



City of Phoenix Water Services Department

IFB-2122-WMD-325 (SD)

- **BYPASS SPOOLS AND TAILPIECES
- REQUIREMENTS CONTRACT**

Pre-Bid Meeting September 1, 2021



Purpose

- Meeting purpose is to provide solicitation clarifications
- Attendance
 - Appointment only attendees
 - No recording allowable



Meeting Format

- Attendee verbal questions during pre-bid conference must be in writing using chat feature addressed to Procurement Officer (host).
- Procurement Officer will review the question with city staff for the response.
- Addendum answers supersede all other answers.



Questions and Answers (Q&A)

- Submit questions by September 8, 2021 2:00 p.m. (Phoenix Local Time)
 - Email: wsdprocurement@phoenix.gov
- Answers to be available at:
 - <https://www.phoenix.gov/solicitations/#>



Bid Deadline



Important
Date!

Wednesday
September 15, 2021
2:00 p.m.
Phoenix Local Time

Late Bids will be rejected



Contract Term

- Five-year contract term
 - No renewal options



Scope of Work

- Contractor shall supply the City of Phoenix with stainless steel bypass spools, tailpieces, and various ductile iron flanged fittings for the construction of large water meter assemblies and bypasses, on an as-needed basis. The specifications associated with these parts are intended to generally describe a complete unit. Any additional materials or labor required for the complete unit as intended shall be provided by the Contractor, whether or not it has been detailed in these documents. The submittal shall include ample written evidence, in the form of technical specifications, cut/tear sheets, brochures, pictures, drawings, etc., to demonstrate that all specifications herein have been met and/or exceeded.



Pricing

Attachment B – Price Bid Sheet

- **For the purposes of determining the lowest cost, the city will not take tax into consideration.** Taxes must be listed as a separate item on all invoices.
- Additional charges for any miscellaneous items will not be paid; these charges must be included in the solicitation submittal price. Invoices will be processed for the submitted prices only.
- **Award shall be determined by an all or none of the Grand Total of the unit prices**



Price Increases

- The unit price shall be fixed for one year after the start of the contract
- The new contract is expected to start on December 1, 2021



Terms and Conditions

- Section I – Instructions
 - Pages 3 - 13
 - Self-Registration Requirements
 - Exceptions
 - Inquiries
 - Addenda
 - Business in Arizona (AZ Corporation Commission)
 - Pre-Award Qualifications



Terms and Conditions

- Section II – Standard Terms & Conditions
 - Pages 14-28
- Section III – Special Terms & Conditions
 - Pages 29 - 39
 - Background Screening
 - Maximum Risk



Insurance and Indemnification

- **Commercial General Liability**
 - General Aggregate: \$2,000,000
 - Products – Completed Operations Aggregate: \$1,000,000
 - Personal and Advertising Injury: \$1,000,000
 - Each Occurrence: \$1,000,000
- **Automobile Liability**
 - Combined Single Limit (CSL): \$1,000,000
- **Worker's Compensation and Employers' Liability**
 - Each Accident: \$100,000
 - Disease (Each Employee): \$100,000
 - Disease (Policy Limit): \$500,000



Delivery of Bids

Submittal Package

- 1 original pdf copy electronically via email to the following:

wsdprocurement@phoenix.gov



Form of Offer

- Cover Letter with contact information
- Tab 1 - Submittal Section (pages 46-49)
- Tab 2 - Attachment A – Conflict of Interest & Solicitation Transparency Disclosure (pages 50-53)
- Tab 3 - Attachment B - Price Bid Sheet (page 54-56)
- Tab 4 - Attachment C – References (pages 57-59)
- Tab 5 - Solicitation Addendum (if any)
- Tab 6 - Any other required documentation



If Recommended for Award

- Contractor has 15 calendar days to submit:
 - Certificate of Insurance
 - Upon notification of an award the Offeror will have 15 calendar days to submit a complete certificate of insurance in the minimum amounts and the coverages as required in Section IV - Insurance and Indemnification of this solicitation. Insurance requirements are non-negotiable.



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.