

1 **City of Phoenix
Housing Department**

IFB FY22-086-06

Custodial Service – Other Housing Locations

Pre-Offer Conference Meeting

November 18, 2021@ 1:30 pm

2 **Site Visits**

1 • Family Self Sufficiency Program,
810 S 7th Ave
Phoenix, AZ 85007

2 • Emmett McLoughlin CTEC & FSS
1150 S 7th Ave
Phoenix AZ 85007

3 **Questions and Answers (Q&A)**

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

- Submit questions by
November 29, 2021@ 9:00 am (Phoenix Local Time)
 - Email: chuck.garvey@phoenix.gov

- Answers expected to be available at <https://solicitations.phoenix.gov/>

5 **Invitation for IFB Deadline**

December 7, 2021

2:00 p.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

6 **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.

7 **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
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8 **Indemnification and Insurance**

- Section IV – Insurance and Indemnification
 - City as additional insured
 - Required at the time of award
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9 **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

10 **Contract Terms**

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- Five-year contract term
 - Period begins on or about February 23, 2022

– Offers are reminded that specifications are minimal

11 **Scope of Work**

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- Purpose
- General Information
- Contractor’s Staffing and Operations Plan
- Site and Employee Supervision
- Custodial Contractor Daily Report
- Employee Identification
- Building/Site Access

12 **Scope of Work**

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- Work Week
- Work Time Designations
- Alternation of Work Hours
- Custodial Service Performance Report
- Performance Measures
- Quarterly Review
- Quality and Acceptability of Work

13 **Scope of Work**

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- Cleaning Response Time
- Electronic Equipment
- Recycling Program
- Energy Conservation
- Contract Completion Walkthrough
- Contract Phase-out Transition
- Facility Locations
- Facility Specifications

14 **Scope of Work**

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- Cleaning Specifications
 - Daily
 - Weekly
 - Monthly
 - Restrooms
 - Ancillary Services

- Cleaning Standards
- Cleaning Equipment Specifications
- Environmental Preferred Products

15 **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 5

16 **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 Company Processes, Procedures and Quality Controls
 - Tab 4 Submittal Section
- Pricing
- Location
- Reference (Please do not use City Personnel)
- Federally Funded Information
- Transparency Information
- Tab 5 Signed Addenda

17 **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.

18 **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.