

Pre-Offer Meeting

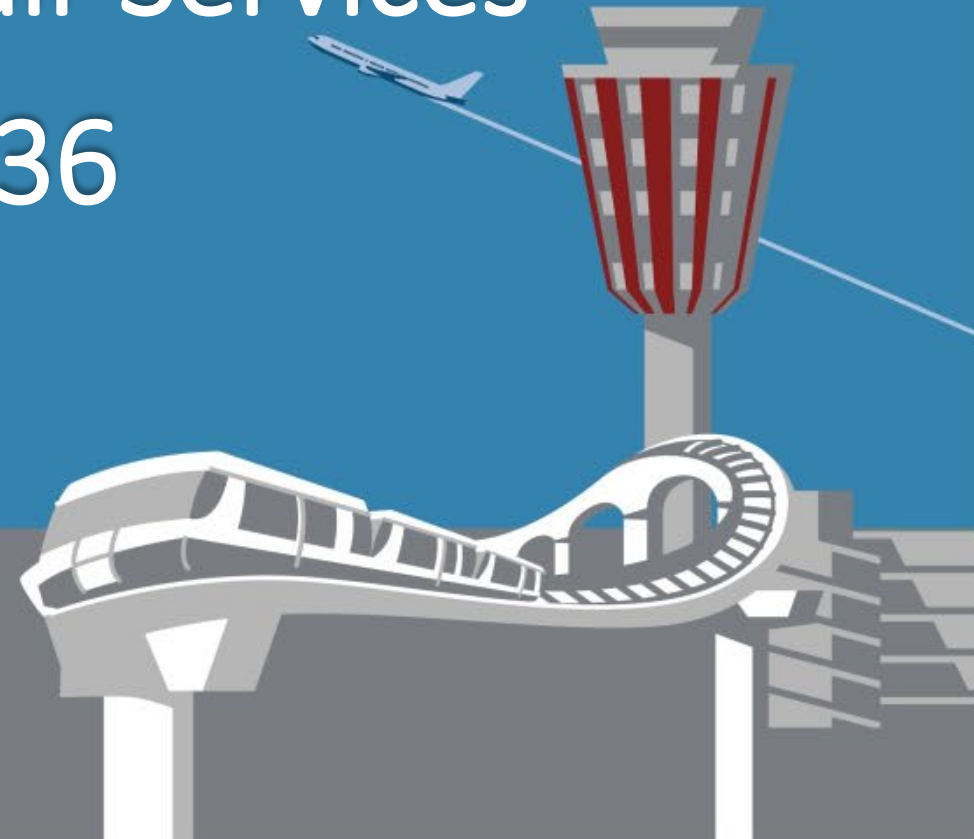
Video Surveillance System (VSS) Licensing, Maintenance and Repair Services

AVN IFB 25-0536

February 20, 2025

10:00 A.M.

via WebEx





Welcome & Housekeeping



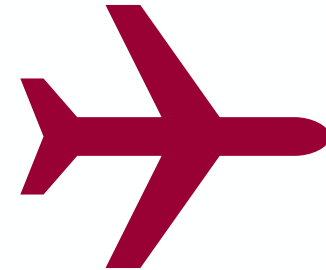
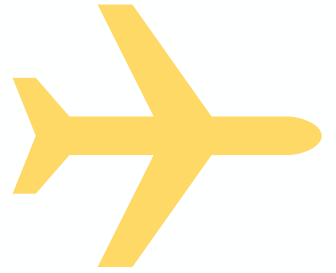
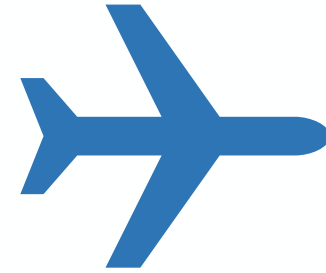
- ✈ Your Device is Automatically Muted.
- ✈ Use the “Chat” Function to Submit Your Questions.
- ✈ Questions will be answered at the end of the Presentation.
- ✈ Presentation will be available at:

<https://solicitations.phoenix.gov/Solicitations/Details/2043>



Agenda

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





- ➔ Aviation Department – Amy Turner – Procurement Officer
- ➔ Aviation Department - Technology
- ➔ Arts and Culture Department - S'edav Va'aki Museum
- ➔ Housing and Urban Development Department
- ➔ Phoenix Convention Center
- ➔ Water Services Department



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.
February 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 June 2025.



IFB Overview: Contract Terms

Contract Award:

✈ June 2025*

Contract Start Date:

✈ July 1, 2025

Contract Term:

✈ Five years

*Dates subject to change





Meeting Minimum Qualifications:

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



Minimum Qualifications:

➔ Offeror Experience

- Three years of experience in the last 5 years
- Experience supporting a minimum of **500** VSS cameras

➔ Service Representative:

- Assigned as primary contact
- One year of experience maintaining VSS systems



Pre-Award Qualifications (2.17)*

- ➔ Manufacturer Authorization Requirements from
 - Milestone System Gold Channel Partner
 - Axis Communications Channel Partner
 - Zenitel Authorized Dealer
- ➔ Provide Certificate of Insurance prior to beginning of work

***June 2025**



IFB Overview: Insurance Requirements



Certificate of Insurance Required prior to July 1, 2025

Commercial General Liability	\$5,000,000
Automobile Liability	\$5,000,000
Worker's Compensation and Employers' Liability	\$100,000
Technology Errors and Omissions Liability	\$1,000,000



Written Questions ONLY

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





Questions Deadline

- ➔ **Thursday, February 27, 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 via Addendum:

<https://solicitations.phoenix.gov/Solicitations/Details/2043>



IFB Overview: Addenda



- ➔ 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 addenda.



IFB Overview: Offer Due Date

DEADLINE

***Thursday, March 13, 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



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- 0536
- ➔ Title: Video Surveillance System
(VSS) Licensing, Maintenance, and
Repair Services
- ➔ Offer Opening Date: March 13,
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



OFFER SUBMISSION SHOULD INCLUDE:

- ➔ **Exhibit A – Required Submittal Documents**, completed in full, which includes:
 - Bid Price Schedule – Ensure all tables are completed!
 - Minimum Qualifications Certifications
 - Signature of Authorized Company Representative
- ➔ **Addenda** – Signed copies of all published addenda (if applicable)

ENSURE ALL FORMS ARE COMPLETED AND SIGNED!!!



***Exhibit A Bid Price Schedule**

- ➔ **Tables A – E must be completed in their entirety. Award is based on grand total of these tables. Failure to not fully complete these tables in their entirety may result in an Offer being deemed non-responsive.**

ENSURE ALL EXHIBIT A FORMS ARE COMPLETED AND SIGNED!!!



IFB Overview: Award and Protest Period

Award Approval

➔ Projected June 2025

➔ <https://solicitations.phoenix.gov/Solicitations/Details/2043>

Protest Period:

- ➔ Within seven (7) days after Award Recommendation posting.
- ➔ See Section 2.20 – Protest Period of IFB



Scope Overview

VSS Licensing, Maintenance and Repair
Services





Scope of Work Overview



Provide licensing, installation, maintenance replacement and repair services for video surveillance systems as well as passenger emergency duress systems. These services will be provided for the following City of Phoenix Departments:

- ➔ **Aviation** – Phoenix Sky Harbor International, Phoenix Deer Valley, and Goodyear Airports
- ➔ **Arts & Culture** - S'edav Va'aki Museum
- ➔ **Housing and Urban Development** – two residential apartment complexes
- ➔ **Phoenix Convention Center** and surrounding venues.
- ➔ **Water Services** – 41 locations throughout the Phoenix metropolitan area



Scope of Work Overview



City Department Representatives (CDR)

Department	Contact	Phone	Email
Aviation	Jamie Ritchie	(602) 714-4589	Jamie.ritchie@phoenix.gov
Arts & Culture	Nicole Armstrong-Best	(602) 534-1571	Nicole.armstrong-best@phoenix.gov
Housing & Urban Development	David Wisniewski	(602) 261-8619	David.wisniewski@phoenix.gov
Phoenix Convention Center	Greg Waller	(602) 283-6426 (602)495-2478	Greg.waller@phoenix.gov
Water Services	Estevan Castro	(602) 534-4308	Estevan.castro@phoenix.gov



General Requirements

- ➔ Contractor will be responsible to
 - ➔ Maintain licensing agreements to provide services to VSS and PEDS
 - ➔ Identify a 24-hour phone number to meet emergency needs
 - ➔ Install, repair, and/or replace equipment as requested
 - ➔ Coordinate device configuration upon completion
 - ➔ Provide preventative maintenance and updated mapping of devices as needed.
 - ➔ Ensure all approvals, permits, signage are utilized for public safety
 - ➔ Provide other equipment licensing, installation, repair and maintenance services for VSS and PEDS as needed



Scope of Work Overview



Quotes

- ➔ Upon request by a CDR, Contractor must provide a quote within 3 business days.
- ➔ Quotes should include:
 - Estimated labor hours
 - Material costs
 - Licensing costs
 - Removal of existing equipment, clean up and any ancillary visits to complete the installation and integration of equipment.
- ➔ A PO will be issued for approved work
- ➔ Emergency services may be approved verbally to expedite services.



Scope of Work Overview



Labor Hours

- ➔ **Normal hours** – 6a-6p
- ➔ **Premium hours** – all hours after 6p to 5:59a, weekends, and City observed holidays

Response Times:

➔ **Non-Emergency Service:**

- Initial response must be within two (2) hours via telephone or email.
- Coordinate site assessment within two (2) business days or as requested by the CDR.

➔ **Emergency Service:**

- Initial response must be within thirty (30)mins via telephone or email.
- On-site response must be within two (2) hours of initial notification.

***Travel time is not reimbursable**



Preventative Maintenance Inspections (PMI) – Aviation

➔ Provide PMI's regularly 3 times a year per calendar

➔ PMI Includes

- Cleaning exterior of camera housing, interior camera housing, camera lens
- Test camera movement functioning and optical systems
- Verify camera view is appropriate
- Tighten all fasteners and mounting hardware
- Applicable software patches or upgrades



Specialized Equipment Rental

- ➔ Contractor is expected to have all equipment to perform duties
- ➔ Specialized lifts or scaffolding may be required for some services to be performed.
- ➔ The City will reimburse for the rental of any specialized lift equipment
- ➔ Original documentation for the rental must be included with the invoice for reimbursement.
- ➔ No mark-up is allowed



Security Badging and Background Screenings

- ➔ Aviation will require SIDA badging to allow operation of a vehicle inside the restricted areas of the Airport
- ➔ Housing, Phoenix Convention Center and Water Services Departments will require Maximum Risk Level background checks for badging
- ➔ Separate badges will be required for Aviation and the remaining City departments





Remember!!!



IFB 25-0536 Video Surveillance System Licensing, Maintenance and Repair Services

Questions?

Email the Procurement Officer ONLY!!!

Amy Turner

Amy.m.turner@phoenix.gov

REMEMBER TRANSPARENCY POLICY IS **IN EFFECT**

**Thank You for
Attending!**

