

Pre-Offer Meeting

Aviation Request for Qualification (RFQu) 20-015

Fine Art Cleaning and Maintenance

** Due to guidance regarding limitations to public meetings, this presentation is being posted in lieu of holding an in person Pre-Offer Meeting.



Agenda

- Introductions
- Solicitation Transparency Policy
- RFQu Overview
- Scope Overview
- Questions





Aviation Contracts & Services Division

Annie Sleeper, Contracts Specialist II

Airport Museum

Gary Martelli, Phoenix Airport Museum Manager

Phoenix Office of Arts and Culture

Barry Sparkman, Project Manager



Phoenix City Code, Chapter 43, Section 43-36

- Effective: From date and time RFQu is issued (**03/16/2019**) until award by City Council.
- All Offerors and their representatives will only discuss matters of this RFQu with the Procurement Officer.
- Discussion may occur with the Mayor, City Council members, Deputy City Managers, Aviation staff, etc. ONLY at a public meeting as requested through the Procurement Officer (RFQu 20-015, Section I, Item 19.3).
- As long as this RFQu is not discussed, Offerors may continue to discuss business that is unrelated to this RFQu with City Staff.

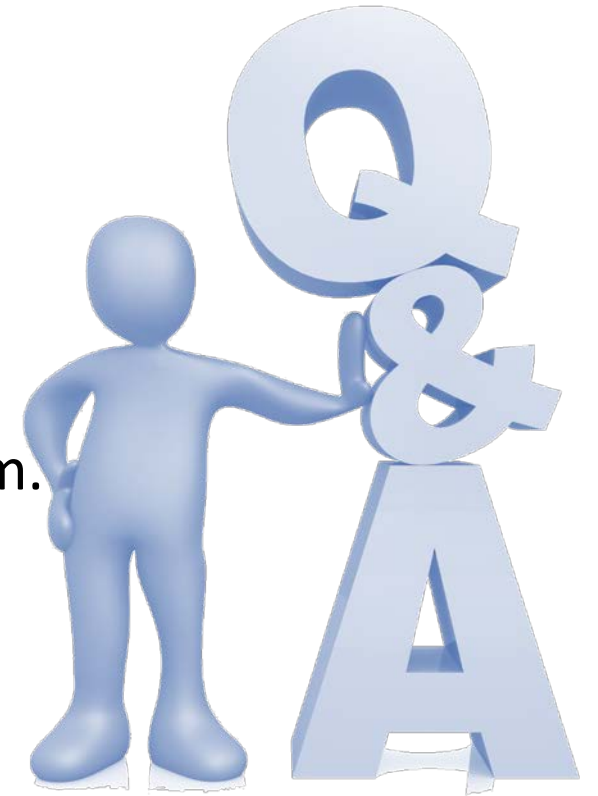
OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!

All questions must be directed, in writing, to the Procurement Officer.



RFQu Overview: Questions and Answers

- Submit Written Questions By **Thursday, April 9, 2020.**
 - **2:00 P.M. local Arizona time.**
 - Email: annie.sleeper@phoenix.gov.
 - Include the RFQu Number and Title in the email.
- 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/730>





RFQu Overview: Addenda



- Any changes to this RFQu will be in the form of an addendum, available at:

<https://solicitations.phoenix.gov/Solicitations/Details/730>

- The Offeror must acknowledge receipt of any / all addendum by signing and returning the document with the Offer submittal.
- It is the potential Offerors' responsibility to visit the City's website for update(s) to this solicitation.





RFQu Overview: Response Due Date



Thursday, April 30, 2020
at 2:00 P.M.
Local Arizona Time

LATE OFFERS WILL BE DISQUALIFIED

Public Notice of Tabulations and Award Recommendations

<https://solicitations.phoenix.gov/Awards>

(Sort by Department: Aviation)



RFQu Overview: Submittal Location



Aviation Department Office Building
2485 East Buckeye Road
Phoenix, Arizona 85034
Office Hours: 8:00 a.m. to 5:00 p.m.
Monday - Friday





Qualified Vendor List (QVL):
Offerors that meet all Qualification Criteria may be placed on the QVL to provide Fine Art Cleaning and Maintenance Services.

QVL and Contract Term:

- Three (3) years
- Two (2) one (1)-year options



RFQu Overview: Qualification Criteria



Each Offeror must submit documentation to demonstrate it meets the Qualification Criteria in the RFQu.

The City will evaluate the Offers as pass or fail for each Qualification Criteria and only those Offerors that receive a pass for all Qualification Criteria may be recommended for placement on the QVL.

1. Offeror must have a minimum of three (3) consecutive years of experience within the last five (5) years providing fine art cleaning and/or maintenance services.
2. Offeror must have a branch office / operating facility located within Maricopa County, Arizona and the identified Project Manager must be stationed in this local office.
3. Offeror's identified Project Manager must have a minimum of three (3) consecutive years of experience within the last five (5) years providing fine art cleaning and/or maintenance services.

**** Offerors may not use subcontractor experience and qualifications to meet the Qualification Criteria.**



RFQu Overview: Content of Response



Offerors' responses should include the following:

- 1. STATEMENT OF QUALIFICATIONS:** Executive summary of company history, background, and experience in fine art cleaning and/or maintenance.
- 2. STATEMENT OF WORK:** Brief summary of past services and assessment of present workload and capacity.
- 3. METHOD OF APPROACH:** Description of how services will be provided, how the response time requirements will be met, and whether the Offeror will subcontract work.
- 4. KEY PERSONNEL:** Name and resume of the identified Project Manager.

**** Each section is limited to two (2) pages.**



RFQu Overview: Delivery of Response



Each Offeror must submit the following in a sealed offer package:

- One (1) original Offer.
- Three (3) hard copies of the Offer.
- One (1) electronic copy of the Offer on a USB drive or CD.
 - ✓ Tab 1 – Statement of Qualifications
 - ✓ Tab 2 – Statement of Work
 - ✓ Tab 3 – Method of Approach
 - ✓ Tab 4 – Key Personnel
 - ✓ Tab 5 – References
 - ✓ Tab 6 – Submittal Section
 - ✓ Tab 7 – Signed Addenda

***Refer to the RFQu for specifics**

Scope of Work Overview

Phoenix Airport Museum and Phoenix Office of Arts and Culture





- Provide fine art cleaning and maintenance services for the Phoenix Airport Museum and the City of Phoenix Office of Arts and Culture.
- Designate a qualified and experienced Project Manager to act as a primary contact and coordinate all services.
- Provide quoted prices for each requested project that will be inclusive of all costs, including labor, materials, transportation costs, equipment rental, and any other associated costs.
- Perform work following accepted methods as outlined *The New Museum Registration Methods* by Rebecca A. Buck and Jean Allman Gilmore, 1998 edition or newer.



Response Time:

- 24 hours to confirm receipt of the request.
- Two (2) weeks to provide a quote on requested services, unless otherwise stated by the City.

Emergency Response Time:

- 24 hours to confirm receipt of the request.
- Three (3) days to provide requested services.





Provide skilled manpower to safely clean and / or provide maintenance/repair for large-scale two- and three-dimensional artworks and installations including, but not limited to:

- Ceramic mosaic murals.
- Glass mosaic murals.
- Metal ceiling and wall installations.
- Suspended art glass installations.
- Outdoor sculptures.



Thank You for
Attending!

