

Interceptor, Grease Trap and
Dry Well Pumping Services
(CITYWIDE)
IFB-25-0514

12/20/2024
Via WebEx

City of Phoenix
Finance Department

Welcome to the City of Phoenix’s Pre-Offer Conference for IFB 25-0514 Interceptor, Grease Trap and Dry Well Pumping Services. My name is Chad Elms. I represent the City of Phoenix’s Central Procurement Division in the Finance Department and I will be the facilitator for this Conference.



Welcome!

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

During this meeting questions can be submitted using the chat feature, or at the end of this presentation.

For communication purposes during this solicitation process, please send the information shown to me at your earliest convenience.



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.

I'll give you a few moments to read our legal notice before we begin.



Agenda

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

Here's our agenda for today



Scope of Services

- ❖ Interceptor, Grease Trap and Dry Well Pumping Services, as needed:
 - Includes labor, equipment, and maintenance
 - Interceptors, oil water separators, sumps, dry-wells and other drainage systems
 - Waste profile testing, transportation and storage
 - City owned properties including Aviation properties
 - 5-year contract beginning on or about June 1, 2025

The city does not guarantee water will be available. Vendors must provide their own if not available at the site



Pre-Award Qualification(s)

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

Read in full



Minimum Qualification(s)

- ❖ Place of business must be within 25 miles of the geographic center of zip code 85003 (NE corner of 3rd Ave and Washington St, Phoenix AZ 85003).
- ❖ Compliance with OSHA Confined Space Entry Standard program.
- ❖ Certification of supervisory personnel having successfully completed a 40-hour HAZWOPER Training Program.
- ❖ Contractor must own the equipment listed in section, 3. Scope of Work, 3.6.

Read in full



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

All offers must be registered with the City. If you are unsure if you're already registered, vendor registration team contact information can be found by going to the link shown. Must also be registered with the Arizona Corporation Commission. The City does not handle any aspect of this process.

Examples of exceptions are not agreeing to our T&Cs, making edits or adding information outside of our pricing tables, not signing the offer page or addenda.



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

As mentioned on the previous slide, the city will not except any acceptations being taken to this solicitation. Rather, if you have a concern about any of the terms and conditions or other requirements in this solicitation, we suggest you submit your questions to us during the question-and-answer period.

Any answers we may provide today will be superseded by our Q&A document.



Q&A Deadline

- ❖ Submit questions by January 7, 2025
 - 2:00 p.m. local Phoenix time
 - Email: chad.elms@phoenix.gov

- ❖ Answers available by January 14, 2025 at: [Solicitation Details - Solicitations City of Phoenix](#)

You will receive an email notification when the City's answers are posted and available.



Insurance & Indemnification

- ❖ Requirements in Section 7 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

Insurance requirements may include the listed types of insurance coverages. If your company is awarded a contract, we suggest you provide section 7 to your insurance broker to ensure the COI you submit to us is accurate.



Submittal Requirements

Submit one electronic copy to chad.elms@phoenix.gov:

- ❖ Pricing Proposal, respond with pricing for Tab A or B or Both
- ❖ Contractor Requirements
- ❖ Submittal (Offer Page)
 - ❖ Signed by authorized representative of the Offeror
 - ❖ Contact information included
- ❖ All other Submittals
- ❖ Addenda, signed

If you wish to submit an offer to provide the services in this solicitation, the following are required. What can get a proposal deemed not responsive and not moving further in the process?

- Not signing your offer or completing the fields on the offer form
- Adding information outside or in addition to what is indicated on the pricing proposal spreadsheet
- Not signing or returning addenda

As mentioned previously please read all the solicitation documents

The pricing proposal has two tabs. You may enter pricing on Tab A or B or Both

The contractor requirements has 3 sections. You may leave the Aviation requirements empty if you do not intend to bid for the aviation work.



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 2.18** of the solicitation
- ❖ Companies currently doing business with City are not prohibited from discussing their current contracts.

Several years ago, the City enacted its solicitation transparency to level the playing field for all proposers or potential proposers. Basically, the policy states that once the solicitation is posted through city council award, proposers will not contact any city staff or officials to discuss this solicitation without going through the Procurement Officer first. When we say City officials and staff, we mean all the way up to City Council members and the Mayor. Any discussions with officials that are arranged through the Procurement Officer are considered public meetings, which means the public and other potential proposers may attend.

The full policy is in Section 2.18 of this solicitation

This policy does not preclude companies currently doing business with the City to discuss current contracts.



Proposal Deadline

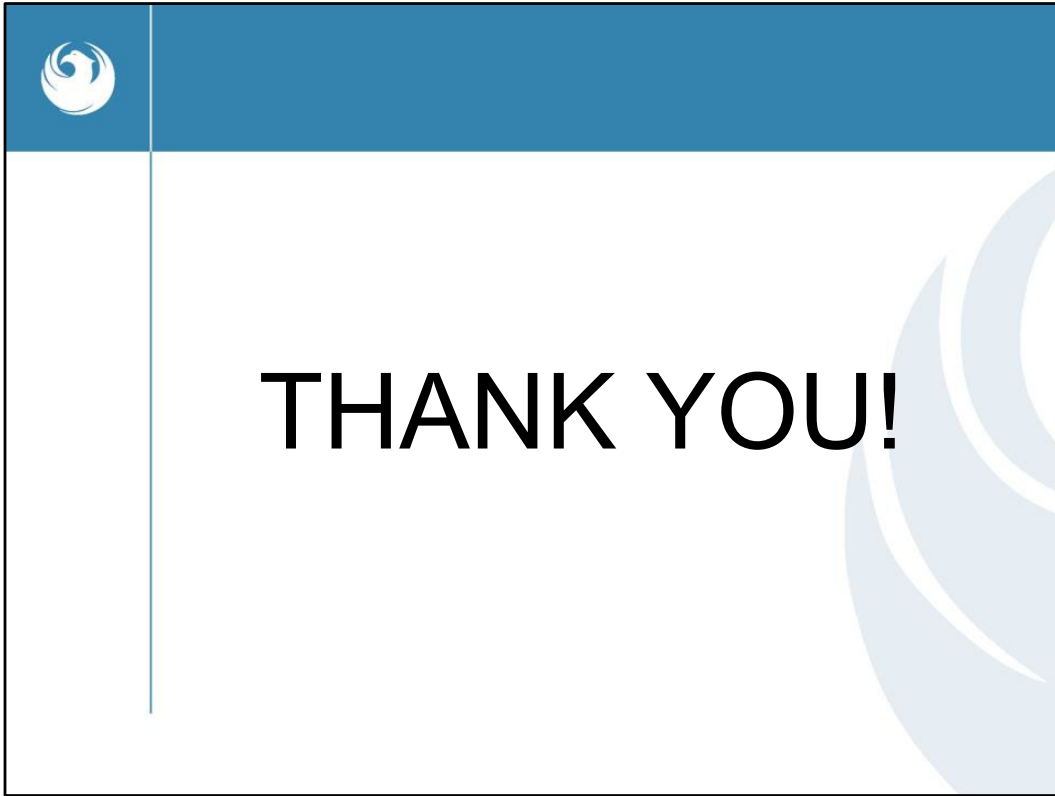
21 January, 2025

2:00 p.m. local Phoenix time



**Late proposals will
be rejected.**

Proposals are due no later than 2PM on (state the full date), and late proposals will be rejected. A late proposal is one received at 2:01PM on the indicated date.



Thank you for attending our pre-offer conference. We look forward to receiving bids from you.