



 City of Phoenix

**NEIGHBORHOOD
SERVICES
DEPARTMENT**

Neighborhood Engagement Division

GATE INSTALLATION SERVICES

CONTRACTOR GUIDELINE

AND

APPLICATION



City of Phoenix

NEIGHBORHOOD SERVICES
DEPARTMENT

Thank you for your interest in becoming an approved contractor for gate installation services. The City of Phoenix is piloting a program to gate approximately 80 open alleys within the city limits of Phoenix to promote safety, which will require about 160 gate installations. Additional gates may be installed depending upon program interest and funding availability. The **City of Phoenix (City) Neighborhood Services Department (NSD)** will administer the **Gate Installation Services** contracts and seeks eligible contractors who meet the requirements to submit their application to be placed on an **Approved Contractor List (ACL)** for a period of three (3) years. NSD will periodically procure additional contractors as needed. Approved contractors are eligible to bid on and perform work on gate installation projects that they are selected for. Below is the schedule of events.

| SCHEDULE OF EVENTS | | |
|--|---|---|
| ACTIVITY (All times are Local Phoenix time) | DATE | LOCATION |
| Solicitation Issue Date | Tuesday, Jun 30 2020 | https://solicitations.phoenix.gov |
| Written Inquiries Due Date | 11:00 AM Thursday, July 9, 2020 | NSD.Procurement@phoenix.gov |
| Offer Due Date | 3:00 PM Tuesday, July 14, 2020 | NSD.Procurement@phoenix.gov |
| Post Solicitation Communication | | NSD.gatedalleybids@phoenix.gov |

The program strives to serve Phoenix residents to promote safety and to reduce blight. The program provides homeowners whose properties abut an alleyway the opportunity to gate their alleys and install locked gates at the ends of the alley adjacent to their properties. Through our partnership with contractors like you, we have been able to deliver effective programs that make the city of Phoenix a community of desirable neighborhoods.

GATE INSTALLATION SERVICES CONTRACTOR GUIDELINE AND APPLICATION

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**GATE INSTALLATION SERVICES
CONTRACTOR GUIDELINE AND APPLICATION**

Gate Installation Services Approved Contractor Process

APPLICATION FOR PLACEMENT ON THE GATE INSTALLATION APPROVED CONTRACTOR LIST

Complete the Gate Installation Contractor Application in **Attachment 2** and provide requested information. If you have questions, please call 602-534-4444, option 4. The packet must be completed and all required forms must include signatures or notarized documents and copies of the contractor's license. Please sign and return the application and all other required forms to nsd.gatedalleybids@phoenix.gov.

General qualifications for inclusion on the Gate Installation Services ACL are:

1. **License:** The contractor must have a current contractor's license issued by the Arizona Registrar of Contractors. The license classification must be appropriate for installing wrought iron gates – see **Attachment 2** for Gate Installation Specifications. All work must be completed in a professional workmanlike manner in compliance with the workmanship standards of the Registrar of Contractors as established by [A.R.S §§ 32-1101 through 32-1171](#), the Gate Installation Specifications in **Attachment 2**, building codes governing gating alleys, and the Gate Installation Services Contractor Guideline & Application. Any unresolved Registrar of Contractors complaints under the current or other vendor names that you have operated a business in the last five (5) years shall be disclosed and explained to staff before submitting an application. Staff will review the contractor's license with the Arizona Registrar of Contractors annually.
2. **Equal Opportunity and Employment:** In order to do business with the City, the contractor must comply with [Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements](#). The contractor will direct any questions regarding these requirements to the Equal Opportunity Department at 602-262-6790.

Contractors and all subcontractors shall abide by all federal, state and local regulations pertaining to equal employment opportunity including:

- a. Any contractor, subcontractor, trade contractor and/or vendor in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit an unfair employment practice.
 - b. The contractor, subcontractor, trade contractor and/or vendor shall ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability. Such action shall include but not be limited to the following: Employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training; including apprenticeship.
 - c. The contractor further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract.
 - d. If the contractor, or any of its subcontractors, trade contractors and vendors, employ 35 or more employees, the contractor further agrees not to discriminate against any worker, employee or applicant, or any member of the public, because of sexual orientation or gender identity or expression and shall ensure that applicants are employed, and employees are dealt with during employment without regard to their sexual orientation or gender identity or expression.
3. **Conflict of Interest:** No contractor or its principals, agents or subcontractors shall have any direct or indirect interest in gate installation service projects nor participate in any decision relating to a project contract which is prohibited by law. Any potential or actual conflict of interest must be immediately disclosed to NSD Procurement staff: *Gioia Bufkin, Contracts Specialist II, 602-534-4444* for review.

In order to maintain the integrity of its programs and assure utmost fairness to the residents of the city in delivering these services, it is critical that all City employees, agents, subrecipients, contractors, subcontractors, appointed and elected officials maintain the highest standards of conduct regarding real or perceived conflicts of interest. A conflict of interest is "a real or seeming incompatibility between one's private interests and one's public or fiduciary duties".

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Because NSD administers the funds used for the Gate Installation Services projects, their employees and immediate family members are not eligible to receive assistance through the Gate Installation Services.

Contractor Approval: All contractors that perform work under the Gate Installation Services must be approved and added to the Gate Installation Services ACL. In order to be eligible to participate as a Gate Installation contractor, receive bid opportunities and perform gate installation projects, contractors will be screened and qualified on an individual basis and must meet and maintain all eligibility requirements set forth within this document for the entirety of the Gate Installation Services program. At the discretion of the City, new applications will be accepted if additional contractors are needed. If additional contractors are needed, applicants will be evaluated and if requirements are met, the eligible contractor will be added to the Gate Installation Services ACL. Approved contractors will remain on the Gate Installation ACL for a period of three (3) years.

CONTRACTOR ELIGIBILITY

NSD staff will use the following information to determine eligibility. All items below must be completed and submitted with your application packet:

1. **Contractor Application (Attachment 2):** Fill out each section of the application. The application will not be processed if any required item is omitted. Please remember to sign and print your name on the application in the space provided.
2. **Individual Authorization Form (Attachment 3):** The authorizing officer of the company may authorize designated persons to sign documents and perform other tasks for the company. The signature of the officer and person being authorized must be notarized. List the title of the officer and designated person on the form. Complete one Individual Authorization Form on company letterhead for each designated person for the company.
3. **Bid Information Sheet (Attachment 4):** Fill out contact information. Verify that the required license(s) or certification you, your employees or the firm currently meet the requirements to perform the work.
4. **Contracting Licenses:** Include a copy of each contractor's license and all certifications held that are appropriate for the work you and your employees will do with the Gate Installation Services.
5. **Certificate of Insurance:** Furnish to the City of Phoenix a Certificate of Insurance, signed by an authorized representative, certifying that the minimum general liability, automobile and worker's compensation insurance coverage set forth in conditions referenced are in full force and effect and will not be cancelled until thirty (30) days after written notice is given to the City of Phoenix, or until the work covered by a duly executed contract is completed and accepted by the City of Phoenix and the property owner, whichever comes first. The City of Phoenix must be listed as an additional insured. See **Attachment 5 - Contractor Insurance Requirements**. Contractor must submit their Certificate of Insurance annually.
6. **Certificate of Workman's Compensation Insurance:** Unless it is included on your certificate of general liability insurance, this verification shall also be furnished to the City of Phoenix. See **Attachment 5 – Contractor Insurance Requirements**. *Contractor must submit their Certificate of Insurance annually by July 1st.*

CONTRACTOR APPROVAL & VENDOR REGISTRATION

Once your application has been reviewed and approved, the contact person listed on the application will receive official notification by email of your organization's acceptance to the ACL. If your company is not currently registered as a vendor with the City of Phoenix, you will be required to become a vendor within seven (7) calendar days of the date the approval email was sent. Additional information and assistance for vendor self-registration will be included in the email.

**GATE INSTALLATION SERVICES
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Bidding Process and Protocols

PROCESS OVERVIEW

All contractors on the Gate Installation Services ACL, ***excluding those who have expired insurance or are late with completion of currently awarded contracts***, will receive notification to bid on available projects. A designated property owner (an individual representing all property owners within the alley segment) will be allowed to utilize his/her own contractor. If a designated property owner-submitted contractor is the successful bidder, that contractor will be required to complete an application and must be approved with applicable certifications received within five (5) business days of the bid award notification and the contractor will be required to complete the Contractor Application in **Attachment 2** and submit applicable certifications for City staff to conduct their contractor eligibility review.

SPECIFIC BIDDING PROCESSES

Contractors selected by the designated property owner(s) or those on the Gate Installation Services ACL are invited to bid a project. Bids are released to the contractor by email. Please follow all bid instructions listed below:

1. Contractors must email bids to nsd.gatedalleybids@phoenix.gov by the date and time due as indicated in the invitation to bid. Any bid received after the date and time indicated as the bid return due date will be rejected. It is the contractor's sole responsibility to assure that their bid is received prior to the due date and time. NSD staff cannot guarantee email submissions will not encounter technical errors during delivery, therefore it is highly suggested contractors turn on their delivery receipt notification option if available when sending email submissions. NSD staff cannot open any submissions prior to the public bid opening, therefore submittals will not be reviewed for completeness and/or are free of electronic errors (e.g. illegible scans/copies).
2. An authorized representative of the submitting contractor's firm must sign all bid documents. Unsigned bid documents shall be deemed non-responsive. An authorized representative of the firm is the individual who signed the application to be placed on the bid list or whomever has been delegated the authority by a properly completed signature authorization form for the firm on file in the contractor's file. (Reference Contractor Eligibility Section)
3. All bids must show the legible bid amount(s) indicated in the appropriate areas of the bid and proposal document.
4. All bids require a cost breakdown by subcontractors and/or trade contractors. Include your Profit and Overhead (P&O) in these breakdown costs. We do not require that you break out P&O as a separate line item; taxes shall not be broken out as a separate line item. Failure to indicate a price breakdown may be cause to deem your bid non-responsive, incomplete or in error.
5. A list of subcontractors, trade contractors and/or vendors must be submitted with the bid and proposal. The contractor must certify that all have been screened for Arizona Registrar of Contractors license and determined to carry appropriate insurance coverage. This documentation may be requested by NSD staff (and must be provided) throughout the duration of the project.
6. Inclusion of prices for work not specified in the bid or any change orders will be cause for rejection of your bid as non-responsive, incomplete or in error.
7. If after visiting the property, you require further clarification or are concerned there may be deficiencies in meeting the Gate Installation Services Specifications in **Attachment 1**, please direct these questions or concerns to NSD staff at nsd.gatedalley@phoenix.gov.
8. NSD staff will document all questions received and will respond in writing to all contractors who bid on the project. NSD staff may elect to extend the bid return date if the nature of the question or timing of when the response was sent could impact the fairness of the bid.

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9. **It is highly recommended that all contractors, subcontractors and/or trade contractors visit the property that is the subject of the bid prior to bidding. No change order, contract amendments or bid withdrawals will be considered for omissions or errors for any issues which are visible at the time of bid.**
10. Any attempts to make “side deals” with the designated property owner or anyone representing the owners will be construed as bid collusion. Your bid will be rejected, and you will be removed from the ACL. The City will not tolerate an appearance of impropriety in the bidding process.

PUBLIC BID OPENING

The public bid opening will be held via Webex due to current social distancing recommendations resulting from the national COVID-19 pandemic and in compliance with health guidelines. Bids in the nsd.gatedalleybids@phoenix.gov email box will be opened by NSD staff, contractors and/or at the time designated on the Schedule of Events via telephone and video access. The bids are read aloud and recorded for each project on the bid results sheet at the bid opening. No evaluation or examinations of the bidding documents are performed during the bid opening.

[Link to Video Access](#)

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=m2eb9be7330c4fd2bdb4769cf07eb00a9>

[Phone Access](#)

Number: 1-415-655-0001

Access Code: 133 755 2577

The list of bids received, indicating the submitting contractor’s company name, the amount specified on the bid that were opened and read at the public bid opening, will be available for public review. The contractor’s price breakdown, list of subcontractors, trade contractors and/or vendors, schedule of values, etc. are not public documents. These items are available to the bid-subject designated property owner and are not available for public inspection. These bid-specific documents are utilized by NSD staff to review the apparent low bid for completeness and cost reasonableness.

Bid results sheets will be available the next business day and available for review by any interested party upon email request to nsd.gatedalleybids@phoenix.gov. This document lists the bids received and the amounts as explained above.

Contractors may also call 602-534-4444 after 3:00 PM. the day of the bid opening, which only announces the apparent low bidder from the bids read, not the bids by all competing contractors. The awarded contractor typically will be notified by email within three (3) working days of the bid opening of the award.

AFTER THE BID

GATE INSTALLATION SERVICES CONTRACTS

After the bid has been awarded, NSD staff will prepare the Gate Installation Services contract for execution. NSD staff will obtain the designated property owner’s signature, then will contact the contractor to sign the contract. Funding will determine the signatures required for the Gate Installation Services contract:

- a) If the property owners in an alley segment are funding the gate installation (not City of Phoenix funded): both the designated property owner and the contractor must sign the Gate Installation Services contract and a fully-executed copy will be provided to both parties by NSD staff.

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- b) If the property owners in an alley segment qualify for City funding as identified by NSD staff: the designated property owner, contractor and NSD Director must sign the Gate Installation Services contract and then a fully-executed copy will be provided to all parties by NSD staff.

NOTICE TO PROCEED AND OTHER DOCUMENTATION

The Notice to Proceed (NTP) will be completed and issued by NSD staff based upon the information provided by the contractor.

NSD staff will first obtain the designated property owner's signature on the NTP, then forward a signed executed copy of the Gate Installation Services contract and maintain a copy for the case file.

CONSTRUCTION-RELATED CHARGEBACKS

Any construction-related chargebacks due to failed inspections, re-inspection fees, etc. may be deducted from the final payment. NSD staff will contact the contractor if this applies to your project.

Contractor Expectations and Performance Standards

PROVIDE EXCEPTIONAL CUSTOMER SERVICE

Provide the homeowners with quality products and deliver consistent, outstanding service:

- Treat all customers (including City staff) fairly, with dignity and respect.
- Ensure regular customer communication. Be responsible for scheduling all work and keeping your customer and NSD staff informed of all scheduled work planned or unavoidable delays.
- Listen with care and take responsibility for your actions.
- Perform prompt quality workmanship on projects and any follow-up warranty service.
- Exhibit professional conduct that conveys a favorable impression upon your business and the City of Phoenix.

COMMUNICATION

Regular and reliable communication with the designated property owner is required. The contractor must provide a contact phone number for the designated property owner when the work is initiated.

The designated property owner must be informed of the planned schedule of work in advance of the start of work on the project and agree to it. It is imperative to notify owners of any changes that may impact the agreed upon planned work schedule as soon as possible.

SCOPE OF WORK

The contractor must meet the Gate Installation Specifications in **Attachment 1**.

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CHANGE ORDERS

Any proposed revisions to the scope of work or construction contract provisions shall be documented by a fully executed change order that will be subject to City approval. These would include but are not limited to changes requiring additional contract time or revised work as defined in the scope of work that results in additional funds, reduced funds or no change in funding. The contractor will not be paid for any change order work started prior to receiving written approval.

Change orders may be subject to a cost reasonableness evaluation by the City's independent cost estimator.

PAYMENT REQUESTS

When submitting a payment to our office the contractor must include/certify the following:

- A **Request for Payment Form** is signed by contractor and the designated property owner. Contractor is confirming payment in full for all bills incurred for labor used and materials furnished in gating the alley as reflected on the payment request.
- A **Signed Conditional Waiver of Lien, Full or Partial** is required for payment representing the dollar amount of the payment.
- Documentation of proper permit(s) and passed inspection by the City of Phoenix Planning and Development Department.

By signing the Request for Payment Form, contractors are certifying that they have paid all material persons, contractor, subcontractors, trade contractors, vendors and employees for work represented in the pay request. Any verified information from subcontractors, trade contractors or vendors that indicates that they have not been paid for work included in a request where the contractor has certified that they have been paid shall require lien releases from each subcontractor, trade contractor and vendor. Contractor penalties will be imposed for false statements.

Upon receiving a completed payment packet from the contractor, NSD staff will verify the work has been completed, permitted and properly invoiced. NSD staff will approve by signing and dating the payment request form. The payment packet will be submitted for payment/approval.

It is the contractor's sole responsibility to:

1. Instruct the designated property owner on the care and operation of the alley gates.
2. Deliver copies of all warranty documentation and instruction manuals.

For gate installations paid by the City of Phoenix funds, it is the City's policy to make every effort to achieve compliance with the Arizona Prompt Payment statute. Our commitment is to process properly submitted pay requests for work completed and approved within the twenty-one (21) day statute requirement. Within the statutory twenty-one (21) days, the contractor's request for pay will be processed if submitted with all signatures affixed and all required documents. Required documents are outlined in the section above "**Payment Requests**". The twenty-one (21) day process period begins with the receipt of the completed payment packet by NSD staff. If you have not received payment for your invoice within 30 days, please contact NSD staff.

Note: Do not submit invoices before work has been complete, as they will not be accepted.

For gate installations not funded by the City of Phoenix, invoice the designated property owner directly.

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WARRANTY

All workmanship must be warranted for two full years from the date of completion of the work.

Equipment and materials must be warranted by the contractor for parts and labor for two years from the date of installation. It is the designated property owner's responsibility to contact the contractor within two (2) years of installation for warranty service.

WORKSITE BEHAVIOR AND RESPONSIBILITIES

IDENTIFICATION

All license holders must be prepared to identify themselves if requested by City of Phoenix employees, or the designated property owner, as required by the Registrar of Contractors.

SUPERVISION

Supervision of the worksite, all construction work, material deliveries and tradesman activities during the contractual workday is the sole and explicit responsibility of the contractor.

All work must be supervised or completed by journeyman-level craftsmen.

ILLEGAL, CRIMINAL OR EGREGIOUSLY IMMORAL ACTIVITY ON WORKSITE

Any instances of illegal, criminal or egregiously immoral activity on the worksite will be reported immediately to all appropriate authorities. This includes any use of illegal substances on property or off-site during work breaks will also be reported immediately.

USE OF ALCOHOLIC BEVERAGES OR PRESCRIPTION MEDICATIONS THAT MAY CAUSE IMPAIRMENT

Contractors, subcontractors, trade contractors or any employees of the contractors are prohibited from consuming any alcoholic beverages while work is being performed on the property or while off-site for breaks or lunch.

Contractors, subcontractors, trade contractors should exercise caution when taking any prescribed medications that may cause any sort of impairment.

USE OF RESTROOM

Contractors may provide commercially rented and maintained portable restroom facilities for their subcontractors, trade contractors or employees or make offsite arrangements at their option and expense.

Outdoor urination or defecation is absolutely not permitted.

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USE OF PORTABLE RADIOS

Contractors, subcontractors, trade contractors or any employees of the contractors may not play loud music during the performance of the work without explicit revocable permission of the designated property owner.

PERMITS

Installing gates will require a City of Phoenix permit, as determined by the *City of Phoenix Planning and Development Department* by ordinance or regulation, must be completed under such permit. Compliance with rules regarding contract scope of work and value disclosure in completion of the permit application is required. See **Attachment 1 – Gate Installation Specifications**.

The City of Phoenix outlines the permit process at <https://www.phoenix.gov/permits-licenses-and-taxes>.

WORKMANSHIP

All work must be completed in a professional manner in compliance with the workmanship standards and licensing requirements of the Arizona Registrar of Contractors as established by Arizona Statute and must remain current with all City building codes.

All work completed must represent the best practices and standard of care for the trade.

DUST-PROOF CONSTRUCTION

All contractors must comply with **Maricopa County Rule 310 – Fugitive Dust from Dust-Generating Activities**. According to Rule 310, a primary dust-generating activity is any operation capable of generating fugitive dust, including but not limited to, the following:

- Land clearing, maintenance, and land cleanup using mechanized equipment;
- Earthmoving;
- Weed abatement by discing or blading;
- Excavating;
- Construction;
- Demolition;
- Bulk material handling (e.g., bulk material hauling and/or transporting, bulk material stacking, loading and unloading operations);
- Storage and/or transporting operations (e.g., open storage piles, bulk material hauling and/or transporting, bulk material stacking, loading and unloading operations);
- Operation of any outdoor equipment;
- Operation of motorized machinery;
- Establishing and/or using staging areas, parking areas, material storage areas, or access routes to and from a site;
- Establishing and/or using unpaved haul/access roads to, from, and within a site;
- Disturbed surface areas associated with a site; and
- Installing or maintaining landscaping while using mechanized equipment.

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Some projects may require a dust-control permit. The threshold for a permit is based upon the amount of surface area disturbed by a project. If the area disturbed will meet or exceed 0.1 acre (4,356 square feet) then a permit is required.

For additional information, please refer to the **Rule 310 Handbook** which is located at:

<https://www.maricopa.gov/aq/divisions/compliance/dust/docs/pdf/Rule%20310-Dust%20Handbook.pdf>

MATERIALS

As stated in the construction contract, all materials or components utilized in the completion of gate installation alley activities must be new and supplied as detailed in the specifications. No substitutions are permitted without a fully executed change order or contract amendment.

All materials and or components specified in the scope of work must be installed per the applicable codes, Arizona Registrar of Contractors' workmanship standards, common best industry practices and per the scope of work requirements.

STORAGE OF MATERIALS AND WORKSITE DEBRIS

All job site habitable areas must be cleared of extraneous building material scrap and excess materials and broom clean at the end of each workday. Materials required to complete the work but not yet installed may be stored in a safe manner until utilized. The contractor is responsible for safekeeping, impact upon site safety and security of all stored materials.

No scrap or construction debris may be placed in the city-provided container or uncontained trash areas for City pick up.

It is the sole responsibility of the contractor to ensure that any product of demolition, scrap or construction debris stored on site for later removal must be placed in a dumpster or contained area in a manner that ensures the safety of homeowners.

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**Acknowledgment of Receipt of the Gate Installation Services
Contractor Guideline and Application**

The Gate Installation Services Contractor Guideline and Application contains important information and I understand that I should contact **Ray Yocopis, Management Assistant II, at 602-534-4444 or ray.yocopis@phoenix.gov** regarding any questions not answered in the manual.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the manual may occur. All such changes will generally be communicated through official notices (e-mails) to the contact information on file with NSD, and I understand that revised information may supersede, modify or eliminate existing policies.

Furthermore, I understand that this guideline is neither a contract nor a legally-binding agreement. I have had an opportunity to read the manual, and I understand that I may ask any questions I might have concerning the manual.

I accept the terms of the guideline and understand that it is my responsibility to comply with the policies and procedures contained in this guideline, its appendices and any revisions made to them.

I have received a copy of the Gate Installation Services Contractor Guideline and Application on the date listed below. I understand that I am expected to read the entire guideline, including the appendices. I understand that this form will be retained in the City's file.

Signature of Contractor Representative

Date

Contractor Representative Name - Printed

Contractor Representative's Title

Contractor Company Name

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ATTACHMENT 1 – GATE INSTALLATION SPECIFICATIONS



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

Planning & Development Gate Installation Specifications/Requirements

- Gates shall be wrought iron (steel) and meet the following general specifications:
 - Gates shall be six feet in height, but no higher. If site conditions require a lower height, gate height shall be no lower than five feet, per pool barrier standards: https://www.phoenix.gov/pddsit/Documents/TRT/dsd_trt_pdf_00144.pdf
 - Vertical slats/bars shall be a minimum ¾ inch square tubing with a .083- inch wall thickness no farther than 4 inches apart (as noted on accompanying graphic).
 - There shall be a minimum of 45 inches between horizontal bars, toeholds or handholds to prevent climbing. Maximum vertical clearance between grade and the bottom of the gate shall be two inches over soft (unpaved) surfaces and four inches when grade is solid surface (concrete or asphalt).
 - Gate sections should be standard combined width of 15 feet with standard widths between pivot footings. Any remaining gap between the pivot post and adjacent walls will be filled with side panels designed for the location.
 - Gates shall be free of screening or mesh to avoid impeding visibility into the alley and/or providing a surface for graffiti.
 - Gates and side panels will cover full width of alley (standard width is 16 feet, but width could vary). Contractor will make site inspection prior to fabrication to verify alley width and identify installation obstacles.
 - Gates will be powder coated semi-gloss black.
 - Top of gates shall include curved tubing at the top to reduce the ability of individuals jumping over the fence.
 - Gates shall be designed to withstand a concentrated live load of 300 pounds applied vertically downwards at any point along horizontal members. This load need only occur on one horizontal member in a given vertical plane at a time.
 - Gates shall be designed to withstand the live loads associated with grab bars in accordance with the PBCC on any member. This load is nonconcurrent with the vertical live load.
 - Gates shall have shallow “spread” foundations that bear at least 12 inches below the ground surface. Footings deeper than this must remain above utility depth and avoid any encroachment into utility envelope.
 - Gates shall connect to the shallow foundations by means of a base plate with either cast-in-place anchors. All elements below grade shall be protected from corrosion in accordance with the PBCC
 - The use of expansion anchors and/or epoxy anchors will not be permitted.
 - Gates and their foundations shall be designed by a registered design professional in the State of Arizona.
 - Gates shall be designed to the requirements of the Phoenix Building Construction Code(PBCC).
 - Structural Steel will conform to ASTM A36.
 - Tubular Steel will conform to ASTM A500, Grade B.

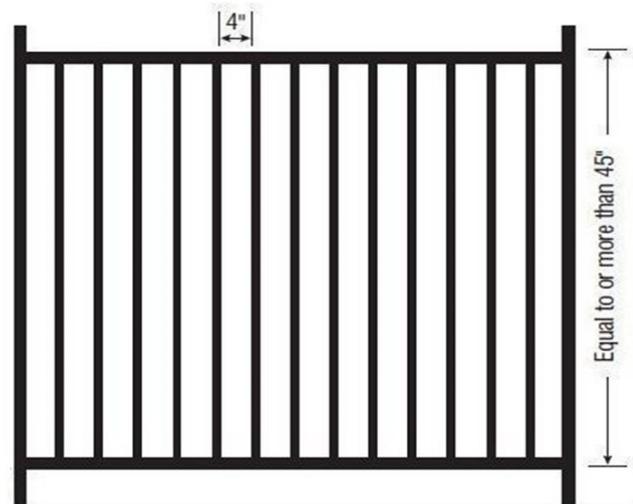
GATE INSTALLATION SERVICES CONTRACTOR GUIDELINE AND APPLICATION

- Welding will be performed in accordance with the requirements of the current edition of the American Welding Society, Structural Welding Code, D1.1. All butt welds on exposed surfaces will be ground flush with adjacent surfaces.
- Horizontal members and railing will be carefully erected, true to line and grade. Posts will be vertical and parallel, with the deviation from the vertical for the full height of the panel not exceeding 1/8 inch.
- Railing panels will be straight and true to dimensions.
- After erecting the fence, any damage or abrasion to painted surfaces or exposed steel shall be repaired.

Contractor Requirements

- Contractor shall provide design drawings and installation instructions sufficient to obtain a fence permit. Details should include:
 - Design drawings/scale sketches, details on steel to be used in angles, gate frame, pickets, pipe columns, bolts and any other metal to be part of the fully fabricated gate.
 - Details on footings required and design drawing on the completed footing.
- Contractors will assemble and have available for inspection a sample alley gate panel meeting these design and structural requirements (roughly 7.5-foot length)
- Contractor is responsible for site visit to get detailed measurements on area to be gated.
- Contractor will submit all permit applications, make any required plan revisions and obtain permits.
- Though spread, shallow foundation requirement should minimize or eliminate utility conflict, contractors will be responsible for coordinating all utility clearances necessary for safe installation, should they be required.
- Contractor must be bonded and licensed

This image is to provide an example of steel and vertical spacing only.



**GATE INSTALLATION SERVICES
CONTRACTOR GUIDELINE AND APPLICATION**

ATTACHMENT 2 – CONTRACTOR APPLICATION



PLEASE PRINT

A. Contact Person for this Application

| | |
|---------|---------|
| Person: | Mobile: |
|---------|---------|

B. Company Detail

| | | | |
|---|--------------|-------------|---------------|
| Name: | | | |
| Address: | | | |
| Address: | | | |
| City: | State: | Zip: | |
| Telephone: | Fax: | Email: | |
| Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership | | | |
| Employer Tax ID#: | State Tax #: | City Tax #: | ROC License # |

C. Principals of Company

| | | |
|--------------------------|-------------------|------|
| 1) Name: | | |
| Title: | Email Address: | |
| Address: | | |
| City: | State: | Zip: |
| Home Telephone: | Mobile Telephone: | |
| Related Work Experience: | | |
| 2) Name: | | |
| Title: | Email Address: | |
| Address: | | |
| City: | State: | Zip: |
| Home Telephone: | Mobile Telephone: | |
| Related Work Experience: | | |

** If there are more principals, please attach a separate sheet of paper.

D. Profile of Company

| | | | |
|---|----------------------|---------------|--------|
| Years in Business: | Number of Employees: | Office: | Field: |
| AZ Contractor License #(s), Class(es): | | | |
| The following questions apply to <u>any</u> and <u>all</u> of the principals: | | | |
| 1. Have you ever held a contracting license in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If yes, which state(s)? | | License #(s): | |
| 2. Have you ever had a contractor's license revoked or suspended in the last five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

GATE INSTALLATION SERVICES CONTRACTOR GUIDELINE AND APPLICATION

| |
|---|
| 2. Have you ever had a contractor's license revoked or suspended in the last five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide details (attach separate sheet if necessary): |
| 3. Have you ever had a contractor's license under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide details (attach separate sheet if necessary): |
| 4. Is anyone in your company related by blood or marriage to any City of Phoenix employee? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide name(s) and department(s): |
| 5. Does this company qualify as a woman-owned business enterprise (51% or more ownership)? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Does this company qualify as a minority owned business enterprise (51% or more ownership)? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Check ethnicity of majority owner: <input type="checkbox"/> White American <input type="checkbox"/> Black American <input type="checkbox"/> Native American <input type="checkbox"/> Indian/Alaskan Native <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hasidic Jew |
| 7. Is your company certified as a Small or Disadvantaged Business Enterprise with the City of Phoenix? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, check one: <input type="checkbox"/> SBE <input type="checkbox"/> DBE What is your effective date? _____ What is your expiration date? _____ |

If any question above requires more space for an explanation, please attach a separate sheet of paper.

E. References

| | | | | |
|---|-----------------------|-----------------------|-----------------------|------------------|
| Please list references for gate projects you have completed within the last two years. Include any government agencies or non-profits that you have done work for. (less than three upon further review) | | | | |
| Customer Address | | | | |
| Type of Work | Date Completed | Contract Price | Contact Person | Telephone |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Please submit the following items with your completed application. (Must be submitted)

- 1. One Individual Authorization Form for each person authorized to sign documents for the company
- 2. Bid Information Sheet
- 3. One copy of contractor's license you hold to perform swing alley gate installations
- 4. Certificate of general liability & automobile insurance
- 5. Certificate of Worker's Compensation Insurance (or waiver form, if sole proprietor)

The undersigned certifies that all of the information in this application and all information provided in support of this application are true and complete to the best of the undersigned's knowledge and belief. This application must be signed by one of the principals of the company.

Signature

Title

Date

Print Name

**GATE INSTALLATION SERVICES
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ATTACHMENT 3 – INDIVIDUAL AUTHORIZATION FORM



INDIVIDUAL AUTHORIZATION FORM

For Individual, Co-Partnership, or Corporation

_____ does hereby designate and authorize _____,
(Printed Name of Authorizing Officer)

whose signature appears below, to execute and sign on behalf of _____,
the following forms, papers, and tasks as indicated by initials: (firm or company)

Please initial line for one or more (or all) of the items as applicable.

- 1. Bid Documents and Proposals _____
- 2. Gate Installation Services Contracts _____
- 3. Inspection and Disbursement forms _____
- 4. Release of Lien forms _____
- 5. Change Orders _____
- 6. Extension of Time _____
- 7. All other papers or forms submitted from the field and necessary to the execution of the contract work. _____
- 8. All seven listed items _____

The authority herein granted shall be and is hereby granted for the duration of the contract for the construction of:
ALL AUTHORIZED CITY GATE INSTALLATION SERVICES.

or until express notice of revocation has been duly given in writing, whichever is the lesser period.

Dated this ____ day of _____, 20 ____

(Signature of Officer)

(Signature of Person being Authorized)

(Printed Name / Title)

(Printed Name / Title)

**GATE INSTALLATION SERVICES
CONTRACTOR GUIDELINE AND APPLICATION**

ATTACHMENT 4 – BID INFORMATION SHEET



BID INFORMATION SHEET

1. **CONTACT:** List the person that should be contacted to provide information about bids for gating alleys. Any changes to the contact person are the responsibility of the Contractor.

| | |
|------------------------|--|
| Name: | |
| Mobile: | |
| Work: | |
| Email: | |
| Address | |
| City/ State/Zip | |

2. **PROCESS:** The received bid must be received in the nsd.gatedalleybids@phoenix.gov email box by the date and time due. Any bid received after the date and time indicated as the bid return due date will be rejected. It is the contractor’s sole responsibility to assure that their bid is received prior to the due date and time.
3. **SITE VISIT:** It is highly recommended that all contractors, subcontractors and/or trade contractors visit the property that is the subject of the bid prior to bidding. No change order, contract amendments or bid withdrawals will be considered for omissions or errors for any issues which are visible at the time of bid.
4. **BID OPENING:** The public bid opening will be held via Webex due to current social distancing recommendations resulting from the national COVID-19 pandemic and in compliance with health guidelines. Bids in the nsd.gatedalleybids@phoenix.gov email box are opened utilizing Webex. The bids are read aloud and recorded for each project on the bid results sheet at the bid opening. No evaluation or examinations of the bidding documents are performed during the bid opening. **(Reference Public Bid Opening Section on Page 4.)**
5. **BID RESULTS:** Bid results sheets can be viewed the next business day on <https://solicitations.phoenix.gov>. This document will list the bids received, and the amounts provided. Contractors may also call 602-534-4444 after 3:00 PM the day of the bid. The awarded contractor typically will be notified by email within three (3) working days of the bid opening.

GATE INSTALLATION SERVICES CONTRACTOR GUIDELINE AND APPLICATION

6. **BID PROTEST:** If a contractor wishes to protest a bid for a particular project, the authorized representative must submit in writing within seven (7) calendar days of the posting of the bid results. Protests must be filed with NSD staff and must include:
 - a. Name, address and phone number of the protester
 - b. The project number, name and address of the customer
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents
 - d. The form of relief requested
 - e. The protest must be signed by an authorized representative

**GATE INSTALLATION SERVICES
CONTRACTOR GUIDELINE AND APPLICATION**

ATTACHMENT 5 – CONTRACTOR INSURANCE REQUIREMENTS

CONTRACTOR INSURANCE REQUIREMENTS

Contractor and subcontractors must procure and maintain insurance until all their obligations have been discharged, including any warranty periods under the Gate Installation Services contract are satisfied, and any insurance claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work by the Contractor, his agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

MINIMUM SCOPE AND LIMITS OF INSURANCE

The Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a “following form” basis.

A. GENERAL LIABILITY

Commercial General Liability - Occurrence Form Policy shall include bodily injury, property damage, and broad form contractual liability and XCU coverage.

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

The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including completed operations".

**GATE INSTALLATION SERVICES
CONTRACTOR GUIDELINE AND APPLICATION**

B. AUTOMOBILE LIABILITY

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of any City of Phoenix rehabilitation project.

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

The policy shall be endorsed to include the following additional insured language: "The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor."

C. WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY

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

The Worker's Compensation policy shall contain a waiver of subrogation against the City of Phoenix.

This requirement shall not apply when a Contractor or subcontractor is exempt under A.R.S. Section 23-901, **AND** when such Contractor or subcontractor executes the appropriate sole proprietor waiver form.

D. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the City of Phoenix is named as an additional insured, the City of Phoenix shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by Contract.
2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

E. NOTICE OF CANCELLATION: For each insurance policy required, the Contractor must provide to the City, within two (2) business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason. Such notice shall be emailed or sent by facsimile transmission to: **Ray Yocopis at nsd.gatedalley@phoenix.gov or Fax: (602) 534-1555.**

GATE INSTALLATION SERVICES CONTRACTOR GUIDELINE AND APPLICATION

F. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

G. VERIFICATION OF COVERAGE: Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required must be in effect at or prior to commencement of work and remain in effect for the duration of the project. Failure to maintain the insurance policies as required or to provide evidence of renewal is a material breach of contract.

All required certificates shall be sent directly to: nsd.gatedalley@phoenix.gov. The City reserves the right to require complete, certified copies of all insurance policies required at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

H. SUBCONTRACTORS: All required subcontractor certificates and endorsements are to be received and approved by the City before work commences. All insurance coverages for sub-contractors shall be subject to the minimum requirements identified above, unless otherwise specified.

I. APPROVAL: Any modification or variation from the insurance requirements outlined in this document shall be made by the Law Department, whose decision shall be final.