	SOLICITATION ADDENDUM Page 1 of 6	CITY OF PHOENIX Water Services Department 200 W. Washington Street 9th Floor Phoenix, AZ 85003
	Solicitation Number: IFB 2425-WPP-649 (SD) Addendum # 2 Addendum posted date: 6/27/2024 Solicitation Due Date: 07/16/2024, 2:00 p.m., Phoenix Local Time	

Custodial Services WSD

This addendum incorporates the following changes into the subject solicitation:

- I. This addendum replaces “Attachment A – IFB_PRICE_SCHEDULE_Packet” with the revised version titled “**Attachment A (REVISED) – IFB_PRICE_SCHEDULE_Packet**”. Please use the revised version in your submittal packet.

- II. This addendum answers the following questions, which the City of Phoenix received (before, during or after) the subject solicitation’s pre-proposal conference:
 1. **Question:** Is the bond requirement based off 10% of the annual total number? Or is it based on the full contract 5-year total?

Answer: Please refer to **Section 2, Paragraph 2.24 – Performance Bond** – “A performance surety in the amount of 10% of the **total contract amount** shall be provided by the Contractor immediately after notice of award. The City of Phoenix will not issue a written purchase order or give notice to proceed in any form until the surety is received by the Procurement Officer. The performance surety must be in the form of a bond, cashier's check, certified check, or money order. Personal or company checks are not acceptable unless certified. If surety is in the form of a bond, the company issuing the surety must be authorized by the Insurance Department of Arizona to transact business in the State of Arizona or be named on the approved listing of non-admitted companies. A Certificate of Deposit (CD) issued by a local Phoenix bank may also be used as a form of surety provided that the CD is issued jointly in the name of the City of Phoenix and the Contractor, and that the Contractor endorses the CD over to the City at the beginning of the contract period. Interest earnings from the CD can be retained by the Contractor.”

2. **Question:** For this contract can you please provide the past contract holder(s) and what their rates were?

Answer: For clarification on requesting public records, refer to **Section 2 – Instructions, Paragraph 2.19., Public Record** - “All Offers submitted in response to this solicitation will become the property of the City and become a matter of public record available for review pursuant to Arizona State law. If an Offeror believes that a specific section of its Offer response is confidential, the Offeror will isolate the pages marked confidential in a specific and clearly labeled section of its Offer response. An Offeror may request specific information contained within its Offer is treated by the Procurement Officer as confidential provided the Offeror clearly labels the information “confidential.” To the extent necessary for the evaluation process, information marked as “confidential” will not be treated as



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confidential. Once the procurement file becomes available for public inspection, the Procurement Officer will not make any information identified by the Offerors as “confidential” available to the public unless necessary to support the evaluation process or if specifically requested in accordance with applicable public records law. When a public records request for such information is received, the Procurement Officer will notify the Offeror in writing of any request to view any portion of its Offer marked “confidential.” The Offeror will have the time set forth in the notice to obtain a court order enjoining such disclosure. If the Offeror does not provide the Procurement Officer with a court order enjoining release of the information during the designated time, the Procurement Officer will make the information requested available for inspection.”

3. **Question:** There are groups without required minimum hours. What is the guideline for staffing hours for locations listed below.?

Group 4- 1) 24th Street Water Treatment Plant
2) Water Administration Building/Water Distribution Meter Operations Area 2/Water Security Management
3) Water Distribution Reservoir Yard/Wastewater Collection East Yard
4) Water Remote Facilities - South

Group 6 -1) Water Distribution - Cave Creek Yard/Water Production - SCADA OPSM/Water Remote Facilities - North
2) Union Hills Water Treatment Plant
3)Cave Creek Water Reclamation Facility


Group 7- 1)Water Customer Services - West Side Pay Station
2)Water Customer Services - South Central Pay Station

Answer: Please refer to **Exhibit’s 1 and 2** for minimum hour requirements or daily schedules as an estimate figure only based on current assignments and frequency of deliverables.

4. **Question:** I have a question on the pricing schedule sheet of IFB 2425-WPP-649: The 3 locations with yellow hi-lites (highlights), do you want pricing for those locations?

Answer: Please refer to **Item I of this Addendum** (Addendum 2) for replacement of Attachment A - IFB_PRICE_SCHEDULE_Packet.

5. **Question:** The RFP Pricing sheet lists 2 areas for Group 7 that don’t have specifications in the RFP.

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- Water Customer Services - West Side Pay Station
- Water Customer Services - South Central Pay Station

Can you provide scope details for those sites?

Answer: Please refer to **Item (I) of this Addendum** (Addendum 2) for replacement of Attachment A - IFB_PRICE_SCHEDULE_Packet.

6. **Question:** What is the value of the current contract for these services?

Answer: For clarification on requesting public records, refer to **Section 2 – Instructions, Paragraph 2.19., Public Record**

7. **Question:** Are the custodians working on this contract members of a union? If so, which union?

Answer: For clarification on requesting public records, refer to **Section 2 – Instructions, Paragraph 2.19., Public Record**

8. **Question:** What information would the City like to have submitted in proposals?

Answer: Please refer to **Section 8 – “Submittals”, Paragraph 8.2., - Solicitation Response Check List”** – “ Use this check list as a tool to review your submission to ensure that all required documents and forms are included.

The written offer should be:

- Typewritten for ease of evaluation
- Signed by an authorized representative of the Offeror
- Submitted with contact information for the individual(s) authorized to negotiate with the City
 - A. Pricing Proposal - A completed pricing proposal with all requested prices, quantities, and/or discounts completed.
 - B. Submittal Forms - All submittal forms are completed and signed.
 - C. Addenda - Signed copies of all published addenda

Offers must be in possession of the Department on or prior to the exact time and date indicated in the Schedule of Events. Late offers will not be considered. Electronic submission is preferred. Due to file size limitations for electronic transmission, offers sent by email may need to be sent in parts with multiple emails. It is the responsibility of the Offeror to ensure that the offer is received timely and that there are no technical reasons for delay. Please refer to the Instructions Section for complete information regarding the submission of offers.”

9. **Question:** What are the criteria against which proposals will be evaluated?



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Answer: Please refer to **Section 2 – “Instructions”, Paragraphs 2.15. – “Pre-Award Qualifications”** – “Offeror must have been in operation a minimum of 5 years. The Offeror’s normal business activity during the past 5 years will have been for providing the goods or services in this solicitation, and for the facilities the size of 150,000 square feet or greater.

Upon notification of an intent to award, the Offeror will have ten calendar days to submit a complete certificate of insurance in the minimum amounts and the coverages as required in the Insurance Requirements of this agreement. Insurance requirements are non-negotiable.

Upon notification of an award, the Offeror will have 15 calendar days to complete and submit a Staffing and Operations Plan, with a work schedule, for each location (see Exhibit 1 for locations). If any of the above requirements are not met, the Offeror’s submittal will be deemed non-responsive, and the next lowest responsible Offeror will receive a solicitation notification initiating the pre-award qualification process.”


And **Section 2 – “Instructions”, Paragraph 2.16., - “Award of Contract”** – “Unless otherwise indicated, award(s) will be made to the most responsive, responsible Offeror(s) who are regularly established in the service, or providing the goods, contained in this solicitation and who have demonstrated the ability to perform in an acceptable manner.

A. Factors that may be considered by the City include:

1. Technical capability of the Offeror to accomplish the scope of work required in the Solicitation. This may include performance history on past and current government or industrial contracts; and,
2. Demonstrated availability of the necessary manpower (both supervisory and operational personnel) and necessary equipment to accomplish the scope of work in the Solicitation; and,
3. Safety record; and,
4. Offeror history of complaints and termination for convenience or cause.

B. Notwithstanding any other provision of this solicitation, the City reserves the right to: (1) waive any immaterial defect or informality; or (2) reject any or all offers or portions thereof; or (3) reissue a solicitation.

C. A response to a solicitation is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City’s solicitation. Offers do not become contracts until they are executed by the Chief Procurement Officer or Department Director. A contract has its inception in the award, eliminating a formal signing of a separate contract. For that reason, all of the terms, conditions and specifications of the

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procurement contract are contained in the solicitation, and in any addendum or contract amendment.”

10. Question: Does Group 4 and Group 6 have “Minimum Weekly Man-Hours” requirements?”

Answer: Please refer to **Exhibit’s 1 and 2** for minimum hour requirements or daily schedules as an estimate figure only based on current assignments and frequency of deliverables.

11. Question: What is the anticipated budget for this RFP?

Answer: For clarification on requesting public records, refer to **Section 2 – Instructions, Paragraph 2.19., Public Record.**

12. Question: Are there any incumbents for the project? If so, could you please provide the previous spending?


Answer: For clarification on requesting public records, refer to **Section 2 – Instructions, Paragraph 2.19., Public Record**

13. Question: What will be the number of workers you are looking for services?

Answer: Please refer to **Section 2 – “Instructions”, Paragraphs 2.15. – “Pre-Award Qualifications”** – “Offeror must have been in operation a minimum of 5 years. The Offeror’s normal business activity during the past 5 years will have been for providing the goods or services in this solicitation, and for the facilities the size of 150,000 square feet or greater.

Upon notification of an intent to award, the Offeror will have ten calendar days to submit a complete certificate of insurance in the minimum amounts and the coverages as required in the Insurance Requirements of this agreement. Insurance requirements are non-negotiable.

Upon notification of an award, the Offeror will have 15 calendar days to complete and submit a Staffing and Operations Plan, with a work schedule, for each location (see Exhibit 1 for locations). If any of the above requirements are not met, the Offeror’s submittal will be deemed non-responsive, and the next lowest responsible Offeror will receive a solicitation notification initiating the pre-award qualification process.”

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14. Question: What the requirements will for each employee to work within the building. Example fingerprint clearance, security clearance etc.

Answer: Please refer to **Section 5 – “Special Terms and Conditions”, Paragraphs 5.27 through 5.40** for all security measures and background screening protocol required per contract for all Contract Workers.

15. Question: Can you tell me what was or what is the current monthly price on the solicitation or the solicitation number to look it up in public records

Answer: For clarification on requesting public records, refer to **Section 2 – Instructions, Paragraph 2.19., Public Record.**

16. Question: Will there be multiple "winners" of the contract?

Answer: Please refer to Section 2 – “Instructions”, Paragraph 2.25. – Contract Award – “In accordance with the City of Phoenix Code, Chapter 43, Section 43-12, Competitive Sealed Bidding, award(s) shall be made to the lowest responsible and responsive offeror(s) whose offer conforms in all material respects to the requirements set forth in this solicitation. The City reserves the right to award a contract by individual line items, by group, all or none, or any other combination most advantageous to the City. ***The City reserves the right to multiple award.***

All other terms and conditions remain unchanged.

Offeror is required to sign and return addendum with their offer.

Name of Company: _____

Address: _____

Print Name and Title: _____

Authorized Signature: _____