



# City of Phoenix Water Services Department

IFB 2021-WWT-302 (AM)

Machine Shop and Related Services

Pre-Bid Conference  
December 17, 2020



# Questions and Answers (Q&A)

- Written questions only
- All questions must be submitted by **Tuesday December 22, 2020 by 4:00 p.m.** to the WSD Procurement E-mail: [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)
- Answers to be published in an Addendum on City website
- Addendum answers supersedes verbal answers.



# Bid Deadline



Important  
Date!

Tuesday  
January 12, 2021  
2:00 p.m.

Phoenix Local Time

Electronically to:

[wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)

**Late proposals will be rejected**



# Contract Term

- Contract effective July 1, 2021
- Six-year contract term
  - No renewal options



# Attachment C – Fee Schedule

| ITEM NO. | DESCRIPTION   | ON-SITE HOURLY LABOR RATE | OFF-SITE HOURLY LABOR RATE |
|----------|---|---------------------------|----------------------------|
| 1.       | Standard Hourly Rate<br>(Monday – Friday, 6:00a.m. – 4:00p.m.,<br>City Holidays excluded) | \$ _____                  | \$ _____                   |
| 2.       | Premium Hourly Rate<br>(Saturday and Sunday, All other hours,<br>City Holidays included)  | \$ _____                  | \$ _____                   |



# Pre-Award Qualifications

- Section I, Para. 15, subpara's 15.1 – 15.2 , page 8
  1. Offeror in operation minimum of 2 years.
  2. Own or have access to equipment identified in Section V – Scope of Work.



# Terms and Conditions

- Section II – Standard Terms & Conditions (pages 14 - 27)
- Section III – Special Terms and Conditions (pages 28 - 41)
  - Price, Method of Invoicing, Method of Payment (para. 1, 3, 4, page 28 - 29)
  - Background Screening, para. 25, subpara. 25.12 (*Maximum Risk Level*) (pages 37 - 39 )



# Section I - Instructions to Offers

- Vendor Self-Registration Requirements  
<https://www.phoenix.gov/procure> (para. 2, page 4)
- Business in Arizona (para. 9, page 7)
- Licenses (para. 10, page 7)





# Section VI - Submittals

## Submittal Package (page 53):

1 electronic copy submitted to [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)

- Must contain a table of contents and tabbed per the following major sections:

Tab A – Pre-Award Qualifications

Tab B – Section VI – Submittals (pages 53 – 56)

Tab C – Attachment A – Conflict of Interest & Solicitation  
Transparency Disclosure Form

Tab D – Attachment B – References

Tab E – Attachment C – Fee Schedule

Tab F -- Signed Addenda(s), if applicable



# Questions

- Written questions only. Q&A form provided for questions raised during Pre-Offer meeting



# Section V – Scope of Work

- City requires Contractor experienced providing Machine Shop & Related Services
- Includes blueprint/drawing prep, disassembly/assembly services, precision machining, machinery & equipment services, fabrication, field services, welding, inspection & quality control
- Perform repair and replacement of parts on an as-needed basis for various motors, generators, pumps, stub shaft, auger & other mechanical devices
- Provide written estimate prior to starting work
- Multiple locations
- Subcontractor



# Section V – Scope of Work

- Response Times
- Work Hours
- Replacement Parts
- Deliverables
- Acceptance Criteria



# 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.