



City of Phoenix Water Services Department

IFB 2021-WAD-423 (MBT)

SHELVING FOR WAREHOUSE

Pre-Bid Meeting

February 17, 2021



Meeting Agenda

The intent of this meeting is to provide additional solicitation information and address bidder questions.

- Attendance/Role call
- Meeting Format
- Solicitation Details and Important dates
- Pricing
- Contract Details
- Offer Submission and Format
- Next Steps



Meeting Format

- Meeting Attendance
 - Appointment only attendees
 - No recording allowed
- Meeting cadence
 - Verbal questions not allowed-use chat button to submit questions during meeting. Select 'Presenter' when submitting in chat box- do not include 'everyone'.
 - Provided Addendum answers supercede all other answers.



Important Dates

QUESTIONS & ANSWERS

Submit questions by
Friday, February 19th, 2021
2:00 p.m. Phoenix Local Time

Email: wsdprocurement@phoenix.gov

Answers posted to:
<https://solicitations.phoenix.gov/902>



PROPOSAL DEADLINE
Friday, March 5th, 2021
2:00 p.m. Phoenix Local Time

LATE BIDS WILL BE REJECTED



Solicitation Details

Contract Term

Five (5) Years

Contract is expected to start on June 1st, 2021



Scope of Work

Shelving for Warehouse

- Design
- Installation (new and existing)
- Repair
- Licenses:
 - B-02 General Small Commercial Contractor
 - B-01 General Commercial Contractor
 - KB-1 Dual Building Contractor
 - KB-2 Dual Residential and Small Commercial license



Pricing

- ATTACHMENT C – BID PRICE SCHEDULE

Item	Description	Labor Costs
1.	Design Services	/hr.
2.	*Disassembly, Relocation and Reconfiguration, Normal Business Hours	/hr.
3.	Disassembly, Relocation and Reconfiguration, Other Than Normal Business Hours	/hr.
4.	*Installation Services, Normal Business Hours	/hr.
5.	Installation Services, Other Than Normal Business Hours	/hr.
6.	*Repair Services, Normal Business Hours	/hr.
7.	Repair Services, Other Than Normal Business Hours	/hr.
8.	Shelving/racking (freestanding/wall mounted) Discount off Price list	%



Price Increases

- Price increases will be considered annually
- The Contractor shall submit the following with 60+ days' notice:
 - Formal letter requesting the increase
 - Supporting documentation
 - Letter from the manufacturer
 - PPI Index data



Terms and Conditions

- Section I – Instructions
 - Self-Registration Requirements
 - Exceptions
 - Inquiries
 - Addenda
 - Business in Arizona (AZ Corporation Commission)
 - Pre-Award Qualifications



Terms and Conditions

- Section II – Standard Terms & Conditions
 - Pages 14-27
- Section III – Special Terms & Conditions
 - Background Screening
 - Maximum Risk



Insurance and Indemnification

- **Commercial General Liability**
 - General Aggregate: \$2,000,000
 - Products – Completed Operations Aggregate: \$1,000,000
 - Personal and Advertising Injury: \$1,000,000
 - Each Occurrence: \$1,000,000
- **Automobile Liability**
 - Combined Single Limit: \$1,000,000
- **Worker's Comp**
 - Each Accident: \$100,000
 - Disease (Each Employee): \$100,000
 - Disease (Policy Limit): \$500,000



Delivery of Proposal

Submittal Package

- 1 original pdf copy electronically via email to the following:

wsdprocurement@phoenix.gov



Form of Offer

- Tab 1 Cover Letter with contact information
- Tab 2 Submittal Section (pages 46-49)
- Tab 3 Attachment A- Conflict of Interest & Solicitation Transparency Disclosure (pages 50-53)
- Tab 4 Attachment B – References (page 54)
- Tab 5 Attachment C - Price Schedule (page 55)
- Tab 6 Copy of Business License(s)
- Tab 7 Signed Addenda if applicable



If Recommended for Award

- Contractor has 15 calendar days to submit:
 - Certificate of Insurance



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.