: There are frequent references to the Arizona Procurement Code throughout the Solicitation Documents, therefore, you will need to be familiar with its provisions to be able to understand the Solicitation Documents fully.  
The Arizona Department of Administration State Procurement Office provides a reference compilation of the Arizona Procurement Code on its website:  
<https://spo.az.gov/administration-policy/state-procurement-resource/procurement-regulations>  
The Arizona State Legislature provides the official A.R.S. online at:  
<http://www.azleg.gov/ArizonaRevisedStatutes.asp>  
The Office of the Arizona Secretary of State provides the official A.A.C. online at:  
<http://www.azsos.gov/rules/arizona-administrative-code>
- 1.2 Clarifications** “Clarifications” means, per A.A.C. R2-7-C313, communications between the Procurement Officer and Offeror for the purpose of providing a greater mutual understanding of the Offer. Clarifications may include demonstrations, questions and answers, or elaborations on previously-submitted information.
- 1.3 Contract** “Contract” is defined in paragraph 1.6 of the Uniform Terms and Conditions.
- 1.4 Contract Amendment** “Contract Amendment” is defined in paragraph 1.7 of the Uniform Terms and Conditions.
- 1.5 Contract Terms and Conditions** “Contract Terms and Conditions” is defined in paragraph 1.8 of the Uniform Terms and Conditions.
- 1.6 Contractor** “Contractor” is defined in paragraph 1.4 of the Uniform Terms and Conditions.
- 1.7 Evaluation** “Evaluation” means, per A.A.C. R2-7-316, the process whereby the Procurement Officer will determine which Responsive offers, revised offers, and best and final offers are the most advantageous to State taking into consideration the evaluation factors set forth in the Solicitation Documents.
- 1.8 Negotiation** “Negotiation” means, per A.A.C. R2-7-101(32), an exchange or series of exchanges between State and an offeror for the purposes set forth in A.A.C. R2-7-C314.
- 1.9 Not Susceptible for Award** “Not Susceptible for Award” means, per A.A.C. R2-7-C311, that the relevant offer has been determined by the Procurement Officer to fail one or more of the tests and comparisons set forth therein. NOTE: A determination of Not Susceptible for Award and a determination of Responsive are mutually exclusive.



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- 1.10 Offer: Initial Offer; Revised Offer; Best and Final Offer (BAFO)** “Initial Offer” means, per A.A.C. R2-7-101(33), Offeror’s proposal submitted to State in response to the Solicitation, as initially submitted.  
“Revised Offer” means any revised versions of the Initial Offer that Offeror has submitted to State at State’s request as permitted under A.A.C. R2-7-C314 and R2-7-C315.  
“Best and Final Offer” (“BAFO”) means, per A.A.C. R2-7-101(8), the Revised Offer submitted after negotiations have been completed that contain Offeror’s most favorable terms for price, service, and products to be delivered.  
Reference to “an Offer, “the Offer,” or “your Offer” means any of the Initial Offer, a Revised Offer, or the Best and Final Offer.
- 1.11 Offeror** “Offeror” is the Person submitting an Offer; instructions addressed to “you” and references to “your” items are to be construed as being synonymous with “Offeror” and “Offeror’s” throughout these Instructions to Offerors.
- 1.12 Pricing Document** “Pricing Document” means Section 2-B of the Solicitation Documents. Also known as Pricing Document as defined in the Special Terms and Conditions.
- 1.13 ProcureAZ** “ProcureAZ” is defined in paragraph 1.16 of the Uniform Terms and Conditions.
- 1.14 Procurement Officer** “Procurement Officer” means the person, or his or her designee, who has been duly authorized by State to administer the Solicitation and make written determinations with respect to the Solicitation. The Procurement Officer is identified in ProcureAZ.
- 1.15 Solicitation** “Solicitation” means this procurement solicitation, which State is issuing as either:  
1. an invitation for bids (“IFB”) under A.R.S. § 41-2533;  
2. a request for proposals (“RFP”) under A.R.S. § 41-2534;  
3. a request for quotations (“RFQ”) under A.R.S. § 41-2535; or  
4. a request for qualifications under A.R.S. §41-2558.  
Refer to the Solicitation Summary for which of the foregoing is this Solicitation.
- 1.16 Solicitation Amendment** “Solicitation Amendment” means, per A.A.C. R2-7-303, a change to the Solicitation that has been issued by Procurement Officer.
- 1.17 Solicitation Summary** “Solicitation Summary” means Section 1 of the Solicitation Documents.
- 1.18 State** “State” is defined in paragraph 1.18 of the Uniform Terms and Conditions.
- 1.19 Subcontract** “Subcontract” is defined in paragraph 1.21 of the Uniform Terms and Conditions.
- 1.20 Subcontractor** “Subcontractor” is defined in paragraph 1.22 of the Uniform Terms and Conditions.

## 2.0 Solicitation Inquiries

- 2.1 Duty to Examine** Examine the entire Solicitation, obtain clarification in writing for any questions or concerns by submitting inquiries, then examine your Offer thoroughly and carefully for completeness and accuracy before submitting it. Lack of care in preparing an Offer will not be grounds for modifying or withdrawing it after the due date and time.



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- 2.2 State Contact Person** Direct all inquiries related to the Solicitation to Procurement Officer, including requests for or inquiries regarding standards referenced in the Solicitation. Apart from the ProcureAZ Help Desk, do not contact any State personnel other than Procurement Officer concerning the Solicitation while it is in progress, through and including award.
- 2.3 Submission of Inquiries** Submit all inquiries related to the Solicitation in ProcureAZ; the Procurement Officer will not respond to inquiries received in any other manner.
1. Submit technical inquiries about submitting proposals in ProcureAZ to the ProcureAZ Help Desk:
    - by phone at (602) 542-7600, option 1; or
    - by email to [procure@azdoa.gov](mailto:procure@azdoa.gov).
  2. Submit all other inquiries about the Solicitation using the online form under the **“Q&A” tab for the Solicitation in ProcureAZ**. Always refer to the appropriate Solicitation document by page and paragraph number. Except for technical inquiries about submitting proposals, State is not responsible for responding to any inquiries submitted **less than 3 (three) business days before the offer due date and time**.
- 2.4 Timeliness** Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least seven days before the Offer due date and time for review and determination by the State. Failure to do so may result in the inquiry not being considered for a Solicitation Amendment.
- 2.5 Verbal or Email Responses** An Offeror shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.
- 2.6 Solicitation Amendments** Only a Solicitation Amendment issued in ProcureAZ can change the Solicitation.
- 2.7 Pre-Offer Conference** A Pre-Offer Conference will be held at the time and place indicated in the solicitation's 'Pre-Bid Conference' field as found within the State's e-Procurement system, ProcureAZ (<https://procure.az.gov>); attendance is not required. The purpose of the conference will be to clarify the contents of the solicitation in order to prevent any misunderstanding of the State of Arizona's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to the State at the conference. The State of Arizona will then determine the appropriate action necessary, if any, and issue a written amendment to the solicitation if required. Oral statements or instructions will not constitute an amendment to the solicitation.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, or this document in an alternative format, by contacting the State Procurement Office. Requests should be made as early as possible to allow sufficient time to arrange for accommodation.

## 3.0 Offer Preparation

- 3.1 Online Documents** The Solicitation Documents are only provided online in ProcureAZ; State will not provide any printed copies or other formats.
- 3.2 Electronic Submissions** When submitting an Offer, only include files that are Microsoft Word documents, Excel workbooks, or PowerPoint presentations and Adobe Acrobat documents. Obtain advance approval before submitting files in any other format.



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- 3.3 Deviations in Offer**

When submitting an Offer, flag clearly any deviations from the Specifications or other Solicitation technical requirements documents. Any un-flagged deviation will be deemed void upon submission.

NOTE: Deviations are technical exceptions of a significant but not material nature, typically having to do with part/model numbers, details of attachments, mountings, clearances, internal configurations, etc., and are not to be confused with the material exceptions covered in paragraph 3.5.
- 3.4 Evidence of Intent**

Every one of your Offers must contain Attachment 1 [Offer and Acceptance Form] with a signature by your duly authorized officer, executive, principal, or agent. The signature will be deemed to signify your intent to be bound by that Offer and the terms of the Solicitation, and your representation that the information you have provided in that Offer is true and accurate.
- 3.5 Exceptions to Solicitation Documents**

If you are submitting an Offer conditioned on exceptions to the Solicitation Documents, indicate "NO" on Attachment 5-B [Conformance Statement] and also indicate that exceptions are being taken under the "Terms & Conditions" tab for the Solicitation in ProcureAZ. Any exceptions taken elsewhere in an Offer or any of your preprinted or standard terms will be void in that Offer and without force or effect in any resulting contract.
- 3.6 Insurance and Bonds**

Provide the evidence of insurance availability, evidence of insurance in place, evidence of bonding capacity, bonds in hand, or other security that are called for in Attachment 5-C [Insurance and Bonding Evidence].

If you intend to withhold or redact any element of your evidence of insurance policy compliance required by Section 6.1 of the Special Terms and Conditions [Contractor Insurance Requirements] on the grounds that it is confidential information, then **you must claim it as such and submit the necessary substantiated justification with each Offer using Attachment 5-A [Designation of Confidential Information]**.

Unless Procurement Officer has determined that your evidence documentation, or some or all your insurance program, is confidential information under paragraph 4.7, refusing after contract award to provide the complete, un-redacted copies of policies as called for in that exhibit will be a material breach of the Contract.
- 3.7 Identification of Taxes in Offer**

State is subject to Arizona Transaction Privilege Tax as well as certain local sales/use taxes, as described in the Contract Terms and Conditions.
- 3.8 Excise Tax**

State is exempt from certain federal excise tax on manufactured goods; State will provide the necessary exemption certificates as evidence to the extent exemption applies to the Work.
- 3.9 Tax Identification**

You must provide to State your federal employer identification number or social security number for the purposes of reporting monies paid under the Contract to appropriate taxing authorities. The submission is mandatory under 26 U.S.C. § 6041A. If the identifier provided is a social security number, State shall only use it for tax reporting purposes and only share it with appropriate government officials.
- 3.10 Disclosure**

If you are submitting an Offer despite having been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, then you must provide with that Offer the name and address of the governmental unit, the effective date, duration, and circumstances of the suspension, debarment, or other preclusion, and your justification for State to



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consider the Offer despite the suspension, debarment, or other preclusion. Include in your disclosure any suspension, debarment, or other preclusion that is pending, but indicate that it is pending.

**3.11 Federal Immigration Laws**

By signing an Offer, you will be deemed to have represented that both you and all your proposed subcontractors are in compliance with federal immigration laws and regulations relating to the immigration status of their personnel. State may, at its discretion, demand evidence of compliance during Evaluation, which you must provide promptly. Not providing the evidence will be grounds for Procurement Officer to determine that the Offer is Not Susceptible for Award.

**3.12 Cost of Offer Preparation**

State will not reimburse to you or any of your prospective subcontractors, suppliers, or consultants any costs associated with responding to the Solicitation.

**3.13 Offshore Performance of Work Prohibited**

Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and involve access to secure or sensitive data or personal client data shall be performed within the defined territories of the United States. Unless specifically stated otherwise in the specifications, this paragraph does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

**3.14 No Charge Items**

If applicable, check the "no charge" option per line item and provide a comment to the no charge in the alternate description box. If a line item is "bundled", i.e. incorporated within another line item specify which line item in the alternate description box. Using the "no charge" option ensures that the Bidder is providing a response to a specific item yet is not charging for that line item.

**3.15 No Bid Items**

Line items left blank or using a zero (0) dollar amount generates a "No Bid" for the line item in ProcureAZ. If use of a Separate attachment for cost is requested insert a \$1.00 line item to ensure acceptance of the bid in ProcureAZ.

## 4.0 Submission of Offer

**4.1 Required Offer Content**

**Submit all of the Initial Offer content called for in Section 3-B: Offer Forms (Attachments). To be Responsive, each Revised Offer or a Best and Final Offer must contain all of the Attachments indicated in the applicable Procurement Officer request for Revised Offer or request for Best and Final Offer. If Procurement Officer does not request that a Revised Offer or Best and Final Offer include revision of an Attachment from its initial or previously-revised form, as applicable, then (1) Offeror shall not submit any revision of that Attachment with the Revised Offer or a Best and Final Offer, and Procurement Officer will disregard any such unrequested revision and (2) that Attachment be valid in its initial or previously-revised form, as applicable, for the duration of the Revised Offer or Best and Final Offer validity period.**

**4.2 Attachment Forms**

If an Attachment indicates that a "Form" is being provided for an Attachment, then the Solicitation includes the required form and format for submitting the Attachment. No other form or format will be accepted, and your Offer can be determined to be Not Susceptible for Award if you submit an unofficial form.

If, however, the Solicitation Documents indicate that you are allowed to attach additional documents regarding a particular question or line item, then doing so will be acceptable so long as the filled-out Attachment clearly states "See Attachment X



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Supplement (#1 of 2)", etc., and the additional document is clearly marked as "Attachment X Supplement (#1 of 2)," etc.

NOTE (1): Each Form has a blank space to list your Attachment Supplements.

NOTE (2): You must upload each such "additional" document as an individual file and name the file to match the document title.

NOTE (3): Attachment Forms cannot be filled-in directly in ProcureAZ; they must be downloaded, edited, and then uploaded (referred to as "attachments" in ProcureAZ) as part of each Offer.

NOTE (4): Do not include non-specific marketing materials in an Offer. If something is not specifically called for, then including it will not be helpful during Evaluation, and might in fact be grounds for down-grading if it does not address your experience and capacity to carry out the work for this Solicitation.

#### 4.3 Pricing

If there are specific "Items" (line items) for the Solicitation in ProcureAZ, then submit pricing for the Offer directly in ProcureAZ for each such Item.

If a Pricing Document has been provided as an Attachment Form, then submit pricing for the Offer in the indicated blanks in that Attachment.

If no specific pricing input or form has been provided with the Solicitation, then submit pricing for the Offer in the form and format specified in Attachment 4 [Pricing Document]. If nothing is specified or if no Attachment 4 is included in the Solicitation documents, then submit pricing for the Offer in a form and format of your choosing that coherently and comprehensively presents the pricing being offered.

#### 4.4 Submission

**Submit each Offer online in ProcureAZ at <https://procure.az.gov> before the "Bid Opening Date" indicated for the "Solicitation No." at the top of these Instructions to Offerors.** State will not consider a proposal submitted by any other method other than ProcureAZ, and it will be deemed void upon submission. By A.A.C. R2-7-C307, State will not consider later offers. State will give no extension or grace period for delays or incomplete proposals caused by internet connectivity problems, file uploading difficulties, or misunderstanding of the requirements or procedures for online submission in ProcureAZ. If your proposal is not submitted correctly, completely, and in conformance to these Instructions herein, then Procurement Officer may determine it Not Susceptible for Award.

NOTE: Using ProcureAZ requires a certain level of technical competency; select your staff to submit proposals and handle other Solicitation general matters in ProcureAZ carefully, since the ProcureAZ Help Desk cannot do any of the required actions for you.

#### 4.5 Solicitation Amendments

Acknowledge each Solicitation Amendment in ProcureAZ. By A.A.C. R2-7-C303(C), you must acknowledge every Solicitation Amendment issued as of the due date and time for an Offer to be Responsive. If you have submitted your proposal early, you must be alert for subsequent Solicitation Amendments – if one is issued after your submission but before offer due date and time, then the Procurement Officer may determine the Offer to be Not Responsive if you have not acknowledged it.

#### 4.6 Amending or Withdrawing

You cannot amend or withdraw a submitted proposal after the offer due date and time unless expressly permitted under applicable law.

#### 4.7 Confidential Information

If you believe that a portion of your Offer (or a protest or other correspondence) contains a trade secret or other manner of your proprietary information, you must:

1. indicate on Attachment 5-A [Designation of Confidential Information] that your proposal contains such claimed confidential information; and





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2. designate clearly throughout the Offer each instance of that trade secret or other proprietary information in the other portions of your proposal using the term "confidential."

Simply indicating that the proposal contains confidential information is not sufficient to claim the protections under A.A.C. R2-7-C317 – Attachment 5-A must be accompanied by a detailed explanation as to why **each item or category of items** in the proposal should be designated confidential information.

Procurement Officer shall review your claim of confidentiality and provide a written determination; until a written determination has been made, Procurement Officer shall not disclose the claimed information to anyone who does not have a legitimate State interest. If Procurement Officer denies the claim of confidentiality, you may appeal the determination to the State Procurement Administrator within the time specified in the determination.

NOTE: Contract terms and conditions, pricing, and information generally available to the public are not and will not be designated confidential information.

#### 4.8 Public Record

Once submitted and opened by Procurement Officer, your Offer is a public record and must be retained by State for 6 (six) years. All offers will be available for public inspection in ProcureAZ after the resulting contracts have been awarded, except for any portions that were determined to be confidential information.

Procurement Officer shall make the names of Persons who submitted offers available in ProcureAZ promptly after the opening date.

#### 4.9 Offeror Certification

By signing the Offer and Acceptance Form (or other official contract form specified by Procurement Officer), you will be deemed to have certified that:

1. you did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of your Offer; and
2. you do not discriminate against any employee or applicant for employment or person to whom you provide services because of race, color, religion, sex, national origin, or disability, and that you comply with an applicable federal, state, and local laws and executive orders regarding employment.

## 5.0 Responsibility; Responsiveness and Acceptability

#### 5.1 Responsibility

In accordance with A.R.S. 41-2534(G), A.A.C. R27-C312 and R2-7-C316, the State shall consider the following in determining Offeror's responsibility, as well, as the responsiveness and acceptability of their proposals. The State will consider, but is not limited to, the following in determining an Offeror's responsibility as well as susceptibility to Contract Award:

1. Whether the Offeror has had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract;
2. Whether the Offeror's record of performance includes factual evidence of failure to satisfy the terms of the Offeror's agreements with any party to a contract. Factual evidence may consist of documented vendor performance reports, customer complaints and/or negative references;
3. Whether the Offeror is legally qualified to contract with the State and the Offeror's financial, business, personnel, or other resources, including subcontractors;



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4. Legally qualified includes if the vendor or if key personnel have been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.
5. Whether the Offeror promptly supplied all requested information concerning its responsibility;
6. Whether the Offer was sufficient to permit evaluation by the State, in accordance with the evaluation criteria identified in this Solicitation or other necessary offer components. Necessary offer components include: attachments, documents or forms to be submitted with the offer, an indication of the intent to be bound, reasonable or acceptable approach to perform the Scope of Work, signed Solicitation Amendments, references to include experience verification, adequacy of financial/business/personal or other resources to include a performance bond and stability including subcontractors and any other data specifically requested in the Solicitation;
7. Whether the Offer was in conformance with the requirements contained in the Scope of Work, Terms and Conditions, and Instructions for the Solicitation and its Amendments, including the documents incorporated by reference;
8. Whether the Offer limits the rights of the State;
9. Whether the Offer includes or is subject to unreasonable conditions, to include conditions upon the State or necessary for successful Contract performance. The State shall be the sole determiner as to the reasonableness of a condition;
10. Whether the Offer materially changes the contents set forth in the Solicitation, which includes the Scope of Work, Terms and Conditions, or Instructions; and,
11. Whether the Offeror provides misleading or inaccurate information.

## 5.2 Responsiveness and Acceptability

Proposals that do not contain information sufficient to evaluate the proposal in accordance with the factors identified in the solicitation or other necessary proposal components may not be considered responsive and/or acceptable. Necessary components include an indication of the Offeror's intent to be bound, price proposal, solicitation amendments, bond and reference data as required.

Proposal Content. The Offeror shall make a firm commitment to provide services as required and proposed.

- The material contained in the Offer shall be relevant to the service requirements stated in the solicitation.
- It is to be submitted in a sequence that reflects the scope of work section of this document.
- It is to include information relevant to the designated evaluation criteria.
- Failure to include the requested information may have a negative impact on the evaluation of the Offeror's proposal.

## 5.3 Eligibility for Evaluation and Negotiation

If Procurement Officer determines an offeror is Not Responsible, then he or she is not permitted by A.A.C. R2-7-C314 to give further consideration to its offer or include it in any Negotiation or make Evaluation of its offer. If, however, Procurement Officer determines that an offer is Responsive (i.e., there is no applicable determination of Not Susceptible for Award), then he or she is obliged by A.A.C. R2-7-C314 to make Evaluation of it and include the offeror in the immediate round of Negotiation (if there is any Negotiation).

If Procurement Officer determines subsequently that your Revised Offer is Not Susceptible for Award by virtue of comparison to other revised offers per A.A.C. R2-7-C314(A)(3), then he or she will not include you in any further Negotiation.



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For clarity of intent, the foregoing means that Procurement Officer may reduce the number of offers that are “susceptible for award” with each successive round of Negotiation, since the purpose of Negotiation is to achieve best value for State.

## 6.0 Evaluation of Offers

- 6.1 Offer Validity Period** By submitting an Offer, you agree to hold it open for the validity period specified in the Solicitation Summary. If no validity period is specified therein, then you shall hold your Offer open for 180 (one hundred eighty) days. The specified or default validity period (whichever applies) re-starts upon submission of each Revised Offer or a Best and Final Offer.
- 6.2 Clarifications** Upon receipt and opening of proposals submitted in response to this solicitation, the State may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or for eliminating minor informalities or correcting nonjudgmental mistakes in proposals. Clarifications shall not otherwise afford Offerors the opportunity to alter or change their proposal.
- 6.3 Oral Presentations** The State may request oral presentations. If requested, the Offeror shall be available for oral presentations with no more than ten (10) business days advance notice. Participants in the oral presentations should include the Offeror's key persons. Such oral presentations shall not otherwise afford an Offeror the opportunity to alter or change its Offer.
- 6.4 Cost or Pricing Data** Submit any cost or pricing data promptly that Procurement Officer requests under A.R.S § 41-2543 per A.A.C. R2-7-702(B)(2). Procurement Officer may make the following preconditions for eligibility and award:
1. submission of appropriate cost or pricing data under A.A.C. R2-7-704;
  2. determination that the submitted cost or pricing data demonstrates that pricing is fair and reasonable under A.A.C. R2-7-702(A); and
  3. determination that the data is not defective under A.A.C. R2-7-705.
- 6.5 Evaluation Criteria** In accordance with the Arizona Procurement code A.R.S. § 41-2534, awards shall be made to the responsible Offeror(s) whose proposal is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.
- 6.5.1 Cost
- 6.5.2 Experience and Capacity
- 6.5.3 Methodology
- 6.6 Negotiations** In accordance with A.R.S. § 41-2534, after the initial receipt of proposals, the Procurement Officer may conduct discussions with those Offerors who submit proposals determined by the State to be reasonably susceptible of being selected for award.
- Procurement Officer will request a best and final offer from any offerors with whom negotiation has been conducted, provided that, State may make award made without any Negotiation and therefore every offeror is forewarned to always submit its offer complete and on the most favorable terms initially, and not to assume any opportunity for Negotiation.
- 6.7 Financial Stability** You must be able to substantiate your financial stability to State's satisfaction as a precondition of any contract award. Procurement Officer may demand



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documentation such as current and audited financial statements, including income and balance sheets, directly from you or may obtain reports from independent financial rating services. Not providing the evidence will be grounds for Procurement Officer determining your Offer is Not Susceptible for Award.

**6.8 Consideration of Exceptions** Procurement Officer may determine that your Offer is Not Susceptible for Award if it is conditioned on an exception to a material aspect of the Solicitation. Even if Procurement Officer determines that an exception is one that does not merit Not Susceptible for Award determination, he or she may down-grade your Offer in Evaluation if the exception is significant.

**6.9 Consideration of Deviations** Procurement Officer may down-grade your Offer in Evaluation if it contains deviations that, in his or her determination, materially reduce the value to State of affected Materials or Services across the life-cycle thereof.

**6.10 Consideration of Prompt Payment Discount** Procurement Officer may credit any proposed prompt payment discounts for the purpose of evaluating offer prices.

**6.11 Consideration of Taxes** Procurement Officer shall not include Arizona Transaction Privilege Tax and other sales/use taxes for the purpose of evaluating offer prices.

**6.12 Consideration of Cost** Regardless of the relative order assigned to cost in the Solicitation Summary, cost is an essential consideration in every award State makes; State's intent is always to obtain the best pricing available and it strives to make its evaluations be a straightforward comparison of best value between the responsible and responsive proposals as far as possible to the extent permissible under the Arizona Procurement Code.

**6.13 Unit Price Prevails** In the case of discrepancy in your Offer between a unit price or rate and an extension of that unit price or rate, the unit price or rate will prevail.

**6.14 Waiver and Rejection** Notwithstanding any other provision of the Solicitation Documents, State reserves the right to waive any minor informality, reject any or all offers or portions thereof or cancel the Solicitation.

## 7.0 Award of Contract

**7.1 Best Advantage to State** Under A.A.C. R2-7-C317, contracts will be awarded to the responsible offeror whose offer is determined to be most advantageous to the State based on the stated evaluation criteria.

**7.2 Number of Types of Awards** State may make multiple awards or to award contracts by individual line items or alternates, by group of line items or alternates, or to make an aggregate award, or regional awards, whichever is determined to be most advantageous to State.

**7.3 Contract Inception** Your Offer does not constitute a contract nor does it confer any right on you to the award of a contract. A contract is not created until your Offer has been accepted for State by Procurement Officer's signature on the Offer and Acceptance Form. Notice of award or of intent to award will not constitute State's acceptance of your Offer.

**7.4 Contract Document Consolidation** State may, at its option, consolidate the resulting contract documents after contract award. Examples of such consolidation are reorganizing Solicitation Documents and those components of the Accepted Offer not pertaining to the contract's operation and excluding any components of the Accepted Offer that were not awarded.



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Contract document consolidation will not, however, include or be construed to include any materially change the Solicitation or the Contract.

### 8.0 Solicitation or Award Protests

Any protest must comply with and be resolved according to Arizona Revised Statutes Title 41, Chapter 23, Article 9, and rules adopted thereunder. Protests must be in writing and be filed with both Procurement Officer and the State Procurement Administrator. Protest of the Solicitation must be received before the offer due date and time. Protest of a proposed award or of an award must be received within 10 (ten) days after Procurement Officer makes the procurement file available for public inspection. In either case, the protest must include:

1. the name, address, email address and telephone number of the interested party;
2. signature of the interested party or its representative;
3. identification of the purchasing agency and the solicitation or contract number;
4. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. the form of relief being requested.

### 9.0 Comments Welcome

SEPARATELY AND APART FROM THIS SOLICITATION, The State Procurement Office periodically reviews these Instructions to Offerors and welcomes any comments the public may have.

Please submit your comments to:

State Procurement Administrator,  
State Procurement Office, 100 North 15th Avenue, Suite 201  
Phoenix, Arizona, 85007

**End of Section 3-A**



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## Attachment 1 Offer and Acceptance Form

**SUBMISSION OF OFFER:** Undersigned hereby offers and agrees to provide Error! Reference source not found.Call Center Services in compliance with the Solicitation indicated above and our Offer indicated by the latest dated version below:

Initial Offer:	1.	<b>July 10<sup>th</sup>, 2018</b>	<b>DT</b>					
		date	initial					
Revised Offers:	2.	<b>x</b>		3.	<b>x</b>		4.	<b>x</b>
		date #1	initial		date #1	initial		date #1
	5.	<b>x</b>		6.	<b>x</b>		7.	<b>x</b>
		date #4	initial		date #5	initial		date #6
Best and Final Offer:	8.	<b>x</b>						
		date	initial					

### United Rentals (North America), Inc.

Offeror company name

1835 S. BLACK CANYON HWY

Address

PHOENIX, AZ 85009

City | State | ZIP

86-0933835

Federal tax identifier (EIN or SSN)

*Derek Taylor*

Signature of person authorized to sign Offer

*DT*

Initials

Derek Taylor – District Sales Manager

Printed name and title

Brad Laws – Sr. Mgr – State/Local Government Accounts

Contact name and title

govrents@ur.com

Contact Email Address

877-874-4468

Contact phone number

**CERTIFICATION:** By signature in the above, Offeror certifies that it:

- will not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, [Arizona] State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465;
- has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause will result in rejection of the Offer. Signing the Offer with a false statement will void the Offer, any resulting contract, and may be subject to legal penalties under law;
- complies with A.R.S. § 41-3532 when offering electronics or information technology products, services, or maintenance; and
- is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

**ACCEPTANCE OF OFFER:** State hereby accepts the initial Offer, Revised Offer, or Best and Final Offer identified by number # at the top of this form, and which was dated date (the Accepted Offer). Offeror is now bound (as Contractor) to carry out the Work under the attached Contract, of which the Accepted Offer forms a part. Contractor is cautioned not to commence any billable work or to provide any material or perform any service under the Contract until Contractor receives the applicable Order or written notice to proceed from Procurement Officer.

State's Contract No. is: **ADSP018-00008178**

The effective date of the Contract is: **date**

Contract awarded **date**

Procurement Officer signature

Mackenzie Hix

Procurement Manager, Mackenzie Hix



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## Attachment 2-A Experience and Capacity Questionnaire

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

The Offeror shall provide a narrative response to each question that demonstrates their understanding of the Scope of Work requirements and describes your company's overall method of approach for providing the service stated in this solicitation. If there is a question that is not applicable to the services required by the Scope of Work, you may mark it N/A.

### EXPERIENCE AND CAPACITY QUESTIONS:

#### Question 1: Integrity of Company Structure - Disclosure

Provide a statement providing full disclosure of any public sector contracts terminated for convenience or cause in the past 5 years.

**Offeror Response: United Rentals (North America), Inc. has had no public sector contracts terminated for convenience or cause in the past 5 years.**

#### Question 2: Integrity of Company Structure - Disclosure

Provide a statement documenting all open or pending litigation initiated by the Offeror or where the Offeror is a dependent or party in litigation that may have a material impact on Offeror's ability to deliver the contracted services.

**Offeror Response: A description of certain legal and regulatory matters is included in United Rentals, Inc.'s ("URI") filings with the Securities and Exchange Commission. In addition to these matters, URI and its affiliates and subsidiaries are also subject to a number of claims and proceedings that generally arise in the ordinary conduct of their business. These matters include, but are not limited to, general liability claims (including personal injury, product liability, and property and auto claims), indemnification and guarantee obligations, employee injuries and employment-related claims, self-insurance obligations and contract and real estate matters. Based on advice of counsel and available information, including current status or stage of proceeding, and taking into account accruals for matters where URI has established them, URI currently believes that any liabilities ultimately resulting from these ordinary course claims and proceedings will not, individually or in the aggregate, have a material adverse effect on URI's consolidated financial position, results of operations or cash flows.**

#### Question 3: Integrity of Company Structure - Disclosure

Explain any involvement in any lawsuit the Offeror has had in the last three (3) years. Specifically identify any lawsuits that are currently in litigation or pending litigation and/or any class action lawsuits. Offeror shall disclose any court, administrative judgements, and/or orders issued against the company within the last three (3) years prior to submission to this Proposal.





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**Offeror Response:** [Please refer to our description of legal matters document in attachments.](#)

#### **Question 4: Integrity of Company Structure - Disclosure**

Provide a statement whether or not there are any pending Securities Exchange Commission investigations involving the Offeror, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) may impair the Offeror's performance in a Contract under this RFP.

**Offeror Response:** [Please refer to our SEC summary disclosure document](#)

#### **Question 5: Integrity of Company Structure - Disclosure**

Provide a statement whether or not, in the last ten (10) years, the Offeror or a principal has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.

**Offeror Response:** [United Rentals has not filed or had filed against it, any bankruptcy or insolvency proceeding whether voluntary or involuntary, nor undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors.](#)

#### **Question 6: Integrity of Company Structure**

Provide your company's formal disaster recovery plan.

**Offeror Response:** [In the event of a disaster, all United Rentals locations have 24/7 service available 7 days/week, 365 days/year. Each location is connected to our dedicated after hours call center, so you will always speak with a United Rentals employee in an after-hours event. In the event equipment or service is needed after hours, a call to the local facility or to 800-UR-RENTS will put you in touch with a company representative who can assist and facilitate any actions that need to be taken.](#)

[United Rentals disaster center operates inside a state-of-the-art Government Customer Care Center in Tampa, FL. This center is utilized by our Government customers, and offers customers the ability to make one call or one email to have equipment delivered to and picked up from a jobsite. They can locate the nearest branch that has the equipment you need, and reserve the item and set delivery times for the equipment to be dropped where it's needed. The Government Customer Care Center is open 24 hours a day / 365 days a year and can be reached by calling 1-877-URI-4-GOV toll free or by emailing to \[govrents@ur.com\]\(mailto:govrents@ur.com\). The service center's bilingual staff coordinates the movement of rental equipment, contractor supplies and related information, for example, providing dispatch and contents tracking for everything in motion between the more than 1000 United Rentals branches, contractor supplies warehouses, suppliers and customers via United Rentals' Intranet – making mass communication available in real time. In a major disaster, just the logistics of getting the right products to those with urgent needs is a major priority.](#)

#### **Question 7: Integrity of Company Structure and Financial Reporting**



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Submit a notarized statement from a Certified Public Accountant demonstrating the company's financial stability for the two (2) most recently completed fiscal years. If the statements being provided by the Offeror are that of a parent or holding company, additional certification must be provided for the entity/organization directly responding to this solicitation.

**Offeror Response:** Please refer to the attached last 3 years of audited 10K annual reports for United Rentals, Inc. and United Rentals (North America), Inc.

## Question 8: Integrity of Company Structure and Financial Reporting

Submit a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services.

Offeror Response: Bidder's parent company, United Rentals, Inc. ("URI"), is a publicly-traded company. Please see Exhibits 31(a), 31(b), 32(a) and 32(b) to URI's latest Quarterly Report on Form 10-Q for CEO and CFO certifications related to our financial statements, which is available here: <https://www.sec.gov/Archives/edgar/data/1067701/000106770118000015/0001067701-18-000015-index.htm>.

Additionally, please see URI's 2018 proxy statement for information related to URI's corporate governance and corporate responsibility. In particular, see page 75 for a report from URI's Board of Director's Audit Committee, and page 3 for a summary of URI's corporate governance best practices, all of which are available here: <https://www.sec.gov/Archives/edgar/data/1067701/000119312518097769/d530161ddef14a.htm>

## Question 9: Integrity of Company Structure and Financial Reporting

Prove the last three (3) years of audited financial statements (including the income statement and balance sheets). Reminder, mark confidential if the information is not public.

**Offeror Response:** Please refer to the attached last 3 years of audited 10K annual reports for United Rentals, Inc. and United Rentals (North America), Inc. which includes income statements and balance sheets.

## Question 10: Length of time delivering these type of services

State how long your company has been delivering the services and technologies proposed in this RFP. Provide specific clients and detailed examples. Include a description of major issues that have been encountered relative to these services and how you resolved them.

**Offeror Response:** 20 years

## Question 11: Organizational Structure



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Briefly detail any organizational or operational changes your firm had undertaken in the past three (3) years, including any acquisitions or mergers, any divestitures of significant operating components or other significant changes that have been completed or are contemplated.

Offeror Response: **Founded in 1997, United Rentals, Inc. is a publicly traded company (NYSE:URI) and is the largest equipment rental company in the world, with over 880 rental locations throughout 49 states in the US and 10 Provinces in Canada. Our diverse customer base includes construction and industrial companies, utilities, municipalities, and homeowners. United Rentals entered the equipment rental market in North America with a vision for redefining industry leadership. We achieved this stature through acquisitions, organic growth and a culture that embraces both discipline and innovation.**

**URI was the first national rental company to receive a GSA MAS contract (2005) and we were awarded the Center for Facilities Maintenance Outstanding Industry Partner Award by GSA in 2007. This is a testament to the hard work and dedication exhibited by our more than 12,500 employees in taking care of the rental equipment needs of the Federal, State and Local Governments. Our willingness to innovate has been the driving force behind numerous growth initiatives, including the pursuit of government, national and industrial customers. In each case, the impetus was the needs of our customers and our own desire for growth.**

**In 2012, United Rentals purchased RSC Equipment Rentals. This transaction brought together two great businesses that created a new best-in-class equipment rental company. This new industry leading company is deeply committed to exceptional customer service and quality operations; together we have a platform that is unparalleled in our industry.**

**The company's more than 12,500 employees serve construction and industrial customers, utilities, municipalities, homeowners and others. The company offers for rent over 3,300 classes of rental equipment with a total original cost of \$8.5 billion.**

**In total, United Rentals branches served over 1,000,000 rental customers in 2014: independent contractors, National Accounts, the U.S. Government, manufacturers, utility companies, municipalities and do-it-yourselfers, among others. Approximately 51% of our revenues came from commercial contractors and 45% from industrial customers and 4% from residential customers. Within our broad base we are adept at using our resources and footprint to unique advantage. We currently serve approximately 1,500 National Accounts and an additional 200 Federal agencies through our Government Sales program. These customers value our company's ability to mobilize rentals quickly and on a large scale, often across thousands of miles.**

### Divisions of United Rentals

- **General Rental**
- **Industrial Tools**
- **Pump Solutions**
- **Trench Safety**
- **Power & HVAC**



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Each branch is in a District and each District is in a Region. Equipment is shared in each District, Region and within the company. With our state of the art Information Technology all of United Rentals equipment is available to all branches. URI has over 500,000 items with 600 types of equipment. The following are some of the types of equipment that we offer: Booms; Scissors; Earthmoving; Air Compressors; Forklifts; Generators; Welding; Lighting; Compaction; Pumps; Concrete; Transportation; Small Tools; Sweepers; Trenchers; Industrial Tools; Pressure Washers; Heaters, Blowers & Fans. As of January 21, 2015, we operated 881 rental locations in the United States and Canada. United Rentals, Inc. was founded in 1997 and is headquartered in Stamford, Connecticut.

### Our Mission

Deploy the best people, equipment and solutions to enable our customers to safely build a better and stronger future.

### Our Values

**Safety First** - Always act and require that others act in a manner that puts the safety of our employees, customers and community first and foremost.

**Passion For People** - Build a diverse workplace that challenges our employees to grow professionally and embrace teamwork in everything they do.

**Visible Leadership** - To walk the walk; to lead by example and to do so with a sense of humility and responsibility.

**Customer Driven** - Enthusiastically support the best interests of our customers and develop better ways for them to get their job done.

**Absolute Integrity** - Always do the right thing and honor our commitments; ensure appropriate corporate governance.

**Community Minded** - Be an outstanding corporate citizen and neighbor at all times in all ways.

**Continuous Innovation** - To foster a culture that empowers employees to improve quality and efficiency.

**Strategy:** For the past several years, we have executed a strategy focused on improving the profitability of our core equipment rental business through revenue growth, margin expansion and operational efficiencies. In particular, we have focused on customer segmentation, customer service differentiation, rate management, fleet management and operational efficiency.

In 2015, we expect to continue our disciplined focus on increasing our profitability and return on invested

capital. In particular, our strategy calls for:

- *A consistently superior standard of service to customers*, often provided through a single point of contact;
- *The further optimization of our customer mix and fleet mix*, with a dual objective: to enhance our performance in serving our current customer base, and to focus on the accounts and customer types that are best suited to our strategy for profitable growth. We believe these efforts will lead to even better service of our target accounts, primarily large construction and industrial customers, as well as select local contractors. Our fleet team's analyses are aligned with these objectives to identify trends in equipment categories and define action plans that can generate improved returns;



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- *The implementation of "Lean" management techniques, including kaizen processes focused on continuous improvement, through a program we call Operation United 2. As of December 31, 2014, we have trained over 2,100 employees, 100 percent of our district managers and 30 percent of our branch managers on the Lean kaizen process. In 2015, we will continue to implement this program across our branch network, with the objectives of: reducing the cycle time associated with renting our equipment to customers; improving invoice accuracy and service quality; reducing the elapsed time for equipment pickup and delivery; and improving the effectiveness and efficiency of our repair and maintenance operations; and*
- *The continued expansion of our trench safety, power and HVAC, and pump solutions footprint, as well as our tools offering, and the cross-selling of these services throughout our network. We plan to open at least 16 specialty rental branches/tool hubs in 2015 and continue to invest in fleet to further position United Rentals as a single source provider of total jobsite solutions through our extensive product and service resources and technology offerings.*

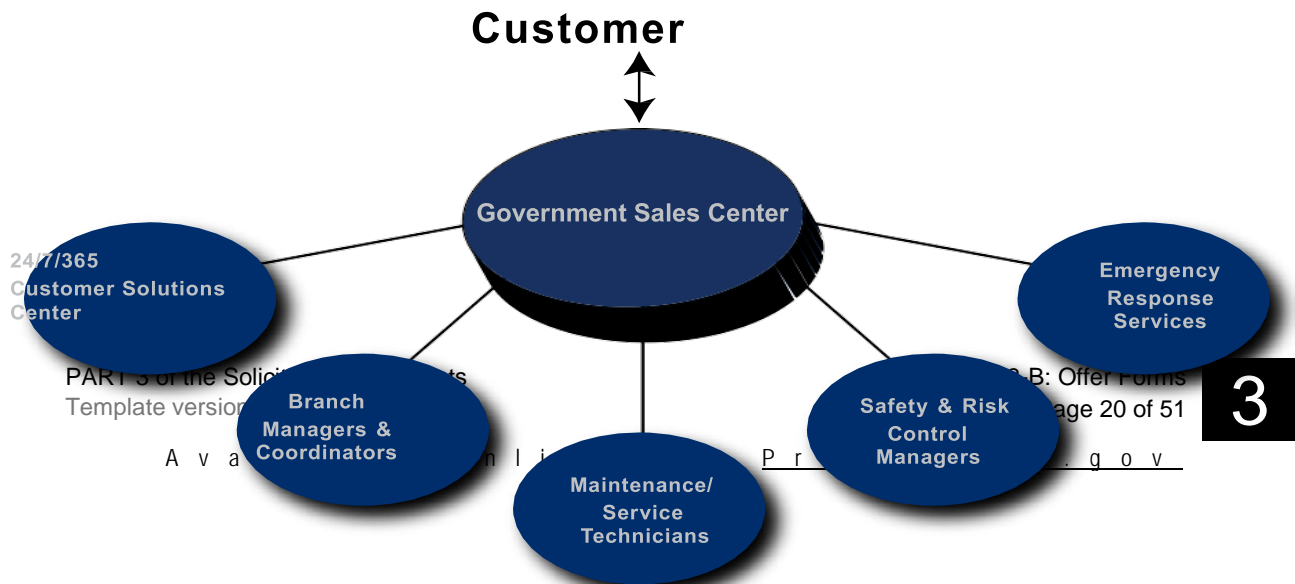
United Rentals is certified to do business in all contiguous U.S. States, Alaska and throughout Canada. United Rentals is current in filing annual reports to maintain such certification. In addition, where required by local law, United Rentals maintains a business license in each jurisdiction and files all reports necessary in conjunction with such licenses.

### Question 12: Proposal

Describe factors or reasons we should consider Offeror more favorably than your competitors (e.g. additional value, added or ancillary services the firm provides).

Offeror Response: **Government Sales:** Given our North American footprint and resources, United Rentals is uniquely positioned to meet the State of Arizona's equipment and service needs. Our Government Account Team closely coordinates its efforts with the local sales force in each area. The key people servicing your account will be as follows:

**Government Sales Center:** Our Government Sales Center has decades of experience. They partner with our customers to, among other things, help determine the necessary levels of support required, direct our rental locations on customer-specific rental requirements, transportation and re-pairs, and attend planning and other meetings to ensure the equipment and field personnel meet or exceed the customers' requirements.





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**Branch Managers and Coordinators:** United Rentals' branch managers oversee operations at each of our local branches, such as bookings, dispatches and requests for on-site assistance. They can collaborate with other branches in our network, and with our centralized customer service facilities, to ensure fleet availability for you. They are also able to train our local personnel so that we service your account in a way that supports your existing and future operations.

**Maintenance/Service Technicians:** United Rentals' technicians are factory-trained and participate in periodic preventive maintenance refresher courses and manufacturer training. They inspect and service each piece of rental equipment to ensure its safety and operating condition before returning it to the rental-ready fleet.

**Regional Safety Directors:** United Rentals employs certified safety professionals to ensure our strict safety standards are met. Regional Safety Directors are responsible for establishing safety-related programs and policies. They support our local safety officers in facilitating compliance, and can address any specific questions you may have.

**24/7/365 Centralized Support:** The US based, United Rentals Customer Care Center provides 24/7/365 multi-lingual support, taking toll-free customer calls and providing backup to our branches during peak times and after-hours.

- **Information Technology Systems:** In support of our rental business, we utilize information technology systems which facilitate rapid and informed decision-making and enable us to respond quickly to changing market conditions. These systems are accessible to management, branch and call center personnel. Leveraging information technology to achieve greater efficiencies and improve customer service is a critical element of our strategy. Each branch is equipped with one or more workstations that are electronically linked to our other locations and to our IBM System i™ system located at our data center. Rental transactions can be entered at these workstations and processed on a real-time basis.

**These systems:**

- enable branch personnel to (i) determine equipment availability, (ii) access all equipment within a geographic region and arrange for equipment to be delivered from anywhere in the region directly to the customer, (iii) monitor business activity on a real-time basis and (iv) obtain customized reports on a



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wide range of operating and financial data, including equipment utilization, rental rate trends,

maintenance histories and customer transaction histories;

- permit customers to access their accounts online; and
- allow management to obtain a wide range of operational and financial data.

Our information technology systems and website are supported by our in-house group of information technology specialists working in conjunction with our strategic technology partners and service providers. Our in-house group trains our branch personnel; upgrades and customizes our systems; provides hardware and technology support; operates a support desk to assist branch and other personnel in the day-to-day use of the systems; extends the systems to newly acquired locations; and manages our website.

We have a fully functional back-up facility designed to enable business continuity for our core rental and financial systems in the event that our main computer facility becomes inoperative. This back-up facility also allows us to perform system upgrades and maintenance without interfering with the normal ongoing operation of our information technology systems.

- **Security and Fraud Detection Capabilities: Telematics**

In an earnings conference call, CEO Michael Kneeland said, "We currently have GPS on about 6,000 machines, mostly generators and select big equipment. We extended our telematics to another 160,000 units by the end of 2015.

*"These will be units that put diesel engines and other types of powered equipment, such as electric scissor lifts, where telematics could potentially increase utilization. The benefit is going to be in areas of preventive maintenance, employee productivity, and most of all, customer service, because telematics can reduce downtime.*

*"We are the industry's biggest advocate for technology, and this initiative is right in line with our focus on innovation. It also supports our strategy for rental CapEx, which is to manage and protect our assets as we move them through the rental process, in a way that generates optimum returns."*

We are currently on track to meet Mr. Kneeland's goal with over 80,000 devices active in our system.

**Additional GPS Capabilities - Our Total Control system customers can also benefit from our proprietary GPS tracking and reporting capabilities, which are directly integrated into the Total Control management software. Because our GPS offering is integrated directly into our Total Control system, customers receive important benefits not available through "off-the-shelf" GPS offerings. This exciting United Rentals-exclusive option allows customers to:**

- Acquire immediate location
- Demonstrate usage
- Receive notification of low utilization—reduce unnecessary waste/idle equipment
- Geo-fence notification of units leaving a specified location

## Question 13: Public Sector Experience



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**State Procurement Office**

100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

Do you currently have contracts with any of the State of Arizona agencies or any other States? If so, please provide the agency name, contract number, and a brief description of the contract's scope of services.

**Offeror Response:** Yes, all contracts include equipment rental without operator. Please see below list of Local and Poli-sub Agencies within Arizona along with other States that United Rentals, Inc. is presently working with:

<u>Agency</u>	<u>Contract#</u>
Pima County	17000000000000000246
Central Arizona Project	77966
City of Scottsdale	P00356741
State of Massachusetts	FAC 97
State of Oklahoma	SW 185
State of New York	PC67272
State of New Mexico	60-000-16-00046
State of Maine	17007310000000000006
State of Alabama	T158
State of Delaware	GSS15677-RENT_EQUIP
State of Mississippi	8200015628
State of Rhode Island	3454550
State of Connecticut	15PSX0109AD
State of Oregon	6465
State of Nebraska	14425 OC
State of Iowa	16241
State of Utah	AV2458
State of Missouri	CC170187001
State of Ohio	RS901917
State of Maryland	001B8400046
State of Nevada	8397
State of Tennessee	201
State of Washington	2915





# Request for Proposal

Solicitation No.  
**ADSP018-00008178**

Description:  
Heavy Equipment Rental Non-Operated

Arizona Department of Administration  
**State Procurement Office**  
100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## EXPERIENCE REFERENCES:

The State intends to conduct reference checks for account referenced provided by Offerors. It may, at its sole discretion, contact additional clients not presented as references.

Offerors shall provide at least three (3) client references for assignments that replicate or mirror the requirements of this RFP. At least one (1) of the projects referenced must be Arizona government related. **All assignments shall be for assignments received and completed within the last five (5) years.**

1	Client Company/Address	Contact	Begin Date	End Date
	Central Arizona Project 23636 N. 7 <sup>th</sup> Street Phoenix, AZ 85024	Alan Albrecht	2013	Presently ongoing
	Phone Number	Email Address		
	623-869-2547	<a href="mailto:aalbrecht@cap-az.com">aalbrecht@cap-az.com</a>		
	Project Scope and deliverables, include number of resources engaged in project, timeline of project(major milestones)			
	Rental and service of construction equipment, tools and related supplies.			
	List job positions provided and technologies utilized to supplement services.			
	Sales and technical spec/equipment support as well as delivery and mechanical support on the equipment on an as needed basis.			

2	Client Company/Address	Contact	Begin Date	End Date
	State of Massachusetts One Ashburton Place RM 1017 Boston, MA 021108	Steve Lyons	2013	Presently Ongoing
	Phone Number	Email Address		
	617-720-3373	<a href="mailto:steve.lyons@mass.gov">steve.lyons@mass.gov</a>		
	Project Scope and deliverables, include number of resources engaged in project, timeline of project(major milestones)			
	Rental and service of construction equipment, tools and related supplies. Operator Safety and Certification Training.			
	List job positions provided and technologies utilized to supplement services.			
	Sales and technical spec/equipment support as well as delivery and mechanical support on the equipment on an as needed basis. Training for operators on an as needed basis.			



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3	Client Company/Address	Contact	Begin Date	End Date
	Louisiana State University 213 Thomas Boyd Hall Baton Rouge, LA 70803	Stephen Walczak	2008	Presently Ongoing
	Phone Number	Email Address		
	225-578-2303	<a href="mailto:swalczak@lsu.edu">swalczak@lsu.edu</a>		
Project Scope and deliverables, include number of resources engaged in project, timeline of project(major milestones)				
Rental and service of construction equipment, tools and related supplies. Operator Safety and Certification Training				
List job positions provided and technologies utilized to supplement services.				
Sales and technical spec/equipment support as well as delivery and mechanical support on the equipment on an as needed basis. Training for operators on an as needed basis				

4	Client Company/Address	Contact	Begin Date	End Date
	Texas Department of Transportation 3800 Jackson Avenue, Bldg.5 Austin, TX 78701	Glenn Hagler	2008	Presently ongoing
	Phone Number	Email Address		
	512-374-5480	<a href="mailto:ghagler@dot.state.tx.us">ghagler@dot.state.tx.us</a>		
Project Scope and deliverables, include number of resources engaged in project, timeline of project(major milestones)				
Rental and service of construction equipment, tools and related supplies.				
List job positions provided and technologies utilized to supplement services.				
Sales and technical spec/equipment support as well as delivery and mechanical support on the equipment on an as needed basis.				



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## ATTACHMENT 2-A SUPPLEMENTS:

(Insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
1.	<a href="#">SEC Summary</a>	<a href="#">5/10/17</a>	2	Goes with Question 4 of Questionnaire
2.	<a href="#">United Rentals Financials</a>	<a href="#">7/10/18</a>	386	Goes with Question# 8 of Questionnaire
3.	Description of Legal Matters	<a href="#">8/7/2017</a>	1	Goes with Question# 3 of Questionnaire
4.				
5.				
6.				
7.				

End of Attachment 2-A



# Request for Proposal

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## Attachment 2-B Organization Profile

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT ANSWER ALL QUESTIONS FULLY.

### ORGANIZATION PROFILE

<b>Firm Name</b>	United Rentals (North America), Inc.		Year established	1997
Principal address (street, city, state)	100 First Stamford Place, Suite 700, Stamford CT 06902			
Entity type:	C Corporation	Structure:	Branches	
Branch or Division:	Branch	Parent:	United Rentals, Inc.	
Years of experience providing goods similar in type and quantity as required by this Solicitation.			20	
Years of experience performing services similar in size and scope as required by this Solicitation.			20	
Years the organization has conducted business in Arizona.			20	
Contract Representatives to Contact				
	Name	Title	Telephone Number	E-Mail Address
8.	Brad Laws	Senior Manager – State/Local Government Accounts	504-915-6013	govrents@ur.com
9.	Derek Taylor	District Sales Manager	877-874-4468	govrents@ur.com
10.	Daniel Cunningham	Government Specialist	877-874-4468	govrents@ur.com
Licenses/Certifications				
	Description	Issuer	Number	Expiration
11				
12				
13				
14				
15				
16				
17				



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Financial Information (attach financial statements with income/balance sheets as Supplements)				
	Rating/Issuer	Score/Rank	Date	
18	S &P Global	BB/Positive	9/8/2017	
19	Moody's	Ba2	9/8/2017	
20				
Capacity				
	Location	Work Performed	Number Staff	Capacity
21	Lead Branch; 1835 S. BLACK CANYON HWY PHOENIX, AZ 85009	Equipment Rentals, Equipment Sales, Equipment Service	12	N/A
22	Government Sales & Service Center: 12802 Tampa Oaks Boulevard #350 Temple Terrace, FL 33637	Orders, Contract Facilitation, Customer Service	3	N/A
23	Corporate HQ: 100 First Stamford Place, Suite 700, Stamford CT 06902	Equipment Rentals, Equipment Sales, Equipment Service	13000+	
24				
25				

### ATTACHMENT 2-B SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
26.	United Rentals Financials	7/10/2018	386	Supplement to Financials

End of Attachment 2-B



# Request for Proposal

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## Attachment 3-A Method Proposal (Method of Approach)

The Offeror shall provide a narrative response that demonstrates their understanding of the Scope of Work requirements and describes your company's overall method of approach for providing the service stated in this solicitation.

### ATTACHMENT 3-A SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
33.	Method Proposal	7/10/2018	x	Answers section 3-A of RFP

End of Attachment 3-A



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## Attachment 3-B Key Personnel Proposal

Answer all questions thoroughly in the spaces provided. **Complete this form in full for each one of the key personnel proposed to be involved in carrying out the Work.** Insert or attach a separate resume if desired, but any attached resumes are supplemental to this form and do not substitute for this form.

<b>1</b>	<b>Name:</b>	<b>Sonia Gregory</b>	How long with company?	<b>11 years</b>
	Current position in company:	<b>Manager – Government Sales Program</b>	How long in position?	<b>x years</b>
	Position for the Services:	<b>Administrative/Usage Report</b>	How much of time will be dedicated to the Services?	<b>100 %</b>
	What primary functions will be assigned?	<b>Responsible for reporting rental usage in accordance with RFP Specifications and payment of administrative fee to the state</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>11 years providing administrative reporting.</b>		
	List person's job-related training and education:	<ul style="list-style-type: none"> <li>- <b>Responsible for auditing/compliance with State/Federal Contracts</b></li> <li>- <b>Authorize negotiator for contracts</b></li> <li>- <b>Bachelor's Degree; CSUN, Northridge, CA</b></li> </ul>		
	<b>Resume:</b>	<b>filename</b>		



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<b>2</b>	<b>Name:</b>	<b>Brad Laws</b>	How long with company?	<b>19 years</b>
	Current position in company:	<b>Senior Manager – Government Accounts</b>	How long in position?	<b>3 years</b>
	Position for the Services:	<b>Senior Manager – Government Accounts</b>	How much of time will be dedicated to the Services?	<b>25 %</b>
	What primary functions will be assigned?	<b>Project Oversight. Point of Contact for Changes, amendments, issues with contract. Administrative duties</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>Responsible for management in continental United States. Responsible for overseeing all State/Local Government Customers/Contract</b>		
	List person's job-related training and education:	<b>Bachelor's Degree – Marketing, University of New Orleans. Over 25 years of sales experience including 5+ directly associated with Government Sales.</b>		
	<b>Resume:</b>	<b>filename</b>		





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<b>3</b>	<b>Name:</b>	<b>Robert Balli</b>	How long with company?	<b>2.5 years</b>
	Current position in company:	<b>Branch Manager III</b>	How long in position?	<b>2.5 years</b>
	Position for the Services:	<b>Management</b>	How much of time will be dedicated to the Services?	<b>10 %</b>
	What primary functions will be assigned?	<b>Logistics, Billing, Mechanics, Salesperson</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>20+ years of Customer Service providing quality, dependable, rental gear at customer's location</b>		
	List person's job-related training and education:	<b>5-S Certification</b> <b>Boom lift/Forklift/Scissor Lift Certification</b> <b>Certified Instructor</b>		
	<b>Resume:</b>	<b>filename</b>		



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<b>4</b>	<b>Name:</b>	<b>Daniel Cunningham</b>	How long with company?	<b>6 years</b>
	Current position in company:	<b>Government Sales Specialist</b>	Current position in company:	<b>5 years</b>
	Position for the Services:	<b>Facilitation, Contract Manager</b>	Position for the Services:	<b>10%</b>
	What primary functions will be assigned?	<b>Will facilitate communications with end user and local branch. Contract Compliance,</b>		
	Describe person's experience in performing services like those that are to be assigned:	<b>5 years of experience in Government Customer Service. Point of contact for multiple awarded contract; including state &amp; cooperative purchasing contract. Coordinates response processes for RFPs, RFIs, and ad hoc requests with appropriate leadership/field teams.</b>		
	List person's job-related training and education:	<ul style="list-style-type: none"> <li>- Coordinates response processes for RFPs, RFIs, and ad hoc requests with appropriate leadership.</li> <li>-Consistently conducts internal audits on overall bidding and RFP process to maintain quality improvements that focus on compliance, safety, financials, operations and customer service.</li> <li>- Ongoing responsibilities includes managing, creating and updating company specific content required for frequently-asked questions (FAQs), company profile information, and program offerings. Ensures approved contract prices are loaded and maintained. Creates and maintains central electronic repository of copies of all national account rental programs. Maintains customer-focused RFP database to ensure transitional contract renewal.</li> </ul>		
	<b>Resume:</b>	<b>filename</b>		



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## Attachment 3-C Proposed Subcontractors

Check "NO" if you WILL NOT subcontract any portion of the Work and will therefore be carrying out all of the Work with your own personnel.

NO, the Offeror will not subcontract any portion of the Work.

If you WILL subcontract any portion of the Work, check "YES" below and list name of persons or companies you propose to use as subcontractors.

1. Fill in the information for every significant subcontractor – indicate the type of work the subcontractor will perform under the Contract, and their approximate percentage of the total Contract work.
2. Provide copies of relevant certifications each one possesses in the Attachment Supplements section.
3. Provide description of quality assurance methods and quality control measures that you will use to ensure that Subcontractor work meets the Contract requirements.
4. State may demand additional information about proposed subcontractors as a precondition of award.

YES, the Offeror will use the Subcontractors listed below:

	Name and contact information	Small Business	Work to be performed	%
40.	None			
41.				
42.				
43.				
44.				
45.				
46.				
47.				
48.				
49.				

### ATTACHMENT 3-C SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
50.	None	x	x	x
51.		x	x	x
52.		x	x	x
53.		x	x	x



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	Title	Document Date	No. of pages	Purpose in Offer
54.		X	X	X
55.		X	X	X
56.		X	X	X
57.		X	X	X
58.		X	X	X
59.		X	X	X

End of Attachment 3-C



# Request for Proposal

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## Attachment 3-D Performance Guarantee

None

### ATTACHMENT 3-D SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
60.	None	x	x	x

End of Attachment 3-D



# Request for Proposal

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## Attachment 3-E Boycott of Israel Disclosure

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

As defined by A.R.S. §35-393.01:

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

### All offerors must select one of the following:

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

My company **does** participate in a boycott of Israel as defined by A.R.S. §35-393.01.

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

United Rentals (North America), Inc.  
 \_\_\_\_\_  
 Company Name  
 1835 S. BLACK CANYON HWY  
 \_\_\_\_\_  
 Address  
 PHOENIX AZ 85009  
 \_\_\_\_\_  
 City State Zip

*Derek Taylor*  
 \_\_\_\_\_  
 Signature of Person Authorized to Sign  
 Derek Taylor  
 \_\_\_\_\_  
 Printed Name  
 District Sales Manager  
 \_\_\_\_\_  
 Title

End of Attachment 3-E



# Request for Proposal

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## Attachment 3-F Title

None

### ATTACHMENT 3-F SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
67.	None	x	x	x

End of Attachment 3-F



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## Attachment 4 Pricing Sheet

Please refer to the Price Sheet, Exhibit 1 Price Sheet, to fill out your pricing structure and commodities you are offering to supply the State.

### ATTACHMENT 4 SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
74.	State of Arizona Bid Spreadsheet	7/10/18	1	Rate Sheet

End of Attachment 4





# Request for Proposal

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Phoenix, AZ 85007

## Attachment 5-A Confidential Information Designation

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that are proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (copy attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

Complete this form return it with your Offer along with the appropriate supporting information to assist State in making its determination as to whether any of the materials submitted as part of your Offer should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

STATE WILL NOT CONSIDER ANY MATERIAL IN YOUR OFFER "CONFIDENTIAL" UNLESS DESIGNATED ON THIS FORM.

**Check one of the following – if neither is checked, State will assume that as equivalent to "DOES NOT":**

<input type="radio"/>	This response DOES NOT contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
<input checked="" type="radio"/>	This response DOES contain trade secret information because it contains information that: <ol style="list-style-type: none"> <li>1. Is a formula, pattern, compilation, program, device, method, technique or process, AND</li> <li>2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; AND</li> <li>3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.</li> </ol>

NOTE: Failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. State may make its own determination on materials in accordance with A.A.C. R2-7-103.

If State agrees with Offeror's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, Offeror agrees that the entire Offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Offeror agrees to indemnify and hold State, its agents and employees, harmless from any claims or causes of action relating to State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by State in defending such an action.

**United Rentals (North America), Inc.**

Offeror Company Name	1835 S. BLACK CANYON HWY	
Address	PHOENIX, AZ 85009	
City	State	Zip

*Derek Taylor*

Signature of Authorized Person	Derek Taylor
Printed Name	District Sales Manager
Title	



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## ATTACHMENT 5-A SUPPLEMENTS:

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
1.	State of Arizona Bid Rate Sheet (if allows)	7/10/2018	1	Rates
2.	United Rentals Financials	7/10/2018	386	Gives a look at United Rentals Financial Stability

End of Attachment 5-A



## Request for Proposal

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### *Copy of A.A.C. R2-7-103 [Confidential Information] as was current at time of Solicitation issuance*

PROVIDED FOR REFERENCE ONLY

- A. *If a person wants to assert that a person's offer, specification, or protest contains a trade secret or other proprietary information, a person shall include with the submission a statement supporting this assertion. A person shall clearly designate any trade secret and other proprietary information, using the term "confidential". Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.*
- B. *Until a final determination is made under subsection (C), an agency chief procurement officer shall not disclose information designated as confidential under subsection (A) except to those individuals deemed by an agency chief procurement officer to have a legitimate state interest.*
- C. *Upon receipt of a submission, an agency chief procurement officer shall make one of the following written determinations:*
- 1. The designated information is confidential and the agency chief procurement officer shall not disclose the information except to those individuals deemed by the agency chief procurement officer to have a legitimate state interest;*
  - 2. The designated information is not confidential; or*
  - 3. Additional information is required before a final confidentiality determination can be made.*
- D. *If an agency chief procurement officer determines that information submitted is not confidential, a person who made the submission shall be notified in writing. The notice shall include a time period for requesting a review of the determination by the state procurement administrator.*
- E. *An agency chief procurement officer may release information designated as confidential under subsection (A) if:*
- 1. A request for review is not received by the state procurement administrator within the time period specified in the notice; or*
  - 2. The state procurement administrator, after review, makes a written determination that the designated information is not confidential.*

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100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## Attachment 5-B Conformance Statements

STATE WILL NOT CONSIDER ANY EXCEPTIONS UNLESS DESIGNATED ON THIS FORM.

READ PARAGRAPH 6.8 OF THE INSTRUCTIONS TO OFFERORS BEFORE TAKING ANY EXCEPTIONS – TAKING EXCEPTIONS CAN BE GROUNDS FOR STATE REJECTING OR DOWN-GRADING YOUR OFFER IN EVALUATION.

### CONFORMANCE TO THE INSTRUCTIONS: (PART 1 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

- YES – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents and the and attests that its Offer complies with both.
- NO – Offeror acknowledges that it has read and understands the Solicitation Summary in Section 1-A of the Solicitation Documents and the Instructions to Offerors in Section 1-B of the Solicitation Documents, and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 1**.

### CONFORMANCE TO THE TECHNICAL DOCUMENTS: (PART 2 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

- YES – Offeror acknowledges that it has read and understands the Scope Document and the Pricing Document in Part 2 of the Solicitation Documents and attests that its Offer complies with both.
- NO – Offeror acknowledges that it has read and understands the Scope Document and the Pricing Document in Part 2 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 2**.

### CONFORMANCE TO THE CONTRACT TERMS AND CONDITIONS: (PART 3 OF THE SOLICITATION)

Check one of the following – if neither is checked, State will assume that as equivalent to “YES”:

- YES – Offeror acknowledges that it has read and understands the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices, in Part 3 of the Solicitation Documents and attests that its Offer complies with both.
- NO – Offeror acknowledges that it has read and understand the Special Terms and Conditions and the Uniform Terms and Conditions, along with their respective Exhibits and Appendices in Part 3 of the Solicitation Documents and attests that its Offer complies with both EXCEPT FOR the exceptions listed in **Attachment 5-B Supplement 3**.



# Request for Proposal

Solicitation No.

**ADSP018-00008178**

Description:

Heavy Equipment Rental Non-Operated

Arizona Department of Administration

**State Procurement Office**

100 N 15th Ave., Suite 402  
Phoenix, AZ 85007

## ATTACHMENT 5-B Supplement No. 1:

### Exceptions to Instructions

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 1-A: Solicitation Details</b>		
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>Section 1-B: Instructions to Offerors</b>		
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>

United Rentals (North America), Inc.

Company Name

*Derek Taylor*

Signature of Person Authorized to Sign



# Request for Proposal

Solicitation No.

**ADSP018-00008178**

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ATTACHMENT 5-B Supplement No. 2:

## Exceptions to Technical and Commercial

Article / Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
<b>Section 2-A: Scope of Work (Technical Document)</b>		
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>Section 2-B: Commercial Document</b>		
<b>2.0/ 2.1, 2.1.1,2.1.2, and 2.1.3</b>	Supplier warrants that the Contract Pricing submitted in response to this request for proposals will be competitive for the entire term of this agreement.	<b>x Bidder is the largest equipment rental company in the world, with over 1000 branches in the United States and Canada, generating a large volume of transactions for thousands of customers. These branches are located in diverse markets with different market conditions. Accordingly, Bidder cannot represent, guarantee or warrant that the prices are as low or lower than those offered to any other customer.</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>x</b>	<b>x</b>
<b>x</b>	<b>X</b>	<b>x</b>

United Rentals (North America), Inc.

Company Name

*Derek Taylor*

Signature of Person Authorized to Sign



# Request for Proposal

Solicitation No.

**ADSP018-00008178**

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Arizona Department of Administration

**State Procurement Office**

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ATTACHMENT 5-B Supplement No. 3:

## Exceptions to Contract Terms & Conditions

Article/ Paragraph or Exhibit Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 3-A: Special Terms & Conditions		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Article/ Paragraph or Appendix Reference	Proposed Changes / Alternate Language	Rationale for Proposed Change
Section 3-B: Uniform Terms & Conditions		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

United Rentals (North America), Inc.

*Derek Taylor*

Company Name

Signature of Person Authorized to Sign

End of Attachment 5-B



# Request for Proposal

Solicitation No.

**ADSP018-00008178**

Description:

Heavy Equipment Rental Non-Operated

Arizona Department of Administration

**State Procurement Office**

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## Attachment 5-C Insurance and Bonding Evidence

Please submit insurance documentation OR a document of equal value to prove that you WILL be fully insured before a contract with the State is initiated.

**Offeror Response:**

[General Certificate of Insurance is attached.](#)

**ATTACHMENT 5-C SUPPLEMENTS:**

(Offeror to insert as required and list here or type "None" on first line)

	Title	Document Date	No. of pages	Purpose in Offer
81.	<a href="#">General COI 10417</a>	<a href="#">10/26/2017</a>	<a href="#">4</a>	<a href="#">Shows United Rentals Insurance Coverage</a>

**End of Attachment 5-C**





# Request for Proposal

Solicitation No.

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## Attachment 5-D Offer Checklist

STATE MAY DETERMINE YOUR PROPOSAL IS NON-RESPONSIVE IF YOU DO NOT SUBMIT ALL ATTACHMENTS.

	DOCUMENT	SUBMITTED
88.	Attachment 1: Offer and Acceptance Form	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
89.	Attachment 2-A: Experience and Capacity Questionnaire	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
90.	Attachment 2-B: Organization Profile	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
91.	Attachment 3-A: Method Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
92.	Attachment 3-B: Key Personnel Proposal	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
93.	Attachment 3-C: Proposed Subcontractors	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
94.	Attachment 3-D: Performance Guarantee	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
95.	Attachment 3-E: Israel Boycott Disclosure	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
96.	Attachment 4: Pricing Sheet	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
97.	Attachment 5-A: Confidential Information Designation	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
98.	Attachment 5-B: Conformance Statements	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
99.	Attachment 5-C: Insurance and Bonding Evidence	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no
100.	Attachment 5-C: Offer Checklist	<input checked="" type="checkbox"/> YES <input type="checkbox"/> no

**End of Attachment 5-D**

**End of Section 3-B**

**End of Part 3**