



SOLICITATION ADDENDUM

Solicitation Number: RFP 23-SW-001 (CR) Addendum # Page 1 of 2

Solicitation Due Date: Wednesday, June 16, 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 23-SW-001 SOLID WASTE LONG HAUL SERVICES – REQUIREMENTS CONTRACT

REVISION

SECTION V – SCOPE OF WORK, ITEM 27, Subsection 27.3 Experience and Past Performance, Subsection 27.3.4 Additional Minimum Requirement:

Revised Criteria to read:

27.3.4 ADDITIONAL MINIMUM REQUIREMENTS.

Demonstrate experience in municipal solid waste hauling from transfer station facilities to disposal facilities or long hauling experience for a minimum of five (5) continuous years, include the total tonnage hauled per month for the past twenty-four (24) months.

27.3.4.1 Demonstrate fleet operation capability by operating a minimum fleet of twenty (20) 18-wheel Tractor and trailers at a gross vehicle weight rating of 80,000 pounds for each 18-wheel Tractor and trailer. Offeror shall submit a fleet maintenance records summary for at least twenty (20) 18-wheel Tractor and trailers for the past twelve (12) months, including date, mileage, type of maintenance performed, and vehicle identification number.

27.3.4.2 Demonstrate experience with operating and maintaining tipper equipment.

27.3.4.3 Resultant Contractor must provide the most recent twenty-four (24) months of Accident history, and be able to submit the company's safety plan prior to the initial haul date.

SECTION VI – SUBMITTALS, ITEM 6. YEARS IN BUSINESS AND REFERENCE

Revised to read:

6. YEARS IN BUSINESS AND REFERENCES:

Contractor certifies that they have provided complete Long-Haul Services 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, Long-Haul Services.

DELETE AND REPLACE:

SECTION VI – SUBMITTAL

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



SOLICITATION ADDENDUM

Solicitation Number: RFP 23-SW-001 (CR) Addendum # Page 2 of 2

Solicitation Due Date: Wednesday, June 16, 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

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

The City will allow Proposers to submit offers for both Group 1 – 27th Avenue and Group 2 – North Gateway. Proposers are not limited to selecting one group. Should multiple offers be submitted from a single Proposer the offers must be packaged separately and follow the guidelines listed below.

1. DELIVERY OF PROPOSALS

Each proposer must submit the following in a sealed package marked with the proposer’s name, proposer’s address, RFP number and the title of this RFP:

- 1 original hardcopy proposal including, Section VI – Revised Submittals, Signed Addenda (if applicable), Bid Price Submittal and,
- 1 electronic copy of the proposal in Microsoft Word and/or Excel on a Windows-compatible USB flash drive including, Section VI – Revised Submittals, Signed Addenda (if applicable), Bid Price Submittal and,
- 5 electronic copies of the proposal in Microsoft Word and/or Excel on a Windows-compatible USB flash drive excluding Section VI – Revised Submittals, Signed Addenda (if applicable), and Bid Price Submittal.

Proposals must be in the actual possession of the City at the designated location, on or prior to, the exact time and date indicated in the Schedule of Events. Late proposals will not be considered. The prevailing clock will be the City’s clock at the location designated for delivery of the proposal. **Proposals received after the deadline will be disqualified as non-responsive.**

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:

2.1 Prepare the Proposal in an organized manner where one can navigate easily through all proposed materials. Utilize a Table of Contents with divider tabs to distinguish sections of the Proposal. Clearly identify and describe all requirements on the Request for Proposal. Scoring will consider not only content, but readability, organization, format and coordination with other parts of the Proposal.

2.2 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;



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

- Submitted with contact information for the individual(s) authorized to negotiate with the City;

2.3 The Bid Price Submittal information must be provided in MS-Excel, as an unlocked workbook with all calculations visible to validate formulas used for costs.

2.4 Brochures or marketing material must NOT be supplied. This material will not be reviewed or evaluated, and the Proposer must not use this type of material as part of the information requested to meet proposal requirements.

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.**

4. BID PRICE SCHEDULE:

Respond to the Excel file provided on solicitations.phoenix.gov

5. CONTRACTOR’S ACCOUNT REPRESENTATIVES:

Main Contact _____

Email Address _____

Phone Number _____

Alternate Contact _____

Email Address _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

Phone Number _____

6. YEARS IN BUSINESS AND REFERENCES:

Contractor certifies that they have provided complete Long-Haul Services 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, Long-Haul 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. EMERGENCY 24-HOUR SERVICE CONTACT:

Name _____

Telephone Number _____

Alternate Contact _____

Telephone Number _____

8. PLACE OF BUSINESS:

Bidder’s place of business will be an award factor in order to minimize the City’s transportation and handling costs. If additional service locations are available or if different from the address in Offer Section, enter below:

9. 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)

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 _____



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

Ginger Spencer
Public Works Director

_____ 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

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:

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.



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

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.

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).



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

- 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.

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.



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

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