



SOLICITATION ADDENDUM

Solicitation Number: IFB 22-SW-001 (CR) Addendum #1 Page 1 of 4

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

IFB 22-SW-001 SOLID WASTE CONTAINER YARD MANAGEMENT SERVICES

The following are questions received and the City responses accordingly:

QUESTION 1:

Will the winning bidder be announced during the live-listen-in?

CITY RESPONSE:

The Bid Opening is announcing all the offers that were submitted and the group total price offered.

QUESTION 2:

Reporting requirements - Is reporting sent to City via excel?

CITY RESPONSE:

The current report is in an excel compatible format, however; this is not a requirement.

QUESTION 3:

Does the City currently use a scanning and software system that the vendor will utilize?

CITY RESPONSE:

The vendor will have to provide their own equipment and software for scanning.

QUESTION 4:

Will the City provide scanners to vendor?

CITY RESPONSE:

The vendor will have to provide their own equipment and software for scanning.

QUESTION 5:

Do all carts contain RFID?

CITY RESPONSE:

City of Phoenix containers do not currently utilize RFID technology. Barcodes are hot stamped into the containers.



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QUESTION 6:

Will vendor have access to system to review daily inventory report prior to submission?

CITY RESPONSE:

The vendor is preparing the report, so they should be able to have access to the daily inventory report.

QUESTION 7:

Not all four service centers are operational - Do all four locations need to be manned 3 days/week?

CITY RESPONSE:

No

QUESTION 8:

Not all four service centers are operational - Can we have crews work locations beyond the 3 days/week?

CITY RESPONSE:

Not at this time, there may be opportunity in the future.

QUESTION 9:

Per cart charges will remain fixed

- Currently there is no inventory at Salt River
- EDTA historically drop off of old carts
- 27th is where new come
- UHSC has old and new

Do you know the overall % of carts going to each location, respectively?

CITY RESPONSE:

A rough estimate would be that 50% of the carts are handled at UHSC, and between 30% and 40% of the vendors responsibilities would be out of EDTA. 27th Avenue is the drop off location for 2- and 3-yard bins and where new carts are delivered.

QUESTION 10:

Not all locations have water reclamation, which ones do (which can we store wastewater at)?

CITY RESPONSE:

Wastewater must be properly handled by the vendor.



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QUESTION 11:

Are 2/3YD containers metal or plastic?

CITY RESPONSE:

Plastic

QUESTION 12:

Does the City do all its own maintenance?

CITY RESPONSE:

Yes

QUESTION 13:

How many maintenance crews does the City have?

CITY RESPONSE:

2

QUESTION 14:

What are their normal working hours?

CITY RESPONSE:

5:30am -2:00pm

QUESTION 15:

The City services more than 700k+ carts, yet only showing 13,000, on the high end, per year needing servicing; this only equates to approx. 82 carts/day for ALL yards, assuming only 3 days/week; is the City its assumptions here are accurate (this seems more like a monthly number than annual number)?

CITY RESPONSE:

There are over 700k carts currently in service. Annually we repair or replace approximately 77k per year. 13,000 approximates the number of carts that could not be repaired in the field and have returned to the yard for wash and repair.

QUESTION 16:

Which types of carts (fact) currently make up the inventory?

CITY RESPONSE:

32/65/95- gallon curbside containers, 300- gallon alley containers, and 2- and 3- yard tippers. Metal bins will be handled by City staff



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QUESTION 17:

Is there a monthly budgetary limit for this contract? It was mentioned briefly on the pre-bid conference call. What is the budget cap?

CITY RESPONSE:

The City does not have a Council approved budget for next fiscal year we are unable to provide a firm number.

QUESTIONS 18:

On Section VI there is only one space for Cart washing but there are multiple different carts/dumpsters that need to be washed. Where do I indicate the cost for dumpster washing?

CITY RESPONSE:

Section VI – SUBMITTALS will be revised to include all sizes and bins.

REVISE:

Page 37, SECTION V – Scope, is to reflect the proper header of **SECTION V – SCOPE OF WORK**
SECTION VI – SUBMITTALS is to begin on Page 41.

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

1. COPIES:

Please submit one original, 1 copy, and one electronic copy of the Submittal Section and all other required documentation.

1.1. **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:

- 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 and tabbed per the following major sections:
 - Tab 1 Company History, Experience, and Qualifications**
 - Tab 2 Submittal Section**
 - Tab 3 Signed Addenda**

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.**
- 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.**



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

4. BID PRICE SCHEDULE:

ALL OR NONE BY GROUP

Item No.	Cart Washing and Minor Repair	UOM	Per Cart
1.	32/65/95 Gallon Container (Curbside Cart)	Each	\$
2.	300 Gallon Container (Alley Collection Cart)	Each	\$
3.	2 or 3 Yard Tipper Bin	Each	\$
Item No.	Warranty Processing	UOM	Per Cart
4.	32/65/95 Gallon Container (Curbside Cart)	Each	\$
5.	300 Gallon Container (Alley Collection Cart)	Each	\$
6.	2- or 3-Yard Tipper Bin	Each	\$
Item No.	Scrap Processing	UOM	Per Cart
7.	32/65/95 Gallon Container (Curbside Cart)	Each	\$
8.	300 Gallon Container (Alley Collection Cart)	Each	\$
9.	2- or 3-Yard Tipper Bin	Each	\$

Group I Total – Items 1 - 9

All or None

*Will Determine Low Bid

*



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

5. ADDITIONAL SERVICES:

Can your business provide poly-welding and/or chipping of containers?

_____ Yes _____ No

6. YEARS IN BUSINESS AND REFERENCES:

Contractor certifies that they have provided complete SOLID WASTE CONTAINER YARD MANAGEMENT SERVICES listed in this solicitation for a period of 2 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 SOLID WASTE CONTAINER YARD MANAGEMENT SERVICES.

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

7. CONTRACTOR LICENSING REQUIREMENTS:

Offeror shall comply with all statutes and rules of the State of Arizona and the Registrar of Contractors. In accordance with A.R.S. §. 32-1151, and unless otherwise exempted by A.R.S. § 32-1121, Offeror shall have the correct class of license as required by the Registrar of Contractors for the work specified, at the time of offer submission. Offeror certifies possession of the following license:

Licensed Contractor's Name _____

Class _____

License Number _____

Expiration 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)	
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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

Printed Name and Title
(LLC, Inc., Sole Proprietor)
(Member, Manager, President)

Address _____

City, State and Zip Code _____

Telephone Number _____

Company’s Fax Number _____

Company’s Toll Free # _____

Email Address _____



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
Ginger Spencer
Public Works Director

Attest:

_____ 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.



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

1. Name of person submitting this disclosure form.			
First	MI	Last	Suffix
2. Contract Information			
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.			
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.			
<input type="checkbox"/> Subcontractors may be retained, but not known as of the time of this submission.			
<input type="checkbox"/> List of subcontracts, including the name of the owner(s) and business name:			
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.



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.



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