



City of Phoenix Housing Department

IFB FY22-086-04

Medical Emergency Call System
Monitoring and Maintenance

Pre-Offer Conference Meeting
November 16, 2021 @ 9:30 am



Questions and Answers (Q&A)

- Questions only
 - Email question(s)
 - Some answers available today
 - Answers will be published on City's website
- Written answers supersede verbal responses



Q&A Deadlines

- Submit questions by November 23, 2021@ 9:00 am (Phoenix Local Time)
 - Email: chuck.garvey@phoenix.gov
- Answers expected to be available at <https://solicitations.phoenix.gov/>



Invitation for IFB Deadline



Important
Date!

Wednesday, December 2, 2021
9:00 a.m.

Phoenix Local Time

Late offers will be rejected

Section I – Instructions, Item 12 on how
to **Submission your Offers**

Section VII – Submittal Locations via
Physical and Electronic



Submittal for IFB

Submittal Package:

Section I – Instructions, Item 12 – Submittal of Offer.

A. Physical: City of Phoenix, Housing Department, Calvin Goode Building, 4th Floor, Phoenix, AZ 85003 - Please submit one original, and one electronic copy (Jump Drives) of the Submittal Section and all other required documentation.

OR (Do not do both)

B. Electronic: Please submit one electronic copy through e-mail to chuck.garvey@phoenix.gov of the Submittal Section and all other required documentations.



Terms and Conditions

- Section II – Standard Terms and Conditions
- Section III – Special Terms and Conditions
- Examination and Retention of Contractor's Records
- Background Screening
 - Maximum Risk Level
 - Employee Identification and Access



Indemnification and Insurance

- Section IV – Insurance and Indemnification
 - City as additional insured
 - Required at the time of award



Insurance and Indemnification Federal Clauses

COMPLIANCE WITH ALL FEDERAL REQUIREMENTS

**FORM HUD-5370-C GENERAL CONDITIONS FOR NON-
CONSTRUCTION CONTRACTS SECTION I (WITH OR WITHOUT
MAINTENANCE WORK)**

**FORM HUD-5370-C GENERAL CONDITIONS FOR
NON- CONSTRUCTION CONTRACTS SECTION II (WITH
MAINTENANCE WORK)**

SAM.GOV (GSA) USERS



Contract Terms

- Five-year contract term
 - Period begins on or about April 1, 2022
 - Offers are reminded that specifications are minimal



Scope of Work

- Purpose
- System Description and Specifications
- System Hardware Specifications
- Monitoring and Maintenance Requirements
- Contractor's Workforce/Personnel
- Repairs



Offer Submittal Format

Submittal Package:

- 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:
 - Tabs 1 to 6



Delivery of Invitation for IFB

Submittal Package:

- **Tab of Contents (1 – 6)**
 - **Section VI - Submittal**
 - **Tab 1 Company History, Experience, and Qualifications**
 - **Tab 2 Arizona Corporate Commission documentation.**
 - **Tab 3 Arizona Register of Contractor's Licenses**
 - **Tab 4 Technical diagram and system information...**
 - **Tab 5 Technical information and workflow...**
 - **Tab 5 Submittal Section**
 - **Pricing**
 - **Location**
 - **Reference (Please do not use City Personnel)**
 - **Federally Funded Information**
 - **Transparency Information**
 - **Tab 6 Signed Addenda**



Delivery of Invitation for IFB

Submittal Package:

- **Please submit only the Submittal Section and required documents, do not submit a copy of the entire solicitation document as indicated in Section I – Instructions, Item 12 – Submittal of Offer.** 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).
- The prevailing clock will be the Department clock. **The date and time on the email will provide proof of submission and verification if the bid was received on or prior to the Due Date and Time specified. Please identify the solicitation number on the subject line of the email when submitting your bid.**



Questions

- Submit additional questions by email
September 24, 2021 @ 9:00 am
(Phoenix Local Time)
 - Email: chuck.garvey@phoenix.gov



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.