

# CITY OF PHOENIX STREET TRANSPORTATION DEPARTMENT

**RFP 63-2101**

**COMMUNICATIONS & PUBLIC INVOLVEMENT SERVICES**

Pre-Proposal Presentation

Made available for download on June 11, 2020

# INTRODUCTION

## ➤ Genie Usher, Procurement Officer

The purpose of this presentation is to highlight some of the main points of the solicitation. It is ultimately the responsibility of the proposer to read the solicitation in its entirety to ensure you can provide the goods and/or services to meet the needs of the City of Phoenix.

Please review the Solicitation Response Check List to ensure responsiveness

# REVIEW OF RFP 63-2101

## ➤ Section I –

- ❖ Contract term p.4
- ❖ Register in eProcurement (2.) p.4
- ❖ Proposer Questions/Inquiries (7.) p.6
- ❖ Addenda (5., 8.) p.5 & p.70
- ❖ Pre-Award Qualifications (15.) p.8
- ❖ Solicitation Transparency (18.) p.11
- ❖ Public Record (20.) p.13

## REVIEW OF RFP 63-2101 - continued

- Section IV – Insurance and Indemnification  
p. 49 - 54
- Section V – Scope p. 55 - 60
- Section VI – Submittals p. 61 - 74
  - ❖ Copies (1.)
  - ❖ Submittal Format (2.)
  - ❖ Conflict of Interest and Solicitation  
Transparency Form p.71 - 74

# Contract Term

- ▣ SECTION I - INSTRUCTIONS, Page 4

The City of Phoenix invites sealed offers for single-space parking meter mechanisms and accessories for a five-year period commencing on or about January 28, 2021

# eProcurement Self-Registration

Please make sure you, as a vendor, are registered with the City of Phoenix. The City may reject any offer from a Proposer who is not registered in the City's eProcurement system. The link provided within the solicitation document provides a customer support phone line and email address if assistance is needed.

# Inquiries

Please give attention to the Schedule of Events, Page 4, paragraph 3.

Written Inquiries are due by Thursday, June 18, 2020 at 4:00p.m.

The City will not consider any questions after this time.

**All questions regarding this solicitation should be submitted in writing, via email to the Procurement Officer and must be received by the due date deadline above.**

# Addenda

- ▣ SECTION I , Page 5, Par. 5. & Par. 8.
- ▣ SECTION VI, Page 70

Any changes to the solicitation specifications will be made public in the form of an addendum. The Proposer must acknowledge receipt of any and all addenda by signing and returning the document on Page 70 with the offer submittal.

Changes will be available on the City Solicitations website:

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

NOTE: There may be more than 1 addendum; it will be your responsibility to check the link above, periodically, to ensure you are aware of any changes to the procurement that may affect your bid's responsiveness.

**ALL RESPONSES TO WRITTEN QUESTIONS WILL BE POSTED ON  
JUNE 25, 2020 BY 4:00P.M.**



# Pre-Award Qualifications

- ▣ SECTION I – INSTRUCTIONS, Page 8, par. 15

Please be sure to read and review this section thoroughly for qualifications criteria, including

- ▣ Years of experience
- ▣ Financial position
- ▣ Equipment availability

# Solicitation Transparency

## ▣ SECTION VI – SUBMITTALS, Page 71, No. 8

The City strives to ensure that this is a fair process and that there is a level playing field for all Proposers. Respondents (including their representatives) shall only discuss matters associated with this solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with this solicitation at a public meeting, posted under Arizona Statute(s), until the resulting contract is awarded or responses rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or similar solicitation.

Proposers may continue to conduct business with the City and discuss business that is unrelated to this solicitation with City staff. Proposers may not discuss the solicitation with any City employees or evaluation panel members, except the procurement officer.

**THERE WILL BE ZERO TOLERANCE FOR FAILURE TO FOLLOW THE POLICY – Please read and review and maintain compliance with the entire policy.**

# Public Record

- ▣ SECTION I - INSTRUCTIONS, page 13, par. 20.

All Offers submitted in response to this solicitation will become the property of the City and become a matter of public record available for review pursuant to Arizona State law.

# Insurance & Indemnification

## ▣ SECTION IV – INSURANCE AND INDEMNIFICATION

If you, as a vendor, are not familiar with the standard insurance requirements for the work required, you may provide your insurer with a copy of this section of the solicitation document for an updated or revised policy.

# Scope of Work

## Summary

- ▣ The City is requesting proposals for the purchase, training, and the secure communications of up to 2,000 solar/battery powered or equivalent single-spaced parking meters that are credit card, debit card and smart card capable as well as accepting coins. The meters will retrofit existing parking meter housings.
- ▣ This RFP includes the purchase price of the meters, shipping costs, training, and equipment necessary to operate, maintain and communicate with each credit card capable parking meter.
- ▣ All proposers must have references and the proposed system must have been installed with at least 3 customers with 1500 or more coin/credit card enabled meters for at least two (2) years.

**NOTE: If there are any questions about the Scope of Work, our Subject Matter Experts can provide clarification through the Procurement Officer.**

# Submittals

- ▣ Please submit one original, six copies, and one electronic copy (portable/flash drive) of the Submittal Section and all other required documentation.
- ▣ **Do not submit a copy of the entire solicitation document.**
- ▣ **Select a 'Payment Terms' option.**
- ▣ **Do not leave any field blank.**
- ▣ **ALL forms should be completed, including: Emergency 24-Hour Service Contact; Contractor Licensing Requirements; Years in Business and References, and the Conflict of Interest & Solicitation Transparency Disclosure Form.**

**OFFER DUE: FRIDAY, JULY 3, 2020 AT 4:00P.M.**

# QUESTIONS?

Contact the Procurement Officer:  
Genie Usher, 602-261-8950 (voicemail)  
[genie.usher@phoenix.gov](mailto:genie.usher@phoenix.gov)

The deadline for submitting questions in writing is  
Thursday, June 18, 2020 by 4:00pm

# Thank You!

Thank you for your interest in this solicitation.  
The Solicitation Transparency Policy is in effect as  
of today, June 11, 2020.

I look forward to reviewing your submittals.