




IFB 25-0509 Lot Maintenance and Securement Services

January 23, 2024 – 10:00 a.m.
Via WebEx

City of Phoenix
Finance Department


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Housekeeping

- Please turn off or silence cell phones during this pre-offer conference.
- Please mute your microphones, unless you are speaking, to mitigate background noise and potential electronic feedback for the other participants.
- We will be touching on each major section of the solicitation, please try and limit your questions to the section being discussed.
- **Please email your company name, first and last name, telephone number, and email address to the procurement officer: scott.mcbride@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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Key Dates

Pre-Offer Conference	January 23, 2025 at 10:00 a.m.
Written Inquiries Due	February 3, 2025 at Noon.
Offer Due Date	February 12, 2025 at 2:00 p.m.

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Agenda

IFB 25-0509
Lot Maintenance and Securement Services

1. Solicitation Instructions
2. Special Terms and Conditions
3. Insurance and Indemnification
4. Scope of Work
5. Submittals
6. Key Dates


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Solicitation Instructions

- Transparency Policy starts at solicitation opening and ends at Council Award
- All offerors must register at: <https://www.phoenix.gov/procure>
- All written inquiries are due **February 3, 2025, at Noon**
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- Businesses **must** be registered with the Arizona Corporation Commission (this is checked)
- Offeror must read the entire solicitation and accept all terms and conditions without exception


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Special Terms & Conditions

- Pricing shall be firm and fixed for the initial year of the contract, thereafter price increases will be considered annually
- Any increases granted are solely at the discretion of the City
- Method of Invoicing- Submit invoice to Ordering Department Rep. 3 business days after service, corrections to invoice within 2 days of returned invoice. Sample invoice in Solicitation.


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Insurance & Indemnification

- Please note the indemnification provisions within the solicitation
- Insurance requirements cover:
 - General liability
 - Automobile liability
 - Worker's compensation
 - Professional liability
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10-days
- Send to the Procurement Division at procurement@phoenix.gov


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Scope of Work

- The Contractor shall provide Lot Maintenance and Securement Services on an as-needed basis, for a (5) five-year period.
- The Contractor will provide services listed in the Scope of Work with pricing
- The contractor will follow all requirements listed in the Scope of Work
- Towing is **NOT** included in this contract.
- If Contractors wants to perform Pre and Post Emergent application, the must provide certification from the AZ Dept. of Agriculture with submittals, and renewal annually to the Procurement Officer.


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Submittals

- Responses may be received by email.
- Be sure to include references, as these are also checked
- Be sure to complete and include:
 - Certification for Pre & Post Emergent Application
 - Offer Page
 - Years in Business and References
 - Emergency 24-Hour Service Contact
 - Cost and Payments
 - Conflict of Interest and Transparency Form
- If there are any published Addendums, they must be signed and submitted with the Submittals.

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Key Dates

IMPORTANT
INFORMATION

Written Inquiries Due	February 3, 2025 at Noon.
Offer Due Date	February 12, 2025 at 2:00 p.m.

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