



City of Phoenix Water Services Department

Invitation for Bid (IFB)
IFB 1920-WWC-244

Blower Fans and Spare Parts

Pre-Bid Conference
August 9, 2019



Section I - Instructions

- **Description – Statement of Need (pg 4)**
 - Provide four blower fans and spare parts to the City on an as-needed basis
 - 10-year contract term
 - Start date on or about December 9, 2019



Questions & Answers (Q&A)

- Offerors can submit questions in writing today or by August 14, 2019, 5:00pm, Phoenix local time
- Email questions to wsdprocurement@phoenix.gov
- All Q & A will be included in an Addendum
- Addendum will supersede all verbal answers
- Addendum will be available at <https://www.phoenix.gov/solicitations/#>



Section I - Instructions

Offer Due Date

Friday, August 23, 2019

2:00 p.m. Phoenix Local Time

Phoenix City Hall

9th Floor Reception Desk

Late offers will be rejected



Section I - Instructions

- **Schedule of Events (pg 4)**
 - Written Inquires Due Date – 8/14/19, 5:00pm
 - Offer Due Date - 8/23/19, 2:00pm Phoenix local time
 - Offer Submittal Location - City of Phoenix, Water Services Department, 200 W. Washington St, 9th floor, Phoenix, AZ 85003

- **City's Vendor Self-Registration & Notification (pg 4)**
 - <https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>



Section I - Instructions

- **Preparation of Offer (pg 6)**
 - Acceptable Alternates to Brand Names
- **Inquiries (pg 6)**
 - Direct questions to Procurement Officer via email
- **Addenda (pg 7)**
 - Any changes will be in an addendum
- **Business in Arizona (pg 7)**
 - Offeror must be registered with the Arizona Corporation Commission or provide an exception



Section I - Instructions

- **Solicitation Transparency Policy (pg 9)**
 - Transparency policy effective from solicitation issue date until City Council approval of award
 - Offeror's request to discuss their proposal or solicitation with the Mayor or one of more Phoenix City Council members will be discussed at a public meeting
 - Public meeting scheduled by Procurement Officer and posted by City Clerk

- **Site Inspection (pg 13)**
 - Visual inspection of the facility, existing fans and their location



Section II – Standard Terms and Conditions

- Vendor responsible for reading the entire document



Section III – Special Terms and Conditions

- **Price (pg 28)**
 - Prices are firm and fixed for initial one year period
 - Request for annual price adjustments will be considered
 - Request must be accompanied with written documentation confirming the price increase
 - Submit request to the Procurement Officer
- **Method of Ordering (pg 28)**
 - Deliver items and/or services upon receipt of a purchase order
- **Method of Payment (pg 28)**
 - Payment made from Contractor's invoice



Section III – Special Terms and Conditions

- **Warranty (pg 40)**
 - Two (2) year warranty period
- **Product Discontinuance (pg 40)**
 - Product or model discontinued by manufacturer
- **Manuals (pg 42)**
 - Contractor to furnish operating and parts manuals
- **Delivery Time (pg 42)**
 - Monday – Friday, 7:00am – 2:00pm



Section IV – Insurance and Indemnification

Insurance Requirements (pg 44)

2.1.1 Commercial General Liability – Occurrence Form

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

2.1.1 Automobile Liability

Combined Single Limit (CSL) \$1,000,000

2.1.3 Worker’s Compensation and Employer’s Liability

- Workers’ Compensation Statutory
- Employers’ Liability
- Each Accident \$100,000
- Disease – Each Employee \$100,000
- Disease – Policy Limit \$500,000



Section V – Scope of Work

- **Purpose (pg 47)**
 - Water Services Dept (WSD), Wastewater Treatment Plant requires blower fans and spare parts to replace existing blower fans that have reached the end of their serviceable life
 - Blower fans to be installed, maintained & repaired by City
- **Contractor Work Requirements (pg 47)**
 - Supply four blower fans and spare parts on an as-needed basis
 - Blower fans – Hartzell or comparable model
 - Comparable model accompanied with spec sheets
 - Modify fan to meet WSD's application & space requirements
 - Modify motor if required
- **Acceptance Criteria (pg 48)**



Section VI –Submittals

Copies and Submittal Format

- One original offer, one electronic copy on portable drive or CD of Section VI, pages 49 - 52
- Typewritten
- Signed by an authorized rep of the Bidder
- Submitted in a binder, preferably using double-sided copying



Section VI –Submittals

Submittal Documents

- Cost and Payment – Payment Terms & Options
- Emergency 24-Hour Service Contact
- Discount from List
- Offer
- Attachment A – Conflict of Interest & Solicitation Transparency Disclosure Form
- Attachment B – References
- Attachment C – Price Schedule
- Addendum(s), if any



Transparency Policy

Phoenix City Code 43-36

All respondents and their representatives, under penalty of disqualification, will refrain from contacting anyone involved in this process other than the Procurement Officer.