



RFP PTD24-009

Bus Stop and Transit Center Cleaning Services

**Pre-Offer Meeting
[September 25, 2024]**

Housekeeping

- Meeting purpose is to provide solicitation overview and clarifications
- Attendance
 - Appointment only attendees
 - No recording allowable

WebEx Meeting Question Format

- Use the chat feature to direct questions to Judson Hathaway (not “everyone”)
- Procurement Officer will read the question to city staff for the response

Pre-Offer Conference Agenda

RFP Schedule

Solicitation Overview

Proposal Instructions

Scope of Work

Special Terms and Conditions

Transparency Policy

RFP Schedule



Pre-Offer Conference	September 25, 2024, 10:00am
Written Inquiries Due	October 3, 2024, 2:00pm
Proposals Due	October 17, 2024, 2:00pm
Award Recommendation	~ November 2024
Notice to Proceed	~ December 2024
Contract Start Date	~ January 2025

Solicitation Overview

TABLE OF CONTENTS

- Section 1 Introduction
- Section 2 Instructions
- Section 3 Scope of Work
- Section 4 Evaluation Process
- Section 5 Standard Terms and Conditions
- Section 6 Special Terms and Conditions
- Section 7 Defense and Indemnification
- Section 8 Insurance Requirements
- Section 9 Submittals

Solicitation Overview

ATTACHMENTS:

Attachment A Price Proposal

EXHIBITS:

A - Exhibit A – Facility Service Maps

B - Exhibit B - Bus Stop Service Locations

C - Exhibit C - Cleaning Contract Facility Locations

D - Exhibit D - Security Access Controls

E - Exhibit E - Example Contract Monitoring Report

Solicitation Overview

SUBMITTALS:

C - Submittals - Addenda Certification

D - Submittals - Financial Responsibility Questionnaire

E - Submittals - Conflict of Interest and Transparency rev 2-2023

F - Submittals - References rev 2-2023

G - Submittals - Offer Page rev 3-2023

H - Submittals - 24 Hour Emergency Contact rev 2-2023.

I - Submittals - Costs and Payments rev 2-2023

Proposal Instructions

PHYSICAL SUBMITTALS ONLY

Sealed envelope/package(s) submitted to:

302 N. 1st Ave., Suite 900, Phoenix, AZ 85003

Proposal Instructions

Evaluation Criteria (maximum 1000 points)

Criteria #1: Method of Approach - 400 Points

Criteria # 2: Qualifications and Experience - 300 Points

Criteria #3: Price (Price Proposal) – Attachment A – 300 Points

Submittal Copies

Section No. 9.1 – Copies

TECHNICAL PROPOSAL

One (1) Original (Printed and Electronic)

Five (5) Printed Copies

Five (5) Electronic Copies

PRICE PROPOSAL

One (1) Original (Printed and Electronic)

One (1) Printed Copy

One (1) Electronic Copy

Proposal Instructions

Section No. 2.6 – Exceptions

“Offerors **must not take any exceptions** to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion.”

Scope of Work

The primary objective is to deliver cleaning and maintenance services for bus stops and bus transit facilities for the City of Phoenix Public Transit Department (“CITY”).

Service Locations Bus Stops (various levels of furniture), Transit Centers, Park-and-Rides, 1 Office Building

Cleaning Overview Pressure Washing, Debris Pickup, Graffiti Removal, Trash Receptacles, Waste Disposal

Maintenance Maintenance Repairs, Painting, Lighting

Special Terms and Conditions

- Section 6.1** Term of Contract: January 1, 2025, through December 31, 2029
- Section 6.2** All prices submitted shall be firm and fixed for the five-year term of the contract. However, price increases will be considered annually beginning in year three of the contract, provided the adjustments are submitted in writing with 90 days' notice to the Procurement Officer
- Section 6.15** Liquidated Damages: \$50 per occurrence, per day

Questions and Answers Reminder

QUESTIONS

Inquiries Form

All questions must be submitted in writing to ptdprocurement@phoenix.gov by October 3, 2024, 2:00pm

ANSWERS

RFP Addendum

All answers will be provided in an RFP Addendum

Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED