



# City of Phoenix Water Services Department

IFB-2122-WES-331 (SD)

- **CUSTOM ANALYTICAL STANDARDS  
REQUIREMENTS CONTRACT**

Pre-Bid Meeting  
April 26, 2022



# Purpose

- Meeting purpose is to provide solicitation clarifications
- Attendance
  - WebEx only
  - 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 May 3, 2022 at 2:00 p.m. (Phoenix Local Time)
  - Email: [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)
- Answers to be available at:
  - <https://www.phoenix.gov/solicitations/#>



# Bid Deadline



Important  
Date!

Thursday

May 12, 2022

2:00 p.m.

Phoenix Local Time

**Late Bids will be rejected**



# Contract Term

- Five-year contract term
  - No renewal options



# Scope of Work

- The vendor shall provide custom analytical reference standards that are traceable to National Institute of Science and Technology (NIST).
- Each custom standard shall be accompanied by a certificate of analysis as well as a Safety Data Sheet.
- During the term of this Contract, the contracted vendor shall maintain the necessary capability and capacity to provide the specified laboratory services within the required turnaround times. The contracted vendor and any and all subcontractors shall provide access to City and State personnel and their authorized representatives to audit the lab to assure the accuracy and precision of laboratory results related to the work performed.
- If the vendor supplies both primary and secondary standard mixes the secondary mix must be from a different lot number, prepared by separate technicians using different NIST calibrated balances, different glassware, and starting neat materials from different sources in order to serve as a second source standard. Alternatively, the City may acquire the secondary standard from a different vendor.
- The work shall be performed by an ISO accredited vendor (17025 or 9001). The standards must meet requirements as set forth in the TNI 2016 Standard, VIM2 Section 5.6.



# Pricing

Item #	Component	CAS#	Est. Qty	UOM Concentration ug/ml	Unit Price	Extended Price
<b>Group 1 - 525-0001, 525.2 Primary Standard (Acetone)</b>						
1	4,4'-DDD	72-54-8	12	100		
2	4,4'-DDE	72-55-9	12	100		
3	4,4'-DDT	50-29-3	12	100		
4	a-Cholrdane	5103-71-9	12	100		
5	Alachlor	15972-60-8	12	100		
6	Atrazine	1912-24-9	12	100		
7	Benzo[a]pyrene	50-32-8	12	100		
8	Endrin	72-20-8	12	100		
9	g-BHC	58-89-9	12	100		
10	g-Chlordane	5103-74-2	12	100		
11	Helptachlor-2,3-exo- epoxide(B)	1024-57-3	12	100		
12	Heptachlor	76-44-8	12	100		
13	Hexachlorobenzene	118-74-1	12	100		
14	Hexachlorocyclopentadiene	77-47-4	12	100		
15	Methoxychlor	72-43-5	12	100		
16	Simazine	122-34-9	12	100		
17	trans-Nonachlor	39765-80-5	12	100		
<b>TOTAL =</b>						





# 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 July 1, 2022



# Terms and Conditions

- Section I – Instructions
  - Pages 4 - 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](mailto:wsdprocurement@phoenix.gov)



# Form of Offer

- Cover Letter with contact information
- Tab 1 - Submittal Section, (pages 52-55)
- Tab 2 - Attachment A – Conflict of Interest & Solicitation Transparency Disclosure, (pages 56-59)
- Tab 3 - Attachment B – Price Bid Sheet,(pages 60-68)
- Tab 4 - Attachment C – References, (page 69-71)
- 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.