

# Pre-Offer Meeting

## Waste Removal, Disposal, and Co-Mingled Recycling Services

AVN IFB 24-0431

January 21, 2025

10:00 A.M.

via WebEx

 **PHX DVT EYR**



# Welcome & Housekeeping



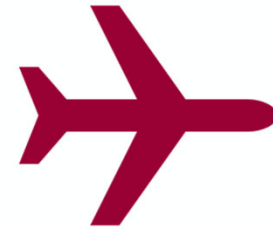
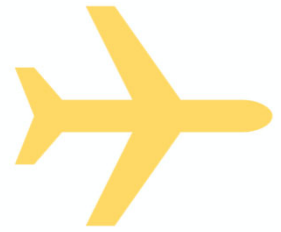
- Your Device is Automatically Muted.
- Use the “Chat” Function to Submit Your Questions.
- Questions will be answered at the end of the Presentation.
- Presentation will be available at:

<https://solicitations.phoenix.gov/Solicitations/Details/1934>



# Agenda

- Introductions
- Solicitation Transparency Policy
- IFB Timeline
- Minimum Qualifications
- Submittals
- Scope Overview
- Questions





# Introductions – Contracts and Services Division



## **Contracts and Services Division**

Michael Soto, Senior Buyer



# Introductions – Facilities and Services Division



**Kristina Pylant**  
**Facilities Contract Manager**



**Teresa Chavez**  
**Facilities Contract Assistant**



# Introductions – Subject Matter Experts



**Sam Chaparro**  
**Landside Maintenance Supervisor**



**Brett Aiken**  
**Solid Waste Analyst /  
Recycling Coordinator**



# Solicitation Transparency Policy



**OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!**

All communication **must** be directed to the Procurement Officer.

## Effective

Date/Time Solicitation is issued.  
January 13, 2025

## Discussion & Requests

Only discuss matters of this IFB with the  
Procurement Officer.

**Phoenix City Code**  
Chapter 43, Section 43-36

## Public Meeting

Discussion may occur with City staff in a Public  
Meeting, requested through Procurement Officer

## Policy Ends

City Council approves award  
Projected April 2025.



**Date/Time:** January 22, 2025  
10:00 a.m.

**Register at:** [michael.soto@phoenix.gov](mailto:michael.soto@phoenix.gov)

**IMPORTANT  
INFORMATION**

- Attendees subject to TSA screening, including inspection of accessible property.
- Valid government-issued picture ID required or active SIDA badge.
- No prohibited items allowed.
- No pictures or video are allowed.





## Written Questions ONLY

- Written answers supersede verbal answers.
- All questions and responses will be published via an addendum.

## Q&A and Addendums Available at:

<https://solicitations.phoenix.gov/Solicitations/Details/1934>





## Questions Deadline

- **Tuesday, January 28, 2025**
- **3:00 P.M. local Arizona time.**
- Email: [avn.solicitations@phoenix.gov](mailto:avn.solicitations@phoenix.gov) and [michael.soto@phoenix.gov](mailto:michael.soto@phoenix.gov).
- Include the IFB Number and Title in the email.



## Answers Posted:

<https://solicitations.phoenix.gov/Solicitations/Details/1934>

# IFB Overview: Addenda



- ➔ Changes to this IFB will be an addendum, available at:
  - ➔ <https://solicitations.phoenix.gov/Solicitations/Details/1934>
- ➔ Must acknowledge receipt, sign, and return addendum with Offer.
- ➔ If addendum with material changes is not signed and submitted with Offer, your Offer will be deemed nonresponsive and rejected.
- ➔ Offeror's responsibility to visit the City's website for update(s) to this solicitation including all addendums.



# RFP Overview: Response Due Date



**DEADLINE**

**\*Tuesday, February 18, 2025  
at 3:00 P.M.  
Local Arizona Time**

**LATE RESPONSES WILL BE DISQUALIFIED**

*\*All Dates and Time are Subject to Change*



# IFB Overview: Submittal Location



## Physical Submittal

Aviation Headquarters  
2485 East Buckeye Road  
Phoenix, AZ 85034

Monday – Friday, 8:00 a.m. to 5:00 p.m.



# IFB Overview: Submittal Location



## **Electronic Submittal**

Submit Offers via email to:  
[michael.soto@phoenix.gov](mailto:michael.soto@phoenix.gov)

AND

[avn.solicitations@phoenix.gov](mailto:avn.solicitations@phoenix.gov)

**File size limitation of 100 mb.**



## Contract Start Date:

→ June 1, 2025

## Contract Term:

→ Three years

→ Two One-Year Options





## Meeting Minimum Qualifications:

- Must meet Minimum Qualifications (MQ).
- Demonstrate in Offer.
- Failure to meet MQ equals a nonresponsive Offer.





## Minimum Qualifications:

- A. Business Experience:** Offeror must have been in operation a minimum of three consecutive (3) years within the last five (5) years. The Offeror's normal business activity during this time will have been to provide waste removal, disposal, and recycling services. The Offeror's experience and qualifications will be verified through the business references provided in the Submittal Section of this solicitation.
- B. Permits:** At the time of the submitted offer, the Offeror must possess operating and applicable vehicle permits from the Maricopa County Solid Waste Program. **Copies of permits must be included with the submittal.**
1. Additional information regarding permits can be found at:  
<https://www.maricopa.gov/2678/Solid-Waste-Permitting>



# IFB Overview: Fee Schedule



## BID PRICE SCHEDULE Group I – Waste Removal and Disposal Services: (ALL OR NONE OFFER)

Contractor shall provide all labor, processing, reporting, overhead, handling, all associated costs and other items necessary to perform the Scope of Work and required services. The City reserves the right to award a Contract by individual groups. Offerors may bid and be awarded all, one, or none of the groups listed for this IFB.

### Group I - WASTE REMOVAL AND DISPOSAL SERVICES: (All or None)

Service locations: PHX and surrounding areas, DVT, and GYR

Item No.	Description	Unit of Measure	Unit Price	Estimated Annual Quantity	Extended Price
1	<b>Non-Urgent (Scheduled Services):</b> Pull charge, per container - emptying compactor / open-top unit container for each pick-up	Per Haul	\$	1500	\$
2	<b>Urgent (Non-Scheduled 24/7 Services):</b> Waste Disposal - Pull charge, per container - emptying compactor / open-top unit container for each pick-up	Per Haul	\$	10	\$
5	4.0 cy Front-Load	Per Haul	\$	260	\$
6	6.0 cy Front-Load	Per Haul	\$	620	\$
7	8.0 cy Front-Load	Per Haul	\$	210	\$
8	10.0 cy Front-Load**	Per Haul	\$	150	\$
<b>Group I - Total</b>					<b>\$</b>

\*\*May be required by the Aviation Department during the contract term to meet operational needs.



# IFB Overview: Fee Schedule



## BID PRICE SCHEDULE Group 2 – Co-mingled Recycling Removal and Processing Services: (ALL OR NONE OFFER)

Contractor shall provide all labor, processing, reporting, overhead, handling, all associated costs and other items necessary to perform the Scope of Work and required services. The City reserves the right to award a Contract by individual groups. Offerors may bid and be awarded all, one, or none of the groups listed for this IFB.

### Group II - CO-MINGLED RECYCLING REMOVAL AND PROCESSING SERVICES: (All or None)

Service Location: PHX and surrounding areas

Item No.	Description	Unit of Measure	Unit Price	Estimated Annual Quantity	Extended Price
1	<b>Non-Urgent (Scheduled Services):</b> Pull charge, per container - recovery, processing, and delivery to secondary markets for each pick-up	Per Haul	\$	1200	\$
2	<b>Urgent (Non-Scheduled 24/7 Services):</b> Co-Mingled Recycling - Pull charge, per container - recovery, processing, and delivery to secondary markets for each pick-up	Per Haul	\$	2	\$
5	4.0 cy Front-Load	Per Haul	\$	10	\$
6	6.0 cy Front-Load	Per Haul	\$	15	\$
7	8.0 cy Front-Load	Per Haul	\$	10	\$
8	10.0 cy Front-Load**	Per Haul	\$	2	\$
<b>Group II - Total</b>					<b>\$</b>

\*\*May be required by the Aviation Department during the contract term to meet operational needs.



# IFB Overview: Fee Schedule



## **BID PRICE SCHEDULE ANCILLARY SERVICES (REQUIRED)**

Completion of this section is REQUIRED, but will not be evaluated. Bidders not completing the following Ancillary Services Fee Schedule will be disqualified. **ANCILLARY SERVICES:**

**Completion of this section is REQUIRED, but will not be evaluated. Bidders not completing the following Ancillary Services Fee Schedule will be disqualified.**

Item No.	Description	Unit of Measure	Unit Price
1	Spot-Painting (City-owned compactors)	Per Unit	\$
2	Compactor Painting, as needed	Per Unit	\$
3	Steam Cleaning	Per Unit	\$
4	Fog or Spray for Pests/Bugs	Per Unit	\$
9	<b>Additional Service</b> – One-Way to deliver or pick up compactors to or from the Airport to the City compactor repair provider	Per Haul	\$



# IFB Overview: Fee Schedule Important Note

**Offerors can submit offers for all groups and the City may award both groups to separate offerors or to the same offeror**

# IFB Overview: Submittals



**\*Refer to AVN IFB 24-0431 for specifics details.**

## Offer

A detailed Offer describing the firm or individual's qualifications and experience responsive to the requirements of the solicitation and minimum qualifications.

At the time of Offer submission, the Offeror must possess operating and applicable vehicle permits from the Maricopa County Solid Waste Program.

- Required Submittals Forms (Exhibit A)
- Fee Schedule (Exhibit B)
- Addenda – Signed copies of all published addenda (Exhibit E, if applicable)
- Copies of operating and applicable vehicle permits from Maricopa County Solid Waste Program



## Award Recommendation

- Projected March 2025
- <https://solicitations.phoenix.gov/Solicitations/Details/1934>



## Protest Period:

- Within seven (7) days after Award Recommendation posting.
- See Section 2.19 – Protest Period of IFB

# Scope Overview

Facilities and Services Division

 **PHX DVT EYR**







# Scope of Work Overview



## Aviation Department Representative (ADR)

### ➤ Aviation Department

Waste Disposal and Removal:	Co-Mingled Recycling:
<b>Sam Chaparro</b>	<b>Brett Aiken</b>
Landside Maintenance Supervisor	Recycle Coordinator



# Scope of Work Overview



## ➤ **General Requirements:**

- ✓ Minimum of eight (8) employees badged under this Contract. Badged operators must be able to move about airside/ramp areas and Facilities and Services (F&S) yard without an escort.
  - Five (5) employees for Waste Removal and Disposal
  - Three (3) employees for Co-mingled Recycling
- ✓ Contractor will not increase the frequency or change the container without the prior approval of the ADR or his designee. In all cases, any change in frequency will be at no charge to the City.
- ✓ Contractor must leave all pickup locations clean and free of debris and other hazards and nuisances.



# Scope of Work Overview



- **Locations:**
  - ✓ **Waste Disposal:** Sky Harbor International Airport and surrounding airport properties, Deer Valley Airport, and Goodyear Airport.
  - ✓ **Co-mingled Recycling:** Sky Harbor International Airport and surrounding airport properties.
- **Contractor own equipment:**
  - ✓ Open tops, various capacities
- **City owned equipment:**
  - ✓ Compactors
- **Services:**
  - ✓ Disposal, Recycling, Painting, Steam Cleaning, Pest Control



# Scope of Work Overview



- **Certification/Licenses/Permits:** Maintain valid throughout contract terms.
- **Service Representative:** Assign a service representative as primary contact.
- **Subcontracting:** Must obtain ADR prior written authorization.
- **Response Time:**
  - ✓ **Non-Emergency:**
    - Physically be onsite within 24-hours of initial notification.
  - ✓ **Emergency:**
    - Initial response time: within 30 minutes (via phone or email)
    - Physically be onsite within 2-hour of request.



# Removal and Disposal



- **Waste Removal and Disposal Services Only:**
  - ✓ Contractor is responsible for removing/disposing of the contents of waste compactors and containers into a government-approved and regulated landfill.
  
- **Co-mingled Recycling Only:**
  - ✓ Contractor must ensure the recyclable material is recovered, processed, and delivered to secondary markets.
  
  - ✓ PHX collects all recycling in plastic bags. Contractor must still ensure the recyclable material is recovered, processed, and delivered to secondary markets.
  
- **The landfill/MRF fees must be charged as a pass-through to the City, as no markup cost is allowed.**



# Containers



## ➤ Contractor Provided Containers:

### ✓ Front-Load

Capacity	Required Quantity
4.0 cy	5
6.0 cy	11
8.0 cy	2
10.0 cy	2

### ✓ Open-Top

Capacity	Required Quantity
20 cy	6
30 cy	6
40 cy	22



# Compactors



- **City-Owned Compactors:**
  - ✓ Painting upon request
    - Complete compactor painting
    - Spot painting
  - ✓ Steam Cleaning (monthly)
  - ✓ Spray or Fog Pest Control (monthly)
- **Trash and debris must be picked up around compactor area. Area around compactor must remain broom clean.**



# Pick-up Requirements



## ➤ **Pick-up Requirements:**

- ✓ Compactors and roll-offs must be at or above 80% capacity.
- ✓ Pick up frequency will be determined by ADR. Additional on-call services may be required.
- ✓ Aviation aims to limit traffic at the Airport and to reduce greenhouse gases and costs associated with the hauling of waste.
- ✓ Alternative fuel vehicles are encouraged.





# Site Visit



- Wednesday, January 22, 2025
- 10:00 am Local Phoenix Arizona Time
- 2485 East Buckeye Road, Phoenix, Arizona 85034
- Please meet in the Aviation Headquarters Lobby and bring your identification.

**Thank You for  
Attending!**

