October 26, 2022

The Arizona Board of Regents for and on behalf of Northern Arizona University (“University” or “NAU”) is seeking to negotiate a Commemorative Commencement Retail Services contract for fall commencement and is requesting Offers from any and all firms interested into contracting with the University.

The following requirements for the negotiations process and/or inclusion in a resulting contract:

1. The contract term will extend through December 31, 2022, for fall 2022 commencement.

2. Fall commencement ceremony is Friday, December 16, 2022.

3. Submit Offer with financial terms by email to Lanae.Blocker@nau.edu, and samples to 545 E Pine Knoll Drive, Flagstaff, AZ, 86011 for receipt by the University by no later than Thursday, November 3, 2022.

4. The University is a public entity and all material submitted for negotiation will, after contract award, be subject to review by participants in the negotiation process and members of the public.

5. The University intends to execute a contract with the firm that, at the conclusion of the negotiation process, it determines, in its sole discretion, provides terms that are in the best interest of the University.

6. The University reserves the right to cancel the negotiation process at any time without entering into a contract.

7. The University will not reimburse any cost incurred by your firm associated with this negotiation process.

8. The University requests samples be provided with Offer.

9. In the event you have any objections to this process, notify Lanae Blocker, at Lanae.Blocker@nau.edu, no later than Friday, October 28, 2022, by 3:00PM local Arizona time.

10. The negotiation process will allow revisions to the terms of an Offer, including financial.
11. The following exhibits are provided:

   a. Exhibit A, University Commencement Profile
   b. Exhibit B, Requirements
   c. Exhibit C, Pricing Proposal Format
   d. Exhibit D, University Terms and Conditions.

12. It is the University's intent to select the Offer(s), which are most favorable to the University in all respects, including scope, availability of services, quality of services, reputation, and Offer. If not otherwise stated herein, multiple Awards may be made or an Award(s) may be made partial, by part, by line item, or by any combination of parts if identified as being in the best interest of the University.

13. University’s Terms and Conditions, which will be included in the contract awarded at the end of the negotiations.

Sincerely,

Lanae Blocker
Procurement Coordinator, SR/PCard Administrator
Lanae.Blocker@nau.edu | 928-523-5248
PO Box 4124, Flagstaff, AZ 86011

Contracts, Purchasing, and Risk Management
EXHIBIT A – University Commencement Profile

The University is seeking Commemorative Commencement Retail Services for the fall 2022 commencement ceremonies held on the mountain campus located in Flagstaff, Arizona.

Graduation details may be found at the following link: http://nau.edu/commencement.

a. During the fall 2021 ceremonies the University has one thousand three hundred and thirteen (1,313) graduates and nine thousand (9,000) guests.

The University to provide tables for commemorative commencement product sales.
EXHIBIT B – Requirements

1.1. Service Requirements

1.1.1. Proposer to provide at minimum the following:

1.1.1.1. Personnel with professional attire indicating vendor affiliation.
1.1.1.2. High quality commemorative products.
1.1.1.3. Fresh cut flowers to include water tubes.
1.1.1.4. Process sales transactions.
1.1.1.5. Sales supervision.
1.1.1.6. Change for cash sales.
1.1.1.7. Stock booth.
1.1.1.8. Customer service to answer customer inquiries.
1.1.1.9. All necessary equipment required for sales.

1.1.2. Proposer to indicate the ability to sell flower arrangements, commemorative bears, sweaters, leis, kukui nut leis, t-shirts and other commemorative products.

1.1.3. On the day of commencement, describe what services the University can expect.

1.2. Financial Standards

1.2.1. Proposer shall pay the University a commission percentage based upon gross revenues, excluding sales tax.

1.2.2. Proposer to indicate ability to accept credit card and cash payments.

1.2.3. Proposer shall report on receipts with payment of commission to the University within thirty (30) days of commencement event.

1.2.4. University shall reserve the right to count flower arrangements, bears, sweaters and any other inventory before and after sales are complete to ensure accurate sales reporting.

1.3. Samples

1.3.1. Proposer to provide samples of commemorative products with Proposal.
**EXHIBIT C – Pricing Proposal Format**

Commission percentage

_______% of gross revenue

In any, minimum purchase to receive commission percentage.  $______ minimum purchase

**Customer Sale Price:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Customer Sale Price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rose bouquet</td>
<td>$________ per three (3)/ each</td>
</tr>
<tr>
<td>Rose bouquet</td>
<td>$________ per six (6)/ each</td>
</tr>
<tr>
<td>Rose bouquet</td>
<td>$________ per twelve (12)/ each</td>
</tr>
<tr>
<td>Seasonal bouquet</td>
<td>$________ per one (1)/ each</td>
</tr>
<tr>
<td>Single lei</td>
<td>$________ per one (1)/ each</td>
</tr>
<tr>
<td>Bear</td>
<td>$________ per one (1)/ each</td>
</tr>
<tr>
<td>T-Shirt</td>
<td>$________ per one (1)/ each</td>
</tr>
<tr>
<td>Double Lei</td>
<td>$________ per double (2)/ each</td>
</tr>
</tbody>
</table>

**Additional Items not listed:**

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<thead>
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<tbody>
<tr>
<td></td>
<td>$________ per one (1)/ each</td>
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EXHIBIT D – Terms and Conditions

Northern Arizona University Standard Terms and Conditions