


SIGNAGE PRODUCTS AND SERVICES IFB-25-0480

December 27, 2024, 9:00 AM
Via WebEx

City of Phoenix
Finance Department


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Welcome!

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

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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.

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Agenda

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


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Scope of Services

- ❖ The City requires furnishment, installation, maintenance, removal, relocation, repair, and replacement of various signage.
 - Group 1 – All Signage
 - Group 2 – Zoning and General Hearing Signage and Historic Preservation
- ❖ Contractor's requirements
 - Equipment and Materials
 - City Zoning Ordinance Section 705 Signs
 - Coordinate and schedule services with City representatives.


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Scope of Services cont.

- ❖ Required Timeframes
 - 3 business days for manufacturing, installation, replacement, relocation.
 - 7 business days for sign removal.
 - Specific timeframes for specific signs.
- ❖ Rental Equipment (scaffolding, lifts, etc).
 - Requires prior approval
 - Reimbursement


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Scope of Services cont.

- ❖ Pricing
 - Contract pricing provided in Pricing Proposal.
- ❖ Business Hours and Holidays
 - Regular Business Hours – 6:00 AM to 6:00 PM
 - After Business Hours – 6:01 PM to 5:59 AM.
 - City Holidays - <https://www.phoenix.gov/calendar/holidays>


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Pre-Award Qualification(s)

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

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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


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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


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Q&A Deadline

- ❖ Submit questions by January 8, 2025.
 - 2:00 p.m. local Phoenix time
 - Email: daniel.han@phoenix.gov
- ❖ Answers will be available approximately by January 10, 2025 at <https://solicitations.phoenix.gov/Solicitations/Details/1992>


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Insurance & Indemnification

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

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Submittal Requirements

Submit one electronic copy to procurement@phoenix.gov:

1. Submittal Section (Offer)
 - Signed by authorized representative of the Offeror
 - 24 Hour Emergency Contact
 - Warranty
 - Years in Business and References
 - Costs and Payments
 - Offer Page
 - Conflict of Interest and Transparency
2. Pricing Proposal
3. Addenda, signed


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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.

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Proposal Deadline

Friday, Jan. 17, 2025
2:00 p.m. local Phoenix time



Late bids will be rejected.

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THANK YOU!

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