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 and is requesting offers from any and all firms interested into contracting with the University for such a contract.

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

1. The initial contract term will be for one (1) year(s) with the possibility of four (4) successive one (1) year renewals, for a total term not to exceed five (5) years.

2. 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.

3. 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.

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

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

6. The University requests samples be provided with offer.

7. In the event you have any objections to this process, notify Lanae Blocker, at Lanae.Blocker@nau.edu, no later than Friday, October 21, 2022 by 3:00PM local Arizona time.

8. The negotiation process will allow revisions to the terms of an offer, including financial.

9. Submit contract and financial terms by email to Lanae.Blocker@nau.edu, and samples by postal or courier mail to 545 E Pine Knoll Drive, Flagstaff, AZ, 86011 for receipt by the University by no later than Friday October 21, 2022.
10. 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.

11. 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 at fall and spring 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.

b. During the Spring 2022 ceremonies the University had three thousand nine hundred and twenty (3,920) graduates and thirty thousand (30,000) guests.

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

1. Service Requirements
   1.1. The supplied floral products shall be of high quality, fresh cut and include water tubes.
   1.2. Proposer to provide personnel to:
      1.2.1. Supervise sales.
      1.2.2. Process sales transactions.
         1.2.2.1. Provide change for cash sales.
      1.2.3. Stock booth.
      1.2.4. Answer customer inquiries.
   1.3. Proposer personnel to wear professional attire indicating vendor affiliation.

2. Financial Standards
   2.1. Proposer shall pay the University a commission percentage based upon gross revenues, excluding sales tax.
   2.2. Proposer to indicate ability to accept credit card and cash payments.
   2.3. Proposer shall report on receipts with payment of commission to University within thirty (30) days of graduation event.
   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.
**EXHIBIT C – Pricing Proposal Format**

<table>
<thead>
<tr>
<th>Nature of Item</th>
<th>Price per Quantity</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:*

- $______ per one (1)/ each
- $______ per one (1)/ each
- $______ per one (1)/ each
- $______ per one (1)/ each
- $______ per one (1)/ each
- $______ per one (1)/ each
Northern Arizona University Standard Terms and Conditions