

## Bicycles, Parts and Accessories, Repair and Maintenance Services (CITYWIDE) IFB-25-0489

November 5, 2024 – 1:00 p.m.  
Via WebEx

**City of Phoenix**  
Finance Department

1

## Agenda

- ❖ Scope of Services
- ❖ Pre-Award Qualifications
- ❖ Solicitation Instructions
- ❖ Questions & Answers (QA)
- ❖ Insurance and Indemnification
- ❖ Submittal Requirements
- ❖ Transparency Policy
- ❖ Proposal Deadline

4

## Welcome!

- ❖ Please mute microphones unless speaking.
- ❖ Please email your company name, first and last name, telephone number, and email address to:  
[scott.mcbride@phoenix.gov](mailto:scott.mcbride@phoenix.gov)

2

## Scope of Services

- ❖ Bicycles, Parts, Accessories, Repair and Maintenance, as needed
  - Bicycles, tires, chains and other Parts / Accessories
  - Repair and Maintenance, including Tune-ups, Wheel Truing and Tire and Tube Replacement
  - 5-year contract beginning on or about January 15, 2025

5

## Legal Notice

The purpose of the Pre-Offer Conference is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is delivered in the solicitation document and in the form of a written Solicitation Addendum. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a solicitation addendum. Vendors must acknowledge receipt of any/all addenda by signing and returning the document with their submittal, or the response may be considered non-responsive.


Please note that it is the responsibility of the Offeror to read the entire solicitation document. Offerors must contact the Procurement Officer if they have any questions – no other City employees per the Transparency Policy.

3

## Pre-Award Qualification(s)

- ❖ Offeror has been in operation for a minimum of three years providing the services in this solicitation.

6




## Solicitation Instructions

- ❖ Registered as a City Vendor at ProcurePHX: <https://www.phoenix.gov/procure>
- ❖ Registered with the Arizona Corporation Commission
- ❖ Accept all terms and conditions without exception
- ❖ The City will not be responsible for oral instructions made by employees or officers, and any changes to the solicitation documents will be in the form of addenda.

**PLEASE READ ALL DOCUMENTS THOROUGHLY**


7



## Insurance & Indemnification

- ❖ Requirements in Section 7 may include:
  - General liability
  - Automobile liability
  - Worker's compensation
  - Professional liability
- ❖ Work with your Insurance Broker
- ❖ Awarded Contractors: Certificates of Insurance due to City within 10-days after receipt of award notification


10



## Questions & Answers (Q&A)

- ❖ Also referred to in the schedule of events table as "Inquiries"
- ❖ All answers to be published on the City's solicitation webpage
- ❖ Written answers supersede verbal answers

8




## Submittal Requirements

Submit one electronic copy to [procurement@phoenix.gov](mailto:procurement@phoenix.gov)

1. Submittal Section (Offer)
  - Signed by authorized representative of the Offeror
  - Contact information included
2. Pricing Proposal, both tabs
3. Addenda, signed
4. Cost and Payments
5. Years of Business and References
6. Completed Conflict of Interest and Transparency Form


11



## Q&A Deadline

- ❖ Submit questions by November 12, 2024
  - 2:00 p.m. local Phoenix time
  - Email: [scott.mcbride@phoenix.gov](mailto:scott.mcbride@phoenix.gov)
- ❖ Answers available by November 15, 2024 at: <https://solicitations.phoenix.gov/Solicitations/Details/1953>


9



## Transparency Policy


- ❖ All proposers under penalty of disqualification will refrain from contacting any City staff or officials to discuss this solicitation.
  - Begins upon solicitation posting and ends on day of City Council Award.
  - All questions must be directed to the procurement officer
- ❖ Full policy in **Section 2.17** of the solicitation
- ❖ Companies currently doing business with City are not prohibited from discussing their current contracts.

12




## Proposal Deadline

**Monday, November 25, 2024**  
**2:00 p.m. local Phoenix time**



**Late proposals will be rejected.**

13



# THANK YOU!

14