



# City of Phoenix Water Services Department

RFP 2122-WWT-454 (AM)

Hoists and Cranes Maintenance and  
Repair Services

Pre-Offer Conference  
July 15, 2021



# Questions and Answers (Q&A)

- Written questions only
- All questions must be submitted by **Tuesday, July 20, 2021 by 5:00 p.m.** to the WSD Procurement E-mail: [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)
- Answers to be published in an Addendum on City website
- Addendum answers supersedes verbal answers.



# Offer Deadline



Monday  
August 2, 2021  
2:00 p.m.

Phoenix Local Time

Electronically to:

[wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)

**Late proposals will be rejected**



# Contract Term

- Contract effective January 1, 2022
- Seven-year contract term
  - No renewal options



# Pre-Award Qualifications

Section I, Para. 15, subpara. 15.1 – 15.4, page 10

- Offeror must have been active providing services for the last five (5) years. Offeror must have a minimum of 8 years of experience providing the goods or services in this solicitation to other firms and/or government organizations. This information must be provided in Section VI - Submittals, paragraph 6, Years in Business.
- Offeror's proposed qualified personnel must possess a minimum of three (3) years of experience providing the requested services.
- Offeror shall provide a copy of their business license.
- Equipment. Offeror shall affirm that they own or have assured access to (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the key items or necessary equipment to provide the services in Section V. The equipment must be in full working order, and must demonstrate that, based on known commitment, they will be available for use in the proposed contract.



# Attachment C – Cost of Services

## GROUP I: 91<sup>st</sup> AVE. WWTP

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ESTIMATED TOTAL PRICE
1.	Annual Preventative Maintenance for Hoists	110	EA	\$ _____	\$ _____
2.	Annual Preventative Maintenance for Cranes	110	EA	\$ _____	\$ _____
3.	Normal Hourly Rate (Regular work) (Mon – Fri, 7:00a.m. – 3:30p.m., City Holidays excluded)	300	HR	\$ _____	\$ _____
4.	Normal Hourly Rate (Emergency work) (Mon – Fri, 7:00a.m. – 3:30p.m., City Holidays excluded)	100	HR	\$ _____	\$ _____
5.	Premium Hourly Rate (Emergency work) (Mon – Fri, 3:31p.m. – 6:59a.m., all day Sat, Sun, and City Holidays)	100	HR	\$ _____	\$ _____
	Estimated Total Items 1 – 5				\$ _____
	Parts			_____ % Discount	



# Attachment C – Cost of Services (continued)

## GROUP II: 23<sup>rd</sup> AVE. WWTP

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ESTIMATED TOTAL PRICE
7.	Annual Preventative Maintenance for Hoists	23	EA	\$ _____	\$ _____
8.	Annual Preventative Maintenance for Cranes	29	EA	\$ _____	\$ _____
9.	Normal Hourly Rate (Regular work) (Mon – Fri, 7:00a.m. – 3:30p.m., City Holidays excluded)	90	HR	\$ _____	\$ _____
10.	Normal Hourly Rate (Emergency work) (Mon – Fri, 7:00a.m. – 3:30p.m., City Holidays excluded)	17	HR	\$ _____	\$ _____
11.	Premium Hourly Rate (Emergency work) (Mon – Fri, 3:31p.m. – 6:59a.m., all day Sat, Sun, and City Holidays)	17	HR	\$ _____	\$ _____
	Estimated Total Items 7 – 11				\$ _____
	Parts			_____ % Discount	



# Attachment C – Cost of Services (continued)

## GROUP III: WATER TREATMENT PLANTS

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ESTIMATED TOTAL PRICE
13.	Annual Preventative Maintenance for Hoists	17	EA	\$ _____	\$ _____
14.	Annual Preventative Maintenance for Cranes	1	EA	\$ _____	\$ _____
15.	Normal Hourly Rate (Regular work) (Mon – Fri, 7:00a.m. – 3:30p.m., City Holidays excluded)	50	HR	\$ _____	\$ _____
16.	Normal Hourly Rate (Emergency work) (Mon – Fri, 7:00a.m. – 3:30p.m., City Holidays excluded)	10	HR	\$ _____	\$ _____
17.	Premium Hourly Rate (Emergency work) (Mon – Fri, 3:31p.m. – 6:59a.m., all day Sat, Sun, and City Holidays)	5	HR	\$ _____	\$ _____
	Estimated Total Items 13 – 17				\$ _____
	Parts			_____	
				% Discount	





# Terms and Conditions

- Section II – Standard Terms & Conditions (pages 18 - 31)
- Section III – Special Terms and Conditions (pages 32 - 43)
  - Price, Method of Invoicing, Method of Payment (para. 1, 3, 4, page 32)
  - Background Screening, para. 25, subpara. 25.12 (*Maximum Risk Level*) (pages 40 - 42 )



# Section I - Instructions to Offers

- Vendor Self-Registration Requirements  
<https://www.phoenix.gov/procure> (para. 2, page 4)
- Business in Arizona (para. 9, page 7)
- Licenses (para. 10, page 7)



## Section VI - Submittals

### Submittal Package (page 52):

1 electronic copy submitted to [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)

- Must contain a table of contents and tabbed per the following major sections:

Tab A – Pre-Award Qualifications

Tab B – Company History, Experience and Qualifications

Tab C – Method of Approach

Tab D – Attachment C – Cost of Services

Tab E – Section VI – Submittals

Tab F – Attachment A – Conflict of Interest & Solicitation

Transparency Disclosure Form

Tab G – Signed Addenda(s), if applicable



## Attachment B - References

- Identify 3 references
- Provide reference form to each reference
- Instruct references to return reference form to email address on reference form
- Do not use City of Phoenix as a reference



## Exhibit A – Partial Equipment List and Locations

- Not all equipment identified
- Not all locations identified
- Pricing the same for equipment not identified



# Questions

- Written questions only. Q&A form provided for questions raised during Pre-Offer meeting



## Section V – Scope of Work

- City requires Contractor experienced providing Hoists & Cranes Maintenance & Repair Services
- Multiple locations
- Perform annual preventative maintenance, repairs, & replacement of parts, on an as-needed basis for various manufacturers hoists & cranes
- Document maintenance on a log that remains with equipment
- Assess equipment, determine if repairs needed
- Provide repair quote to City rep.
- Replacement parts to conform to spec of OEM or equal
- City rep. may approve use of rebuilt parts if replacement parts have lead time of 6 or more weeks
- Contractor to perform test of equipment after preventative maintenance and/or repairs



## Section V – Scope of Work (continued)

- Two-day response time for routine service call; 1 hour response time for emergency service call
- Contractor assigned employee(s) shall meet OSHA definition of “Qualified”
- City may approve use of Subcontractor; Sub will not perform more than 40% of the work
- Deliverables: repair quote and signed service report of work performed
- Acceptance Criteria: Work to be inspected by City rep. within 3 days of work performed by Contractor





# 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.