



SOLICITATION ADDENDUM

Solicitation Number: RFP 22-SW-009 (CR) Addendum #1 Page 1 of 2

Solicitation Due Date: Wednesday, May 12, 2021 1:00 p.m. Local Time

CITY OF PHOENIX
Procurement Division
200 W. Washington Street
7th Floor
Phoenix, AZ 85003
Phone: (602) 495-3606

RFP 22-SW-009 MATERIALS RECOVERY FACILITY MAINTENANCE AND INSPECTIO PROGRAM – REQUIREMENTS CONTRACT

The following are questions received and the City responses accordingly:

QUESTION 1:

Section V Scope of Work; paragraph 1.4 discusses that the City and Contractor may mutually agree from time to time, to conduct other audits and request reports from the Contractor that provide insight or education on industry best practices of a MRF Owner and Operator. We assume this can include additional visits to either facility for the purposes of conducting studies not included as part of the MRF Maintenance Inspections. For these studies, do we include an estimated price under the “Additional Services” in Section VI, paragraph 4?

CITY RESPONSE:

The language in SECTION V – SCOPE OF WORK, ITEM 1.3 AND 1.4 has been revised. See new language below.

QUESTION 2:

These prices would not be part of the Bid Evaluation, but we are to provide estimated prices to the City. Can you please confirm if our understanding is correct?

CITY RESPONSE:

SECTION VI – SUBMITTALS, ITEM 4 Additional Services has been removed. Please see SECTION VI – REVISED SUBMITTALS.

QUESTION 3:

In addition to submitting 1 Original printed bound proposal and 1 electronic copy on a portable drive, are we to submit 5 ‘printed’ copies or 5 copies ‘on a portable drive’?

CITY RESPONSE:

The City is requesting 3 copies, each on a separate portable drive. Please see SECTION VI – REVISED SUBMITTALS

SECTION V – SCOPE OF WORK REVISIONS

- 1.3.** The City of Phoenix, during the contract term, may modify the operations of the MRF to add value or increase production. There may be other MRF studies and analysis required to ensure the MRF operator is abiding by their contractual obligations or whether specific operational adjustments are warranted by supporting data; these additional audit requests or modifications will be the sole determination of the City, but must be agreed to by both parties. The Contractor will review any modifications or additional audit requests and will submit a general scope for such work to the City. The rate for all additional reports, audits or inspections conducted under this scope are negotiable. The City must agree to terms prior to commencing work, and the final price structure is subject to City approval. These additional industry related audits, that support successful MRF operations, are separate from the annual inspection fee for both sites which is outlined further in this scope of work. There is no guarantee that additional audits will be completed outside of the annual audit report, but due to the nature of the industry, having professional analysis to support operational change is key.



SOLICITATION ADDENDUM

Solicitation Number: RFP 22-SW-009 (CR) Addendum #1 Page 2 of 2

Solicitation Due Date: Wednesday, May 12, 2021 1:00 p.m. Local Time

CITY OF PHOENIX
Procurement Division
200 W. Washington Street
7th Floor
Phoenix, AZ 85003
Phone: (602) 495-3606

1.4. The City and Contractor may mutually agree from time to time, to conduct other audits or may request reports from the contractor that provide insight or education on recycling industry best practices of an MRF owner and operator. The City understands the importance of reviewing other industry impacts and trends real time when owning and managing a recycling facility. By allowing the contractor to provide other industry related audits or reports as needed and as requested by the City, the City can better understand industry wide trends and impacts that could impact MRF production if left unstudied. This contract serves to ensure a successful recycling program in Phoenix by providing inspections and studies of MRF operations real time based on real data retrieved from visual and factually based audits of Phoenix owned MRFs or other successful recycling programs. The rate for all additional reports, audits or inspections conducted under this scope are negotiable. The City must agree to terms and price schedule prior to commencing work. Final price structure for additional work that relates to this scope is subject to City approval.

DELETE AND REPLACE:

SECTION VI – SUBMITTAL

Replace Section VI, in its entirety, with Section VI – REVISED SUBMITTAL (attached to addendum)

The balance of the specifications and instructions remain the same. Interested parties must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the inquiry.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

SECTION VI - REVISED SUBMITTALS

1. ORIGINAL:

Please submit one original, and 1 electronic copy on a portable drive of the entire proposal response and other required documentation (much be an exact duplicate of the original).

- Submitted (preferably) bound, single-sided, and at least 30% post-consumer content paper.

COPIES:

Please submit three (3) copies of the entire proposal (exact duplicate of the original).

- Submitted separately on a portable drive for each copy.

Please submit only the Submittal Section, do not submit a copy of the entire solicitation document. This offer will remain in effect for a period of 180 calendar days from the opening date, and is irrevocable unless it is in the City’s best interest to release offer(s).

2. OFFER SUBMITTAL FORMAT:

The written offer should be signed by an individual authorized to bind Offeror and should provide the name, title, e-mail address and the telephone number of the individuals with authority to contractually bind the company and who may be contacted during the evaluation period. Offers should be:

- Typewritten for ease of evaluation;
- Signed by an authorized representative of the Offeror;
- Submitted with contact information for the individual(s) authorized to negotiate with the City;
- Submitted with a table of contents and tabbed per the following major sections:
 - Tab 1 Qualifications and Experience**
 - Tab 2 Method and Approach**
 - Tab 3 References and Past Performance**
 - Tab 4 Section VI - Submittal Section**
 - Tab 5 Signed Addenda in its entirety**

3. COSTS AND PAYMENTS:

3.1 PAYMENT TERMS & OPTIONS: Vendors must choose an option, if a box is not checked, the City will **default to 0% - net 45 days**:

- Contractor offers a prompt payment discount of either _____% - 30 days or 0% – 45 days - to apply after receipt of invoice or final acceptance of the products (invoice approval), whichever date is later, starts the 30 days. If no prompt payment discount is offered, the default is 0%, net 45 days; effective after receipt of invoice or final acceptance of the products, whichever is later. **Payment terms offering a discount will not be considered in the price evaluation of your offer.**

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

Contractor may be paid immediately upon invoice approval, if enrollment is made to the Single Use Account (SUA) Program, administered by the City’s servicing bank (“Bank”). By checking this box, the vendor accepts transaction costs charged by their merchant bank and agrees not to transfer to the City those extra charges. The City will not pay an increase in our services for the SUA charges; if an audit uncovers an upcharge for the SUA charges the vendor will owe the City all costs. The vendor may opt-out of the SUA program once, but then may not rejoin during the same contract term. **For more information about the SUA program or to enroll, send email to mailbox.sua@phoenix.gov.**

4. BID PRICE SCHEDULE:

Item No.	MRF Location	Quantity	Annual Inspection Fee
1.	27 th Avenue Transfer Station	1	\$
2.	North Gateway Transfer Station	1	\$
	*Grand Total		*\$

*Grand Total will determine the allocated Pricing points

5. CONTRACTOR’S ACCOUNT REPRESENTATIVES:

Main Contact _____

Email Address _____

Phone Number _____

Alternate Contact _____

Email Address _____

Phone Number _____

6. YEARS IN BUSINESS AND REFERENCES:

Contractor certifies that they have provided complete Maintenance and Inspection Programs for Materials Recovery Facilities listed in this solicitation for a period of 5 years.

Contractor shall furnish the names, addresses, and telephone numbers of a minimum of three firms or government organizations for which the Contractor is currently furnishing or has furnished, completed service for Maintenance and Inspection Programs for Materials Recovery Facilities.

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

OFFER

TO THE CITY OF PHOENIX - The Undersigned hereby offers and agrees to furnish the material and or service(s) in compliance with all terms, conditions, specifications, and addenda issued as a result of a solicitation.

Arizona Sales Tax No. _____
Use Tax No. for Out-of State Suppliers _____
City of Phoenix Sales Tax No. _____
Arizona Corporation Commission File No. _____

Taxpayer’s Federal Identification No.: If recommended for contract award, Bidder agrees to provide its federal taxpayer identification number or as applicable its social security number to the City of Phoenix for the purposes of reporting to appropriate taxing authorities, monies paid by the City of Phoenix under the awarded contract. If the Bidder provides its social security number, the City will only share this number with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041A.

Enter City’s Registration System ID Number Located at City’s eProcurement website (see SECTION I – INSTRUCTIONS - CITY’S REGISTRATION)	
--	--

Offeror has read, understands, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Offeror certifies that the prices offered were independently developed without consultation with any other Offeror or potential Offerors.

Authorized Signature

Date

Verify Name and type of Company
(LLC, Inc., Sole Proprietor)

Printed Name and Title
(Member, Manager, President)

Address _____
City, State and Zip Code _____
Telephone Number _____
Company’s Fax Number _____
Company’s Toll Free # _____
Email Address _____

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the material(s) or service(s) listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Contractor’s Offer as accepted by the City.

This contract shall henceforth be referred to as Contract No._____. The Contractor has been cautioned not to commence any billable work or provide any material or service under this contract until Contractor receives purchase order, or contract documentation.

CITY OF PHOENIX

A Municipal Corporation
Ed Zuercher, City Manager

Director or delegate, Department

_____ this ____ day of _____ 2021
City Clerk

Approved as to form this 19th day of January 2017. This document has been approved as to form by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

This form must be signed and submitted to the City and all questions must be answered (or N/A) or your Offer may be considered non-responsive.

1. Name of person submitting this disclosure form.

First MI Last Suffix

2. Contract Information

Solicitation # or Name:

3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)

4. List any individuals(s) or entity(ies) that are owners, partners, parent, sublessees, joint venture, or subsidiaries of the individual or entity listed in Question 3. Please include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.

5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.

- Subcontractors may be retained, but not known as of the time of this submission.
- List of subcontracts, including the name of the owner(s) and business name:

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.

7. Disclosure of Conflict of Interest:

A. City Code Section 43-34

Are you aware of any fact(s) with regard to this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

- I am not aware of any conflict(s) of interest under City Code Section 43-34.
- I am aware of the following potential or actual conflict(s) of interest:

B. ARS Sections 38-501 et. Seq. & City Charter Chapter 11

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. Sections 38-501 through 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).

Please note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer’s or employee’s city service without following city administrative regulations.

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

Are you aware of any fact(s) with regard to this contract that would raise a “conflict of interest” issue under A.R.S. Sections 38-501 through 38-511 (See Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 through 38-511.
- I am aware of the following conflict(s) of interest:

8. Acknowledgements

A.Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation

- I understand that a person or entity who seeks or applies for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting city officials and employees regarding the contract after a solicitation has been posted.
- This “no-contact” provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code Sections 2-190.4 and 43-36, by respondents, or their agents, will lead to **disqualification**.

B.Fraud Prevention and Reporting Policy

- I acknowledge that the City has a fraud prevention and reporting policy and takes fraud seriously. I will report fraud, suspicion of fraud, or any other inappropriate action to: telephone no. 602-261-8999 or 602-534-5500 (TDD); or aud.integrity.line@phoenix.gov.

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud.

Offeror Name: _____

Date: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

OATH

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.
Should any of the answers to the above questions change during the course of the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within 30 days of such changes. Failure to do so may be deemed a breach of contract.

PRINT NAME

TITLE

SIGNATURE

DATE

COMPANY (CORPORATION, LLC, ETC.) NAME and DBA

Offeror Name: _____

Date: _____