

Aviation Plumbing, Rooter, Jetting and Backflow Related Services

**Invitation for Bid (IFB)
(AVN IFB 21-027)**

**Pre-Offer Conference
April 20, 2021
10:00 AM Local Phoenix Time**

PHX DVT GYR

PHOENIX SKY HARBOR INTERNATIONAL AIRPORT - PHOENIX DEER VALLEY AIRPORT - PHOENIX GOODYEAR AIRPORT



Introductions



Ivy Silva
Procurement Manager
Contracts & Services



Joel Quinn
Assistant Airport Manager
Deer Valley Airport



Kenny Brock
Assistant Airport Manager
Goodyear Airport



Alicia Young
Facilities Contract Manager
Facilities & Services



Rusty Farnsworth
Mechanical Section Manager
Facilities & Services



Jon Rudd
Building Maintenance Manager
Facilities & Services



Housekeeping Rules



- **Please Mute Your Device**
- **Presentation will be available at:**
<https://solicitations.phoenix.gov/Solicitations/Details/953>
- **Use the “Chat” Function to Submit Your Questions during the Meeting: indicate which Group your question is for.**
- **Questions will be answered at the end of the Presentation**



Agenda



- Solicitation Transparency Policy
- Solicitation Timeline Overview
- Submittal Methods
- Group 1 / Group 2
 - Minimum Qualifications
 - Insurance Requirement
 - Scope of Work Overview
- Questions



Solicitation Transparency Policy



Effective

When Solicitation is issued publicly, (4/14/2021)

Discussion & Requests

Only discuss with the assigned Procurement Officer in public meeting setting

Phoenix City Code
Chapter 43, Section 43-36

Public Meeting

Discussion occur with the City elected official and staff in a Public Meeting form

Policy Ends

City Council approves the contract award recommendation.

RESPONDENTS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED



QUESTIONS & ANSWERS (Q&A)

Written questions only

- ✓ Some answers available today
- ✓ All answers published on web via addendum

NOTE: Responses to written answers supersede verbal answers



QUESTIONS DEADLINES

Submit questions **in writing**:

- Due: **April 22, 2021** 11:00 AM local Phoenix time
- Email: ivy.silva@phoenix.gov and/or avn.procurephx@phoenix.gov
- Email Subject: IFB number and title

Answers via addendum to be post on City Solicitation website



Solicitation Timeline Overview



BID / OFFER SUBMITTAL DEADLINES



Wednesday

May 5, 2021

@11:00 AM

Local Phoenix Time

Late offers will be disqualified



Bid / Offer Submittal Methods



Physical Submission:

In-Person or via Carrier (i.e. USPS, FedEx, UPS, etc.)



**Aviation Department Office Building
2485 East Buckeye Road
Phoenix, Arizona 85034**

Reminder:

- ✈ Access to Aviation Office Building is by appointment only.
- ✈ Contact Ivy Silva, email: ivy.silva@phoenix.gov or (602) 228-2351 to schedule an appointment prior.

Electronic Submission: via emails



- ✈ Email your offer to:
ivy.silva@phoenix.gov and/or
avn.procurephx@phoenix.gov



❖ **2 Contracting Opportunities:**

- **Group 1** - Plumbing Repair, Rooter, Jetting and Related Services Provider

- **Group 2** - Backflow Preventer Testing, Repair and Maintenance Related Services Provider

Offeror can submit offer(s) for ONE or BOTH groups



How the solicitation is compiled and its contents

The following 3 sections apply to all offerors / contractors

- **Introduction**
- **Standard Terms and Conditions**
- **Special Terms and Conditions**

Group 1

Plumbing Repair, Rooter, Jetting
and Related Services

Group 2

Backflow Preventer Testing,
Repair and Maintenance
Related Services



Contract Term



- Five-year
- Commence July 1, 2021 ~ June 30, 2026



Special Terms & Conditions



➤ **Badging Requirement**

- ✓ All contractor personnel who will be providing services onsite under the resultant contract must be badged with Aviation Department.

➤ **Warranty Period:**

- ✓ 1 year from the date of acceptance by the City
- ✓ Warranty includes parts and workmanship

➤ **Price Adjustment**

- ✓ Prices submitted to be fixed and firmed for initial 1 year
- ✓ Any price adjustment will be considered annually



Group 1

Plumbing Repair, Rooter, Jetting and Related Services

IFB Requirement



Minimum Qualifications



Offeror/Bidder **MUST**:

- Be certified and active for minimum of **ten (10) consecutive years** in the last 10 years, performing plumbing repair, and sewer line cleaning / jetting and preventative maintenance and related services in a facility(ies) and/or environment that operates 24/7, 365 days per year

- Executive Summary:
 - ✓ Not to exceed 2 pages (double-sided)
 - ✓ Describe company experience including years of experience
 - ✓ List following information for all contracts (currently, previously)
 - Each contract period
 - Scope of service that relates to the plumbing related services of each contract



Offeror/Bidder **MUST**:

- **Assign Service Representative:** Possess a minimum of **five (5) years** experience, performing plumbing repair, and sewer line cleaning / jetting and preventative maintenance and related services in a facility(ies) and/or environment that operates 24/7, 365 days per year

- Following document are require to submit:
 - ✓ **Resume:** Not to exceed 2 pages (double-sided)
 - ✓ **Certification:** Journeyman Plumber Certification



Offeror/Bidder MUST provide following document:

- **License Requirement:** Possess a **CR-37 Plumbing license** as prescribed by the Arizona Registrar of Contractors.
- **Log Out / Tag Out Procedure**

Each Offeror's Offer must demonstrate it meets the Minimum Qualifications.

Failure to meet the minimum qualifications will result in a non-responsive Offer.



Insurance Requirements



- **Commercial General Liability**
 - ✓ General Aggregate: \$5.0 Million

- **Automobile Liability**
 - ✓ Combined Single Limit: \$5.0 Million

- **Worker's Compensation and Employer's Liability**
 - ✓ Worker's Compensation: Statutory
 - ✓ Employer's Liability: Each Accident: \$100,000



Hard Copy Submission

SUBMITTAL PACKAGE MUST INCLUDE:

- 1 original (single-sided, mark “original”)
- 2 copies (double-sided)
- 1 e-copy (native format) on Portable Drive or CD
- Offeror may bid on one or both Groups:
 - Submit for 1 Group: Mark on envelope: IFB 21-027 Group 1.
 - Submit for Both Groups: Separate sealed envelopes (one group per envelope), mark on envelope: IFB 21-027 Group 1 / 2



Electronic Submission

Send via email to either emails below:

- Ivy.Silva@phoenix.gov
- avn.procurephx@phoenix.gov
- Offeror may bid on one or both Groups:
 - Bidding on 1 Group: Send 1 email with email Subject Line: **IFB 21-027 Group 1.**
 - Bidding on 2 Groups: Send 2 emails (one group per email) with email Subject line: **IFB 21-027 Group 1 / 2**



Submission of Offer cont.



Pricing Categories:

- **Category 1:** Labor Rate (Regular & Premium)*
- **Category 2:** Ancillary Services (all-inclusive pricing)*
- **Category 3:** Materials / Part (% discount off list/catalog)
- **Category 4:** Special Equipment Rental (Pass Through (at cost))

**The Grand Total of both Categories determine the low bid*



Submission of Offer cont.



Pricing Categories:

- **Category 1: Labor Rate (Regular & Premium)***
- **Category 2: Ancillary Services (all-inclusive pricing)***

7.1. LABOR RATES:

Item No.	Description	Unit of Measure	Estimated Quantities (60 months)	Unit Price	Extended Price
Regular Labor Hours: (12 AM - 11:59 PM Monday - Friday)					
1	Certified Plumber	Hour	2,500	\$	\$
2	Trainee/Laborer	Hour	150	\$	\$
3	Certified Plumber - Confined Space <i>(Includes all equipment costs)</i>	Hour	1,250	\$	\$
4	Trainee/Laborer - Confined Space <i>(Includes all equipment costs)</i>	Hour	75	\$	\$
Premium Labor Hours: (All other times outside of regular labor hours, including City observed Holidays)					
5	Certified Plumber	Hour	1,250	\$	\$
6	Trainee/Laborer	Hour	75	\$	\$
7	Certified Plumber, Confined Space <i>(Includes all equipment costs)</i>	Hour	625	\$	\$
8	Trainee/Laborer, Confined Space <i>(Includes all equipment costs)</i>	Hour	40	\$	\$
GRAND TOTAL – Labor Rates					\$

7.2. ANCILLARY SERVICES:

Item No.	Description	Unit of Measure	Unit Price
1	Line Locating Service <i>(Includes all labor and equipment cost)</i>	Hour	\$
2	Camera Service <i>(Includes all labor and equipment cost)</i>	Hour	\$
3	Gas Leak Detection Service, Regular <i>(Includes all labor, and equipment cost)</i>	Hour	\$
4	Line Locating Service <i>(Includes all labor and equipment cost)</i>	Hour	\$
5	Trenching/Excavation <i>(Up to 3 feet deep, backfill & compaction including all labor, and equipment costs)</i>	LF	\$
6	Trenching/Excavation <i>(Over 3 feet deep and under 5 feet deep, backfill & compaction including all labor, safety and equipment costs)</i>	LF	\$
7	Trenching/Excavation <i>(Over 5 feet deep, backfill & compaction including all labor, safety and equipment costs)</i>	LF	\$
8	Saw Cutting, wet saw or other <i>(May include pipes of different materials, concrete, asphalt, etc. Includes all labor, safety and equipment costs.)</i>	LF	\$



Submission of Offer cont.



Compile Your Bid/Submittal:

- Tab 1 – **Table of Contents** with entire submittal with page numbers
- Tab 2 – **Copy of Required License** - CR 37 Plumbing license
- Tab 3 – **Log Out / Tag Out Procedure**
- Tab 4 – **Executive Summary:** Minimum Qualification (2 single-sided pages)
- Tab 5 – **Service Representative:** Resume (2 double-sided pages) + Journeyman Plumber Certification
- Tab 6 – **Submittal Section**
- Tab 7 – **Signed Addenda**, if applicable



Scope of Work



GROUP 1 – PLUMBING REPAIR, ROOTER, JETTER AND RELATED SERVICES

Contractor will be responsible to provide plumbing repairs, maintain internal and external sewer line connection from the airport terminal buildings to the City sewer service including, but not limited to:

- Floor Drains (restroom and restaurant)
- Floor Sinks
- Wash Sinks/Basins
- Chase Plumbing to Drops
- Restroom Sinks and Traps
- Urinal Lines and Traps
- Mop Sink Lines and Traps
- Drinking Fountains and Traps
- Grease Interceptors
- Domestic Water Lines
- Sewage Ejector and Storm Water Pits
- Leaking Gas Lines



RESPONSE TIME:

➤ **Non-Emergency Service:**

- Within 2 hours (via telephone or email) after initial notification by ADR.
- Contractor will coordinate repair/service schedule with ADR.

➤ **Emergency Services:**

- Initial response (via telephone or email) within 30 minutes after initial notification by ADR.
- On-site/physical presence within 2 hours

An emergency is an interruption of operations/service due to plumbing failure, i.e., broken waterline, clogged sewer system, broken and leaking gas line, etc.



Scope of Work cont.



LABOR HOURS:

- **Regular Hours:** 12:00 AM Monday – 11:59 PM Friday
(excluding weekends and City recognized holidays)
- **Premium Hours:** 12:00 AM Saturday – 11:59 PM Sunday
(including weekends and City recognized holidays)

APPROVAL:

- Purchase Order (PO) will be provided prior to commencement of any work or project.
- PO indicates approval for the Contractor to begin work.
- Once PO has been issued, Contractor has 5 business days to coordinate with ADR to schedule the service or repair.
- Emergency repairs may be completed on the verbal approval from the ADR. PO will be provided as soon as practical.



Scope of Work cont.



ARRIVAL TO JOB SITE:

- All Contractor employees must check-in/sign-in upon arrival and check-out/sign-out upon departure.
- Reimbursable labor hours being when the Contractor employee checks-in and terminate when Contractor's employee checks-out.
- The billable labor hours on the invoice just match the labor hours on the sign-in/sign-out sheet.



Group 2

Backflow Preventer Testing, Maintenance and Repair Related Services - IFB Requirement



Minimum Qualifications



Offeror/Bidder **MUST**:

- Be certified and active for minimum of ten **(10) consecutive years** in the last 10 years, performing backflow preventers testing, maintenance, repair, replacement and installation services in a facility(ies) and/or environment that operates 24/7, 365 days per year

- Executive Summary:
 - ✓ Not to exceed 2 pages (double-sided)
 - ✓ Describe company experience including years of experience
 - ✓ List following information for all contracts (currently, previously)
 - Each contract period
 - Scope of service that relates to the plumbing related services of each contract



Offeror/Bidder **MUST**:

- **Assign Service Representative:** Possess a minimum of **five (5) years** experience, performing backflow preventers testing, maintenance, repair, replacement and installation services in a facility(ies) and/or environment that operates 24/7, 365 days per year

- Following document are require to submit:
 - ✓ **Resume:** Not to exceed 2 pages (double-sided)
 - ✓ **Tester Certification:** a copy of Tester Certification of the assigned Services Representative must be included.



Offeror/Bidder MUST provide following document:

- **Qualified Personnel List:**
 - ✓ Minimum of 3 personnel
 - ✓ Their Tester Certifications

- **License Requirement:** Possess a **CR-37 Plumbing license** as prescribed by the Arizona Registrar of Contractors.

- **Log Out / Tag Out Procedure**

Each Offeror's Offer must demonstrate it meets the Minimum Qualifications as required. Failure to meet the minimum qualifications will result in a non-responsive Offer.



Insurance Requirements



- **Commercial General Liability**
 - ✓ General Aggregate: \$5.0 Million

- **Automobile Liability**
 - ✓ Combined Single Limit: \$5.0 Million

- **Worker's Compensation and Employer's Liability**
 - ✓ Worker's Compensation: Statutory
 - ✓ Employer's Liability: Each Accident: \$100,000



Hard Copy Submission

SUBMITTAL PACKAGE MUST INCLUDE:

- 1 original (single-sided, mark “original”)
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- Offeror may bid on one or both Groups:
 - Submit for 1 Group: Mark on envelope: IFB 21-027 Group 2.
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Electronic Submission

Send via email to either emails below:

- Ivy.Silva@phoenix.gov
- avn.procurephx@phoenix.gov
- Offeror may bid on one or both Groups:
 - Bidding on 1 Group: Send 1 email with email Subject Line: **IFB 21-027 Group 2.**
 - Bidding on 2 Groups: Send 2 emails (one group per email) with email Subject line: **IFB 21-027 Group 1 / 2**



Submission of Offer cont.



Pricing Categories:

- **Category 1:** Labor Rate*
- **Category 2:** Annual Testing Services (all-inclusive pricing)*
- **Category 3:** Materials / Part (% discount off list/catalog)
- **Category 4:** Special Equipment Rental (Pass Through (at cost))

**The Grand Total of both Categories determine the low bid*



Submission of Offer cont.



Pricing Categories:

- **Category 1: Labor Rate***
- **Category 2: Annual Testing Services (all-inclusive pricing)***

7.1. LABOR RATES:

Item No.	Description	Unit of Measure	Estimated Quantities (60 months)	Unit Price	Extended Price
Regular Labor Hours: (12 AM - 11:59 PM Monday - Friday)					
1	Certified Plumber	Hour	500	\$	\$
2	Trainee/Laborer	Hour	500	\$	\$
Premium Labor Hours: (All other times outside of regular labor hours, including City observed Holidays)					
5	Certified Plumber	Hour	250	\$	\$
6	Trainee/Laborer	Hour	250	\$	\$
GRAND TOTAL – Labor Rates					\$

7.2. ANNUAL TESTING SERVICES:

(Unit Price is inclusive of labor, material, and equipment for annual testing)

Item No.	Size / Type	Estimated Quantity (for 60 months)	Unit Price Excluding Tax	Total Price Excluding Tax
1.	½" RP	3325	\$	\$
2.	¾" RP	450	\$	\$
3.	1" RP	1325	\$	\$
4.	1¼" RP	50	\$	\$
5.	1½" RP	150	\$	\$
6.	2" RP	610	\$	\$
7.	3" RP	15	\$	\$
8.	4" RP	100	\$	\$



Submission of Offer cont.



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Scope of Work



GROUP 2 – BACKFLOW PREVENTER TESTING, MAINTENANCE AND RELATED REPAIR SERVICES:

The Aviation Department has approximately 800 backflow preventers across the 3 airport campuses.

- Contractor will be responsible to provide on-site annual testing, maintenance, repair and replacement for City-owned backflow prevention assemblies.
- Contractor must be a Certified Backflow Prevention Assembly Tester.
- Contractor employees who will be providing backflow related services are required to pass and acquire Tester Certification.



RESPONSE TIME:

➤ **Non-Emergency Service:**

- Within 2 hours (via telephone or email) after initial notification by ADR.
- Contractor will coordinate repair/service schedule with ADR.

➤ **Emergency Services:**

- Initial response (via telephone or email) within 30 minutes after initial notification by ADR.
- On-site/physical presence within 2 hours

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Scope of Work cont.



LABOR HOURS:

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Scope of Work cont.



ARRIVAL TO JOB SITE:

- All Contractor employees must check-in/sign-in upon arrival and check-out/sign-out upon departure.
- Reimbursable labor hours being when the Contractor employee checks-in and terminate when Contractor's employee checks-out.
- The billable labor hours on the invoice just match the labor hours on the sign-in/sign-out sheet.

ANNUAL REPORTS:

- Annual Test Sheets for Individual Assemblies
- Annual Test Equipment Certification
- Updated Electronic Database



Aviation Plumbing, Rooter, Jetting and Backflow Related Services

(IFB 21-027)

QUESTIONS?



Remember!!!



Aviation Plumbing, Rooter, Jetting and Backflow Related Services (IFB 21-027)

Questions

Email the Procurement Officer ONLY!!!

Ivy Silva

Ivy.Silva@phoenix.gov

REMEMBER TRANSPARENCY POLICY IS *IN EFFECT*