



# City of Phoenix Water Services Department

IFB 1920-WFM-247(MBT)

HVAC Maintenance and Repair Services

Pre-Bid Meeting  
February 11, 2020



# Questions and Answers (Q&A)

- Written questions only. Q&A forms provided for questions raised during Pre-Proposal meeting
- All questions must be submitted by February 14, 2020, 2:00 p.m., to WSD Procurement E-mail: [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)
- Answers to be published in an Addendum on website
- Addendum answers supersede all other answers.



# Proposal Deadline



Important  
Date!

Friday

February 28, 2020

1:00 p.m.

Phoenix Local Time

City Hall Building

200 W. Washington St., 9th Floor

**Late bids will be rejected**



# Contract Term

- Five-year contract term
  - No renewal options



# Scope of Work

- Scope of Work (page 46-52)
  - Preventative Maintenance (PM)
  - Replacement Parts
  - Equipment Replacement
  - Air Filter Changes when needed
  - New Equipment
  - PM reports



# Pricing & Warranty

- **Attachment C – Price Bid Sheet (page 61)**

Labor (hourly fee)

Labor rate for Journeyman (standard and premium)

Labor rate for Laborer (standard and premium)

Ancillary Services (per occurrence)

On-site emergency response

Filter change fee

## **Attachment D - Warranty Information (pages 62-63)**

New Equipment Warranty (by Manufacturer)

Repair Warranty



# Terms and Conditions

- Section II – Standard Terms & Conditions(pages 14-27)
- Section III – Special T's and C's
  - Price, Method of Ordering, Method of Invoicing, Method of Payment (page 28)
  - Security (*Maximum Risk Level*) (pages 32-36)



# Instructions to Offers

- Self-Registration Requirements (page 4)
- Business in Arizona - AZ Corporation Commission (page 7)
- Pre-award Qualifications (page 8)
  - In business for 2-years
  - Certificate of Insurance





# Submittal Package

- Copies
  - 1 original and 1 electronic copy on thumb drive
- Must contain a table of contents and tabbed per the following major sections:
  - Tab 1 - Cover Letter including company name, address, phone number, and contact information
  - Tab 2 - Submittal Section including Costs and Payments, Emergency Contact, and Offer Form signed by Authorized Signatory (pages 53-56)
  - Tab 3 – Attachment A - Conflict of Interest & Solicitation Transparency Form (pages 57-59)
  - Tab 4 - Attachment B – Customer Reference (page 60)
  - Tab 5 – Attachment C - Price Bid Sheet (page 61)
  - Tab 6 - Attachment D – Warranty Information (page 62-63)
  - Tab 7 - Signed Addendum



# Transparency Policy

## 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.