



WELCOME

**HOUSING DEPARTMENT
ARPA US VETS MISCELLANEOUS
REPAIRS AND IMPROVEMENTS
DESIGN-BID-BUILD
PRE-BID MEETING**

Meeting will start at 8:30 a.m.



**CITY OF PHOENIX
REQUEST FOR BIDS
HOUSING DEPARTMENT**

***Pre-Bid
Meeting***

**ARPA US VETS MISCELLANEOUS
REPAIRS AND IMPROVEMENTS
DESIGN-BID-BUILD**

PROJECT NO.: AH10010002

July 19, 2024

**PROCUREPHX PRODUCT
CATEGORY CODE: 912000000**

RFX NUMBER: 6000001631



WELCOME AND INTRODUCTIONS

City of Phoenix Representatives

Bobbie Hobart, Contracts Specialist I – Presenter

Annette Perez, Contracts Specialist II

Point of Contact for Submittals and Bid Questions

Office of the City Engineer, Design and Construction Procurement

annette.perez@phoenix.gov

(602) 273-3488

Jaime J. Garrido, RA, LEED AP, CSI, CDT

Vertical Project Manager

Street Transportation Department

Martha A. Perches, Contract Compliance Equal Opportunity Program Assistant

Point of Contact for DBE Requirements

Equal Opportunity Department

martha.perches@phoenix.gov

(602) 495-0887

Alex Rivera, Labor Compliance Manager

Point of Contact for Labor Compliance

Housing Department

Alex.rivera.iii@phoenix.gov

(602) 262-6017



AGENDA

- ❑ Meeting Overview
- ❑ EOD DBE Requirements
- ❑ Project Description / Location / Scope of Work
- ❑ Labor Compliance Requirements
- ❑ Submittal Requirements
- ❑ Grounds for Disqualification
- ❑ DCP Procurement Webpages
- ❑ City of Phoenix Solicitation Webpages
- ❑ ProcurePHX for RFX
 - ❑ Vendor Registration
- ❑ Questions After Today



MEETING OVERVIEW

**Please sign your Name, Firm Name, Phone Number, and E-mail address
on the Attendance Sheet**

**Attendance Sheet, PowerPoint and Addendums will be posted
on City of Phoenix's ProcurePHX system at: (RFX 6000001631)**

<https://eprocurement.phoenix.gov/irj/portal>

AND posted on City of Phoenix's Procurement website:

<https://solicitations.phoenix.gov>

***It is your responsibility as an IFB holder to determine, prior to submittal, if
any addendums have been issued and to acknowledge on the bid
submittal.***

This is your ONLY opportunity to discuss this solicitation with City staff.



EQUAL OPPORTUNITY DEPARTMENT DBE REQUIREMENTS

Martha A. Perches
Contract Compliance
Equal Opportunity Program Assistant



DBE PROGRAM

- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Disadvantaged Business Enterprise (DBE) Program**.





DBE PROGRAM

In partnership with ADOT's **Business Engagement and Compliance Office (BECO)**, City of Phoenix is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations related to the Disadvantaged Business Enterprise (DBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties





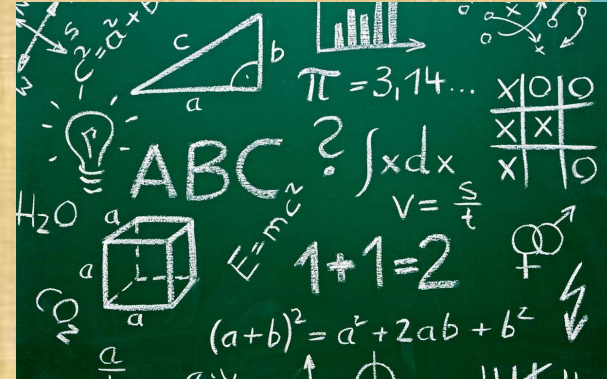
DBE PROGRAM

Required DBE Goal: NA

At time of Bid: $\frac{\text{Proposed \$ to DBEs}}{\text{Total Bid}}$

At time of Completion: $\frac{\text{Total Countable \$ Paid to DBEs}}{\text{Total Payment on Contract}}$

NOTE: Propose what you can minimally guarantee!





DBE PROGRAM

Eligible DBEs can be found at:

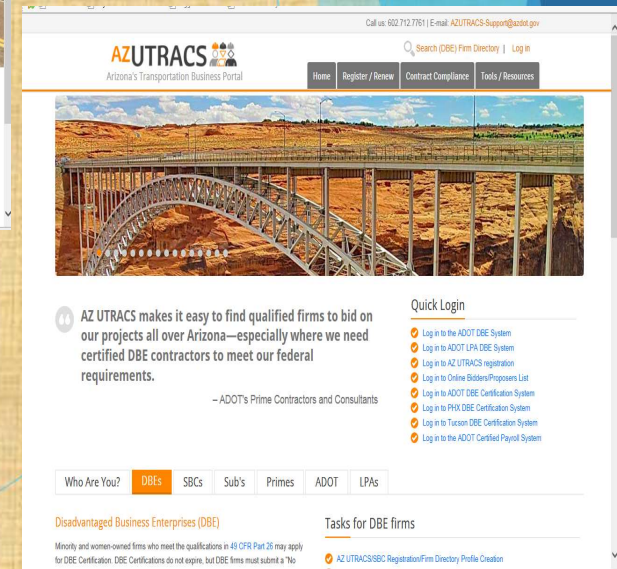
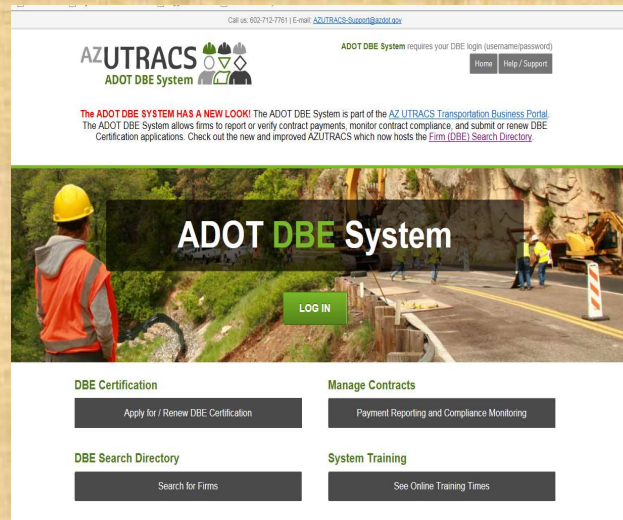
www.adot.dbesystem.com

To participate in this opportunity as a Prime Contractor, you MUST be registered in

AZ UTRACS at

<https://utracs.azdot.gov>

All proposed DBE Subcontractors must also be listed in AZ UTRACS and certified in specified scopes of work to be considered in calculating DBE participation.





DBE PROGRAM

Bid Submittal Requirements
(DUE AT TIME OF SUBMITTAL)

FORM EO2

Submit in a separate sealed envelope
Failure to submit = **Non-Responsive**





DBE PROGRAM

Post-Bid Submittal Requirements

(DUE within 3 Calendar Days After Bid Opening Date)

FORM E03

Submit in a separate sealed envelope
Failure to submit = **Non-Responsive**





Equal Opportunity Department

For more information, please contact:

Email:

martha.perches@phoenix.gov

602-495-0887





***Housing
Department
Labor
Compliance***

Alex Rivera III

Compliance Project Manager



City of Phoenix
HOUSING DEPARTMENT

DAVIS-BACON

Overview for General Contractors
and Subcontractors





DAVIS-BACON ACT

- ▶ Requires payment of prevailing wage rates to laborers
- ▶ Consists of Federally assisted construction projects in excess of \$2,000
- ▶ Includes building, repairing or demolishing of any public structure or building
- ▶ Requires one-and one-half pay for overtime of 40 hours per week
- ▶ Criminal prosecution and penalty fees are enforced for intentional violations

DAVIS BACON ACT

EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

PREVAILING WAGES You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

OVERTIME You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.


ENFORCEMENT Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

APPRENTICES Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

PROPER PAY If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:


or contact the U.S. Department of Labor's Wage and Hour Division.

For additional information:

1-866-4-USWAGE 
(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

To Order Any Additional Required Postings Or For More Information Please Call... 1-888-306-7377 



COPELAND ACT **(Anti-Kickback Act)**



- ▶ Federal crime for anyone to require a laborer to kickback any of their wages
- ▶ Requires all Subcontractors to submit weekly certified payroll reports (CPR)
- ▶ Regulates permitted payroll deductions



Fair Labor Standards Act (FLSA)

- ▶ Oversees Federal minimum wage rates and overtime requirements
- ▶ Laborers must be paid appropriate wages and fringe benefits for classification of work performed
- ▶ If performing work in more than one classification, must pay rate for each classification
- ▶ Must visibly post Davis-Bacon poster, wage determination, and Employee Rights poster at worksite

The Fair Labor Standards Act
was signed by President Franklin D. Roosevelt on June 25, 1938.



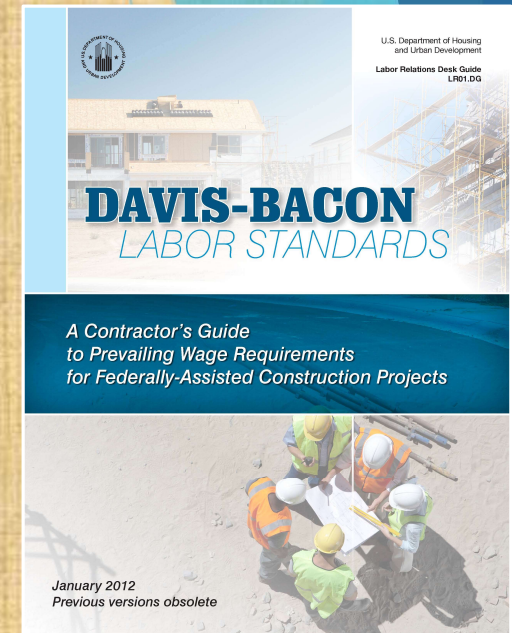
A message from the 1.6 million members of the American Federation of State, County and Municipal Employees, AFL-CIO

AFSCME



GENERAL CONTRACTOR

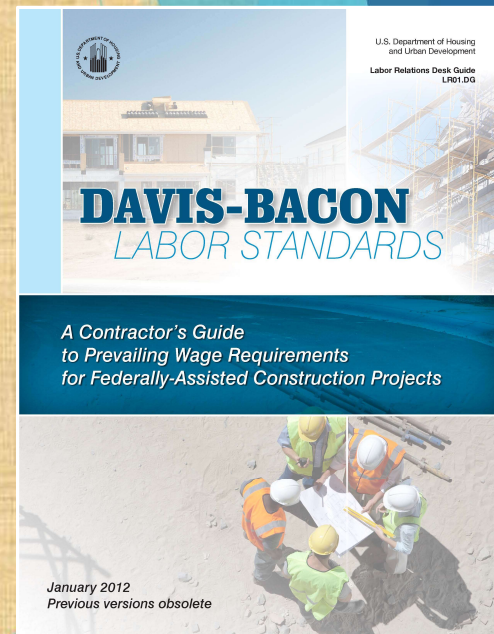
- ▶ Responsible for all Subcontractors complying with Federal labor standards while working on project
- ▶ Review each Subcontractor's payroll reports for compliance
- ▶ Keep sets of all payrolls for every Subcontractor for 3 years after completion of project
- ▶ Accountable for restitution for underpayment, including liquidated damages owed by Subcontractors
- ▶ Must post Davis-Bacon poster, wage determination, and Employee Rights poster at worksite





CONTRACTORS/SUBCONTRACTORS

- ▶ Must select work classification as on wage decision for work performed and submit weekly payroll reports on LCP Tracker
- ▶ If employee performs carpentry work, laborer must be paid as listed under carpentry work even if not fully trained as a carpenter
- ▶ Can make “Other” payroll deductions as permitted by DOL, but must be authorized by employees using a wage deduction authorization form
- ▶ Must also keep payroll records for 3 years after completion of project





Responsible for administering and enforcing Federal labor standards covered by Davis-Bacon

COMPLIANCE OFFICER:

- ▶ Conduct remote or on-site interviews with construction workers
- ▶ Review project payroll for compliance
- ▶ Provide support and advice on proper wage decisions
- ▶ Prepare reports for HUD and DOL



CERTIFIED PAYROLL REPORTS (CPR)

Called “certified” because Contractors sign each report certifying information is true and correct.



SUBMIT WEEKLY

Begin the first week of work and every week thereafter until work is completed

NUMBER PAYROLLS

Start with #1 and last payroll for project as “Final”

NO WORK WEEKS

Submit “no” work week payrolls when there is a temporary break on project



WAGE DECISIONS

www.wdol.gov/dba.aspx



- Example - List of different work classifications, with minimum wage rates and fringe benefits that must be paid under classifications

General Decision Number: AZ170001 02/17/2017 AZ1
 Superseded General Decision Number: AZ20160001
 State: Arizona

Construction Type: Residential
 County: Maricopa County in Arizona.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories)

Modification Number	Publication Date		
0	01/06/2017		
1	01/20/2017		
2	02/17/2017		
* BRAZ0003-007 01/01/2017			
		Rates	Fringes
BRICKLAYER.....		\$ 25.36	6.98

ENGI0428-005 09/01/2016			
		Rates	Fringes
POWER EQUIPMENT OPERATOR (Grader/Blade).....		\$ 27.69	9.68

IRON0075-008 08/01/2015			
		Rates	Fringes
IRONWORKER, STRUCTURAL.....		\$ 26.00	21.77

PLAS0394-006 07/01/2013			
		Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...		\$ 22.84	8.57

SUAZ2011-001 07/28/2011			
		Rates	Fringes
ALARM INSTALLER, Includes Wiring and Installation.....		\$ 13.91	0.00

CARPENTER, Excludes Drywall Hanging, and Form Work.....		\$ 18.16	0.00

DRYWALL HANGER.....		\$ 15.00	0.58

ELECTRICIAN, Excludes Low Voltage Wiring and Installation of Alarms.....		\$ 15.45	0.01

FORM WORKER.....		\$ 14.37	0.00

GLAZIER.....		\$ 13.45	0.00

Total Wages
\$32.34
\$37.37
\$47.77
\$31.41



WAGE DETERMINATION

- If classification is not on Wage Decision list, contractor should go to General Contractor and request
- General Contractor to complete Form 1444 and submit to Compliance Administrator
- Compliance Administrator to review and approve within 10 days of request if in conformance with wage determination in area
- If not, DOL to approve classification, **only** when work to be performed is not classified in geographic area by construction industry – processing from DOL takes up to 6 weeks





WAGE RATES AND FRINGE BENEFITS



- ▶ Basic Wage Rate + Fringe Benefits Rate = Total Hourly Wage Rate
- ▶ Fringe benefits include health insurance, retirement contributions, life insurance, training, vacation, and paid leave
- ▶ Does not include payments required by Federal, State or local laws (i.e. Federal and State taxes, Social Security, and disability insurance)
- ▶ Overtime work in excess of 40 hours in one week, must be paid one- and one-half times the rate for work performed



RESTITUTION

- ▶ Compliance Administrator will notify General Contractor and Subcontractors in writing of any underpayments during payroll reviews
- ▶ Subcontractors are required to pay wage restitution in full to affected employees within 30 days
- ▶ Restitution must be reported on certified payroll reports
- ▶ Subcontractors must provide copy of Restitution Confirmation form to General Contractor and Compliance Administrator





LCP TRACKER

Construction compliance management software system for certified payroll and reporting.

- ▶ All Subcontractors assigned to project must use and enter certified payrolls in LCP Tracker for performing and non-performing weeks
- ▶ Start with first week of work on project
- ▶ Pay all workers weekly and maintain up-to-date payrolls
- ▶ If owner-operator has NO staff, must have another person certify payrolls





LCP TRACKER

www.lcptracker.net

LCPtracker © 2003 - 2017

Secure | <https://prod.lcptracker.net/WebForms/login.aspx>

Apps HOPEVI GMS Login Scr Housing Computer Trail Recorded Document Se Maricopa County Asses Arizona Corporation Co Other bookma

LCPtracker

Sign into LCPtracker
For Electronic Submission and Management of Certified Payroll Reports

Username
Username
Enter a user id

Password
Password

SIGN IN

Remember me
[Forgot Password?](#)
Invalid login Attempt 2 of 5 Passwords are case sensitive

Ignite
Hosted by LCPTracker
Register Now

LCPTracker Annual User Conference
Compliance and Workforce Education
May 30th - June 2nd, 2017

Contact Sales Contact Support About Webinar Sign Up Demo Sign Up
Copyright LCPTracker, Inc. All Rights reserved

- Once you receive an email verifying assignment to project, create a username and password
- Upload required documents
 1. Labor Standards Certification
 2. Employee wage deduction authorizations
 3. Certificate of Understanding of Section 3
 4. Estimated Project Workforce Breakdown
- Error notices will occur if documents are not current



QUESTIONS



City of Phoenix
HOUSING DEPARTMENT

Assistance

- Alex Rivera
- 602-262-6017
- alex.rivera.iii@phoenix.gov

Labor Standards and Related Forms

- WWW.HUD.GOV

Department of Labor (DOL)

- WWW.DOL.GOV





PROJECT MANAGER

Jaime J. Garrido, RA, LEED AP, CSI, CDT
Architect



PROJECT DESCRIPTION

The City is proposing to construct plumbing system repairs and upgrades, and roofing improvements to the US Vets facility located at 12027 N. 28th Drive, Phoenix, AZ 85029

The facility is a four (4) stories building with:
a gross area of approximately 148,000 sf;
and a roof gross area of approximately 34,000 sf

The scope of work consists of three main portions:

- 1) Plumbing Improvements
- 2) Roofing Improvements
- 3) Intermediate Distribution Frame (IDF) Room Improvements



PROJECT LOCATION



12027 N. 28th Drive, Phoenix



SCOPE OF SERVICES

- ▶ Plumbing improvements scope of work includes:
 - ▶ All labor, materials, and equipment necessary to construct the replacement and upgrades to the existing sanitary waste and vent systems serving the resident room wing.
 - ▶ Work shall also be inclusive of replacement of damaged plumbing fixtures recently installed along with installation of plumbing fixtures currently not installed.
 - ▶ Repairs to wall, floor and ceiling finishes effected by the plumbing work.



SCOPE OF SERVICES

- ▶ Roofing improvements scope of work includes:
 - ▶ All labor, materials, and equipment necessary to remove excess roofing material, vertical flashings and previously applied foam and properly prepare the existing roof systems to receive flute fill (where required).
 - ▶ Cover board and a new spray applied polyurethane foam and coatings roof system to qualify for a minimum 10-year warranty.
 - ▶ Provide sheet metal work in connection with roofing work, such as vent flashings, T-tops, cap flashing, copings, and miscellaneous sheet metal as specified.



SCOPE OF SERVICES

- ▶ IDF room improvements scope of work includes:
 - ▶ All labor, materials, and equipment necessary to provide new ceiling framing, new finishes, new lighting, new door, door frame and hardware and new mini-split AC unit per contract documents.
 - ▶ Infill exterior wall condition to match existing adjacent finishes and ensure room maintains appropriate interior temperature.
 - ▶ Work also includes sprayed in place foam reroofing, cold metal framing, exterior insulation and finish system, painting, mechanical, plumbing, and electrical.



ALLOWANCES AND ALTERNATES

- ▶ Contingency Allowance to be included in General Contractor's Base Bid for Plumbing Improvements: \$150,000.00

- ▶ Alternates may be used if funding is available and if determined to be in the best interest of the City.
 - ▶ ALTERNATE #1 for Roofing:

Provide a price to completely remove and dispose of all metal coping and provide and install new material meeting sheet metal minimum standards outlined within this specification at all perimeters.



Pre-Bid Meeting will continue with a site walk at the Project Location at 10:00 a.m.

12027 N. 28th Drive, Phoenix
Meet at Lobby Area to the right of the Carport area





BIDDERS SHOULD REVIEW

Information for Bidders (IFB) Section

Questions

All questions regarding plans and specifications must be received by the CS, via email, minimum 7 calendar days prior to bid opening **(By July 30, 2024)**

Bid Submittal Checklist

Items due at time of Bid Submittal

Submit to DCP Drop Box (Lobby of City Hall)

Post-Bid Submittal Checklist (the three lowest bidders)

Items due within 3 calendar days after Bid opening by 4:00 p.m.

Submit to DCP Drop Box (Lobby of City Hall) OR

E-mail to: **annette.perez@phoenix.gov**



SUBMITTAL REQUIREMENTS

Bid Submittal Checklist – Items Due at time of Bid Submittal

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-1 to P-2 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed Certification with Regard to Equal Opportunity Clause for Contractor and Subcontractors (E.O.C.-1)
- ❖ Completed Documentation of DBE Small Business Outreach Efforts (Form EO2)
- ❖ Completed List of Major Subcontractors & Suppliers (L.O.S.-1)
- ❖ Buy American Certificate (B.A.C.-1)
- ❖ Non-Collusion Affidavit (N.C.A.-1)
- ❖ Certification of Non-Segregated Facilities (N.S.F.-1)

Submit in a separate sealed envelope:
Bid Bond – S.B.-1 (rated A- or better)
Failure to submit = Non-Responsive



POST-BID SUBMITTAL CHECKLIST

**THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN
THREE (3) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 P.M.**

- ✓ DBE Form EO3
- ✓ List of All Subcontractors and Suppliers Form (L.O.S.-2)
- ✓ Bidders Disclosure Statement (B.D.S.-1 to 4)
- ✓ Affidavit of Identity (if a sole proprietor) (A.O.I.-1)

Failure to submit = Non-Responsive

Contract Execution:

- ✓ Contractor must provide proof of license required to perform the work
- ✓ Verification of Experience Modification Rate (EMR)



GROUNDS FOR DISQUALIFICATION

Receipt of Bid after the specified cut-off date and time

Deposit of Bid in the wrong location

Violating the “Contact with City Employees” policy



SEALED BIDS DUE DATE

- ▶ Bids Will Be Due:
TUESDAY, August 6, 2024 at 2:00 P.M.
- ▶ Submitted into the Design and Construction Procurement bid box located on the 1st Floor lobby:
Phoenix City Hall Building
200 W. Washington Street
Phoenix, Arizona, 85003





DCP PROCUREMENT WEBPAGES

▶ <https://www.phoenix.gov/streets/procurement-opportunities/>

- ❖ Invitation for Bids (IFB) = Specs / Plans / Addenda
- ❖ Pre-Bid Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Bid Results
- ❖ Final Results & Bid Tabulation

Solicitations
Website

Procurement
Newsletter

Submitter's
Handbook

City of Phoenix

Convention Center Public Meetings

Search_ Q

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Street Transportation > Procurement Opportunities

Consulting & Construction For Capital Improvement Programs

Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.

***EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.**

Current Opportunities – Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations.

Project Interviews – Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes.

Bid Results and Project Selections - Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or reasonableness of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City.

Subscribe to Procurement Newsletter – Register to be on the distribution list for the free weekly newsletter that advertises design and construction opportunities.

In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.

Other Useful Resources

- Protest Policy
- [Submit Protest to City Clerk](#)
- Submitter's Handbook
- Public Records Request
- SBE/DBE Directory



DCP PROCUREMENT WEBPAGES

[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENTOPPORTUNITIES](https://www.phoenix.gov/streets/procurementopportunities)

▶ **Current Opportunities:**

▶ *Project-specific RFQs, Addendas, Sign-in Sheets, Presentations*

<https://solicitations.phoenix.gov>

▶ **Project Interviews, Bid Results, and Project Selections:**

<https://solicitations.phoenix.gov/awards>

▶ **The ProcurePHX online portal will be used for Solicitations only**

<https://eprocurement.phoenix.gov/irj/portal>



CITY OF PHOENIX SOLICITATIONS WEBSITE



1. **Project-specific IFBs, Addendas, Sign-in Sheets, PowerPoint Presentations**
2. **Link to “Tabulations, Awards and Recommendations” web page**

<https://solicitations.phoenix.gov>

City of Phoenix Solicitations Tabulations, Awards, and Recommendations

Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, [visit the Tabulations, Awards, and Recommendations web page.](#)

Search and Filter Options:

Search for Solicitation by:

Number Title Department NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear



VENDOR REGISTRATION

vendor.support@phoenix.gov

602.262.1819



procurePHX

Have you
signed up?



VENDOR REGISTRATION

- ▶ **All Firms MUST** be registered in the Vendor Management System **PRIOR TO SUBMITTING A BID**
- ▶ Information on how to register with the City is available at:
<https://www.phoenix.gov/finance/vendorsreg>
- ▶ **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days
- ▶ If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:
<https://eprocurement.phoenix.gov/irj/portal>
- ▶ Product Category Code is: 912000000
- ▶ RFx Number is: 6000001631
- ▶ The **VENDOR NUMBER** is to be included in the Bid Proposal Sheet.

REGISTRATION HELP



Call Help Desk
(602) 262-1819

Email Help Desk
vendor.support@phoenix.gov



BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email vendor.support@phoenix.gov or call (602) 262-1819.

[Instructions](#) >

[Registration](#) >

[ProcurePHX Login](#) >



**QUESTIONS
AFTER TODAY?**

***Stay for
ProcurePHX
Overview
otherwise,***

**THANK YOU FOR
ATTENDING!!!**

Email all questions to:
annette.perez@phoenix.gov

Reference RFx Number: **6000001631**
in your email subject line

Or call Annette Perez at:
(602) 273-3488



PROCUREPHX AND RFx OVERVIEW

***Vendor
Registration***

Login

***Viewing
Solicitations***

***Subscribe to
Notifications***



LOGIN TO PROCUREPHX

If your firm is already registered with the City of Phoenix's ProcurePHX system, visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation

*Product Category Code is: 912000000
RFx (Event) Number is: 6000001631*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Bid Proposal*

A screenshot of the ProcurePHX login interface. The page features the 'procurePHX' logo in the top left corner, with a small red shopping bag icon to the left of the text. Below the logo, there are two input fields: 'User *' and 'Password *'. To the right of the 'Password *' field is a 'Log On' button. At the bottom left of the page, there is a link that reads 'Logon Problems? [Get Support](#)'.



RFX TIPS

Click **“Refresh”** often

Make sure your Pop-Up blocker is turned **OFF**

Application is accessible with **MS Edge (NOT Internet Explorer)**

When in the application, check for Addendums and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.

When finished, always click **“Close”** on current screen, then click **“Log Out”** on upper right corner, following you can click the **“X”** in the upper right corner of the internet application.



RFx HOME SCREEN - LOGIN

Once you are logged in to ProcurePHX portal:

<https://eprocurement.phoenix.gov/irj/portal>

Select RFx and Auctions tab on the Ribbon

You will be taken to the RFx Overview (Event) Page

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

RFx and Auctions Administration Messages

Home Create Users Own Data Company Data

Administration > Home

Thank you for your interest in becoming a vendor in the
As a Vendor Administrator for your company you have



FINDING SOLICITATIONS

Click **Refresh** Button on the RFX Overview (Event) Page to see the most current information.

Find the solicitation you'd like to view from the list, by RFX (Event) Number.

For this solicitation, your RFX (Event) Number is: **6000001631**

The screenshot shows the 'RFX and Auctions Overview' page. At the top, there are navigation tabs for 'RFX and Auctions', 'Administration', and 'Messages'. Below these is the 'Overview' section, which includes a breadcrumb trail: 'RFX and Auctions > Overview > RFX and Auctions'. The main content area is divided into sections: 'Active Queries' with links for 'eRFxs' (All (7), Published (1), Ended (0), Completed (0)) and 'eAuctions' (All (0), Published (0), Ended (0), Completed (0)). Below this is the 'eRFxs - All' section, which includes a 'Show Quick Criteria Maintenance' button. At the bottom, there is a table with columns for 'Event Number', 'Event Description', 'Event Type', and 'Event Status'. The table contains one row with the event number '6000000583', description 'PHX-19-R-ZCIP-63-000004-001', and status 'Published'. A 'Refresh' button is highlighted with a red box in the bottom right corner of the table area.

Event Number	Event Description	Event Type	Event Status
6000000583	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



VIEW SELECTED SOLICITATION

RFX and Auctions Administration Messages

Overview

RFX and Auctions > Overview > RFX and Auctions

Active Queries

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRFxs - All

Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001

1. Click the gray box next to the RFX (Event) Number you'd like to view. Then,

2. Click **Display Event**

This will open a new window to view the selected RFX

*If you don't see the new window, check your **POP-UP BLOCKER**.*



Would you like updates on this solicitation?

Display RFX :

Print Preview | | Close | **Participate** | Do Not Participate | Tentative | Create Response

RFX Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Status
RFX Version Type Active Version

RFX Information | Items | Notes and Attachments

RFX Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

* Start Date: 07/11/2018 13:30:00

* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR

Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your RFX Event, i.e. Addendas, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation



QUESTIONS

