

Pre-Offer Meeting

Aviation Glass Repair, Replacement, and Maintenance Services

AVN IFB 25-0487

February 6, 2025

10:00 A.M.

via WebEx





Welcome & Housekeeping



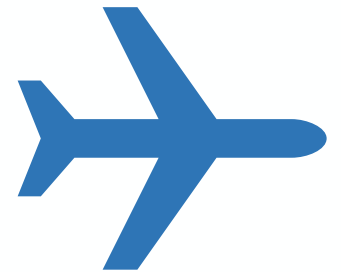
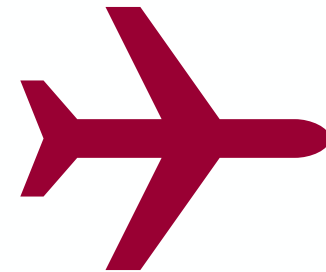
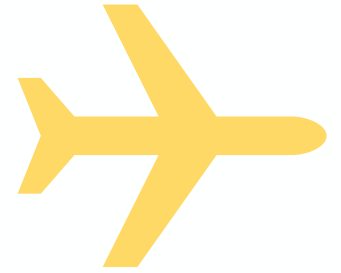
- ➔ Your Device is Automatically Muted.
- ➔ Use the “Chat” Function to Submit Your Questions.
- ➔ Questions will be answered at the end of the Presentation.
- ➔ Presentation will be available at:

<https://solicitations.phoenix.gov/Solicitations/Details/2020>



Agenda

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





- ➔ Contracts & Services Division
 - ✓ Amy Turner – Procurement Officer
 - ✓ Administrative Services Team

- ➔ Aviation Department – Facilities and Services Division
 - ✓ Kristina Pylant – Facilities Contract Manager
 - ✓ Teresa Chavez – Facilities Contract Assistant
 - ✓ Jian Keil – Building Maintenance Foreman
 - ✓ Daniel Harper – Project Manager



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 28, 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 May 2025.



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/2020>





Questions Deadline

- **Thursday, February 13, 2025**
- **5:00 P.M. local Phoenix time.**
- Email: avn.solicitations@phoenix.gov and Amy.m.turner@phoenix.gov.
- Include the IFB Number and Title in the email.



Answers Posted:

<https://solicitations.phoenix.gov/Solicitations/Details/2020>



IFB Overview: Addenda



- ➔ Changes to this IFB will be via an addendum, available at:
 - ➔ <https://solicitations.phoenix.gov/Solicitations/Details/2020>
- ➔ 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.



DEADLINE

***Thursday, February 27, 2025
at 10:00 A.M.
Local Phoenix 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.

Package should be sealed and marked with:

- Offeror Name
- Offeror Address
- Solicitation # : IFB 25-0487
- Title: AVN Glass Repair, Replacement, & Maintenance Services
- Offer Opening Date: Feb 27, 2025 @ 10a.m. local Phoenix time



IFB Overview: Submittal Locations



Electronic Submittal

Submit Offers via email to:

Amy.m.turner@phoenix.gov

AND

avn.solicitations@phoenix.gov

File size limitation of 100 mb.



Contract Award:

→ May 2025

Contract Start Date:

→ October 1, 2025

Contract Term:

→ Five years





Meeting Minimum Qualifications:

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



Minimum Qualifications:

➔ Offeror

- ➔ Must have been in operation a minimum of four years in the last seven
- ➔ Experience in operating in a 24/7/365 environment
- ➔ CR – 65 Glazing specialty license with the ROC

➔ Service Representative:

- ➔ Assigned as primary contact
- ➔ 3 years of experience in glass repair industry



***Refer to AVN IFB 25-0487 for specific details.**

Offer Should Include:

- ➔ **Exhibit A – Required Submittal Documents**, completed in full, which includes:
 - Bid Price Schedule
 - Minimum Qualifications Certifications
 - Signature of Authorized Company Representative
- ➔ **A copy of your CR-65 Glazing specialty license**
- ➔ **Addenda** – Signed copies of all published addenda (if applicable)

ENSURE ALL FORMS ARE COMPLETED AND SIGNED!!!



Award Recommendation

→ Projected May 2025

→ <https://solicitations.phoenix.gov/Solicitations/Details/2020>

Protest Period:

→ Within seven (7) days after Award Recommendation posting.

→ See Section 2.18 – Protest Period of IFB



Scope Overview

Facilities and Services Division





Aviation Department Representative (ADR)

➤ Aviation Department

Jian Keil

Building Maintenance Foreman



Scope of Work Overview



➤ **General Requirements:**

- ✓ Aviation is a **twenty-four (24) hour, seven (7) day a week, three hundred sixty-five (365) day-a-year** operation.
- ✓ Scheduled glass services will be requested to be performed in the overnight hours to avoid disruption to Airports' operations.
- ✓ This contract is intended to cover all types of glass, materials, and specialty glass except glass products for automobile and truck windows.
- ✓ One service representative will be Aviation's primary point of contact.



➤ **Airport Security:**

- ✓ The Aviation Department is subject to Federal Aviation Administration (FAA) security mandates.
- ✓ The Contractor and its employees will be required to work and operate a motor vehicle within the secured areas of the Airport.
- ✓ All staff working under this Contract must pass a Security Threat Assessment and Criminal Background Check as well as take the Airfield Driver Training Program and pass an interactive test to obtain the Airfield Driving permit endorsement on their security badge.



Scope of Work Overview



➤ **Locations:**

- ➔ Phoenix Sky Harbor International Airport (PHX) and surrounding airport-owned properties
- ➔ Sky Train Automated Train Stations at PHX
- ➔ Rental Car Center (RCC)
- ➔ Deer Valley Airport (DVT)
- ➔ Goodyear Airport (GYR)



Scope of Work Overview



➤ **Response Times:**

➔ **Non-Urgent / Scheduled Services:**

- Initial response must be within 24 hours via telephone or email.
- Install glass within five calendar days.

➔ **Urgent Services:**

- Initial response must be within one (1) hour via telephone or email.
- On-site response must be within two (2) hours.



➤ **Service Requirements:**

- ➔ Contractor will provide measurements and itemized cost estimates at no additional charge to the City.

- ➔ Contractor is responsible for all final and correct measurements.

- ➔ Remove all glass from property.

- ➔ Maintain a high standard of cleanliness during and after services.

- ➔ Other than earplugs or safety glasses, no items that may impede hearing or sight will be allowed.



Additional Services:

- ➔ Specialty and Custom Work:
 - Custom work shall not exceed a 60-calendar-day delivery time without prior approval from ADR.

- ➔ Board-Up Service:
 - Provide board-up services when needed. Urgent response will apply to this service.

- ➔ Optional Glass Services:
 - Window tinting, glass scratch removal services, graffiti guard products, resealing, replace missing seals, reattach or replace trip/mullions.



Additional Fees:

- ➔ Travel Time:
 - Travel time and associated costs will not be reimbursed.

- ➔ Freight Costs:
 - No shipping or freight charges are authorized.
 - If expedited shipping is requested and approved by the ADR, these charges will be reimbursed at cost.

- ➔ Specialized Equipment:
 - Contractor is expected to have tools and equipment standard to the trade available at **no cost** to the City.
 - Special equipment required may be reimbursed **at cost** for the rental if approved by the ADR.





Remember!!!



IFB 25-0487 AVN Glass Repair, Replacement, and Maintenance Services

Questions

Email the Procurement Officer ONLY!!!

Amy Turner

Amy.m.turner@phoenix.gov

REMEMBER TRANSPARENCY POLICY IS ***IN EFFECT***



**Thank You for
Attending!**

