

The background features a large, stylized, light blue Phoenix logo, which is a circular emblem with a bird-like shape in the center, set against a darker blue background. The logo is partially obscured by the text.

IFB 25-0467

Scanning Electrons Microscope and Services

January 31, 2025 – 10:00 a.m.
Via WebEx

City of Phoenix
Finance Department



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 providing an overview on each major section of the solicitation.
- Please submit your questions in the chat. At the end of each section, questions submitted will be reviewed

Procurement Officer email: Margie.Vasquez@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.

ADDENDA: 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 – **not other City employees per the Transparency Policy.**



Key Dates

Pre-Offer Conference	January 31, 2025 at 10:00 a.m.
Written Inquiries Due	February 5, 2025 at 10:00 a.m.
Question Response Date	February 7, 2025 at 5:00 p.m.
Offer Due Date	February 13, 2025 at 2:00 p.m.



Agenda

IFB 25-0467

Scanning Electrons Microscope and Services

- 1.Solicitation Instructions Overview
- 2.Terms and Conditions Overview
- 3.Insurance and Indemnification Requirements
- 4.Scope of Work Overview
- 5.Evaluation Overview
- 6.Review Submittal /Attachment Requirements
- 7.Additional Questions
- 8.Closing



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 5, 2025, at 10:00 a.m.**
- 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 verified)
- Offeror must read the entire solicitation and accept all terms and conditions without exception



Solicitation Instructions

- Solicitation Inquiries/Questions
 - **Email Procurement Officer only**
 - Do not submit inquiries to the Procurement Mailbox
- All offers shall be valid for 180 calendar days from the Offer Due Date.
- Preparation Of Offer (IFB Section 2.3 – Page 4)
 - All Forms in Submittal Section must be Submitted.
 - No modifications to the Submittal Forms are allowed (there is no need to add these document on the Offeror's letterhead)
- Submission of Offer (IFB Section 2.12 – Page 6)
 - ONLY Electronic Submittals will be accepted (no hard copies)
 - Do not submit links or password protected documents. Evaluation of the offers will be based solely on the documentation received.
 - Submit in accordance to the requirements listed in this section.
 - Late Offers will be rejected (IFB Section 2.20 – Page 11)
 - Structure your offer based on the requirements identified in Section 8. Submittals (Page 42)



Solicitation Instructions

IFB Section 2.17 Solicitation Transparency Policy (Pages 8-9)

Transparency Policy in Effect

- Effective: Posting of Solicitation through Council Approval
- All Communication through Procurement Officer
- Offerors that violate the policy shall be disqualified
- Offerors may continue to conduct business unrelated to the solicitation



Solicitation Instructions

- City's Vendor Self-Registration and Notification
(IFB Section 2.2 Page 4)
 - Vendors will be required to be registered as a vendor with the City, if you are selected for an award.
 - Registered vendors receive City notifications of solicitation opportunities based on the product categories selected.
 - Clarification: Vendors are not required to be registered to respond to a solicitation.



Solicitation Instructions

Inquiries (IFB Section 2.7 Page 6)

- Directed only to the Procurement Officer
- Submit in writing by the timeline due date – **Feb. 5th @10 am**
- The City will not consider questions received after the deadline.
- The Procurement Officer will answer written inquiries in an addendum which will be published on the Solicitation website.



Minimum Qualifications

IFB Section 2.15 Pre-Award Qualifications Criteria (Page 8)

- Offeror must have been in operation a minimum of five years. The Offeror's normal business activity during the past five years will have been for providing the goods or services in this solicitation.



Special Terms & Conditions

- Term of Contract (IFB Section 5.1, page 31)
 - Effective: April 1, 2025
 - Six Years (with a 4 year option to extend)
- Price
 - Submitted in Attachment A – Fee Schedule (Pgs 44-47)
 - All prices shall be firm and fixed for the initial 6 year period (IFB Section 5.3, page 1)
 - Pricing includes Discounts from Published Catalogs/Price Lists (IFB Section 5.4, page 31)
- Method of Payment
 - Payment is made from the Contractor's invoice submitted to cover items received and accepted by the City (IFB Section 5.7, page 32)
 - The City does not provide up-front payment for products. Maintenance services are paid at the beginning of the maintenance period.



Insurance & Indemnification

- Please note the indemnification provisions within the solicitation (IFB 7. Insurance Requirements, Pages 38-41):
- Certificate of Insurance is not required to be submitted with the offer.
- Insurance requirements cover:
 - General liability
 - Automobile liability
 - Worker's compensation
 - Technology E&O and Network Security liability
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10-days (IFB 2.15, page 8)



Scope of Work

Project Overview

- The Phoenix Police Department's (PPD) Laboratory Services Bureau Trace Analysis Section requires to purchase a new Scanning Electron Microscope (SEM) with Energy Dispersive X-Ray Spectroscopy (EDS), suitable for this analysis, with ongoing annual preventative maintenance and repair services.
- The Contractor will deliver and install the SEM/EDS, will provide training, customer support services and will perform as-needed preventative maintenance and repair services after the initial one-year warranty expires.
- Refer to 3.3 for the Sem/EDS system requirements and features.

Background Requirements

- Background requirements are waived because the Contractor's staff will be escorted at all times while on-site



Scope of Work

Contractor Key Requirements

- Perform all services using fully certified technicians to work on the SEM/EDS, that are qualified, authorized, and trained service technicians with a minimum of three (3) years of experience.
- Observe and obey all posted safety rules and visitor protocols of the PPD's Laboratory Services Bureau Trace Analysis Section while on-site.
- Contractor shall act as the single point of contact to which all requests for services are submitted. The Contractor is responsible for coordination of services by the subcontractor(s) necessary to perform the services needed.



Scope of Work

- Installation: On-site installation and demonstration of the SEM/EDS shall be conducted by the Contractor within 180 days of contract award.
- Training: The Contractor will provide detailed on-site training for at least two (2) City of Phoenix
- Warranty: Contractor will provide a minimum 1-year warranty for the entire system, including all third party components supplied under this contract and optional extended warranty. The Contractor guarantees the full system performance of the instrument, including third-party accessories, if these components have been purchased through them and are covered under-the Contractor's Warranty or Service Contract.



Scope of Work

- Inspection/Testing/Acceptance:
 - The Department reserves the right to perform any inspections and test set forth for this equipment, to include but not limited to inventory of parts lists and supplies listed in this contract. The contractor must inspect all equipment for completeness prior to delivery and provide documentation of the inspection upon delivery to the Department.
 - The Department will inspect and evaluate all equipment for compliance with the requirements listed in Section 3 – Scope of Work. An alternate or approved equal product(s) will not be accepted. The Contractor shall supply the equipment and accepted by the City.
- Maintenance Services: The Contractor shall provide a complete annual preventative maintenance visit for the SEM/EDS and related accessories, if applicable, in accordance with the manufacturer's requirements, after the initial warranty period expires.
- Repair Services: Repairs shall be performed on an as-needed basis, when the PPD staff reports an issue to the Contractor. All parts and labor to repair SEM/EDS require pre-approval from PPD.
- Technical Support: Contractor shall provide unlimited Technical Support via email, phone or web if available.



Evaluation Overview

Award of Contract

- The City intends to issue a single award.
- Award will be made to the most responsive, responsible Offeror(s) who are regularly established in this service. The City reserves the right to multiple award (see IFB Section 2.16 – Page 8).



Submittals

- Electronic Submission
- Reference IFB Section 8. Submittals – for a list of minimum submission requirements.
- Offeror's Signature page must be completed & signed (failure to do so will disqualify your offer).
- Fully complete and return all City submittal forms

REMINDER to avoid your offer being disqualified

- 1. Submit your offer before the deadline**
- 2. The Offer shall be signed (no exceptions)**
- 3. Return signed Addenda**



Additional Questions

