

Fitness Equipment Maintenance and
Repairs
(Phoenix Fire Department and Parks &
Recreation Department)
IFB-25-0484

December 13, 2024 – 10:00 a.m.
Via WebEx

City of Phoenix
Finance Department



Welcome!

- ❖ Please mute microphones unless speaking.
- ❖ Please email your company name, first and last name, telephone number, and email address to:
`vicente.alonzo@phoenix.gov`



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.



Agenda

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



Scope of Services

- ❖ Annual preventative maintenance and repairs on aerobic fitness equipment and cable/pulley system equipment
 - Various types of commercial grade fitness and aerobic equipment
 - Repair/Replace and Maintenance of cables, belts, decks, motors, memory boards, power supply, and upholstery repair
 - 5-year contract beginning on or about April 1, 2025



Pre-Award Qualification(s)

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



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



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



Q&A Deadline

- ❖ Submit questions by December 17, 2024
 - 2:00 p.m. local Phoenix time
 - Email: vicente.alonzo@phoenix.gov

- ❖ Answers available by December 20, 2024
at: <https://solicitations.phoenix.gov/Solicitations/Details/1953>



Insurance & Indemnification

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



Submittal Requirements

Submit one electronic copy to 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



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.



Proposal Deadline

Friday, January 3, 2025

2:00 p.m. local Phoenix time

**IMPORTANT
INFORMATION**

**Late proposals will
be rejected.**



THANK YOU!