



SOLICITATION ADDENDUM

Solicitation Number: RFP 23-SW-015 (CR) Addendum #1 Page 1 of 3

Solicitation Due Date: Wednesday, July 13, 2022 11:00 a.m. Local Time

CITY OF PHOENIX
Procurement Division
200 W. Washington Street
7th Floor
Phoenix, AZ 85003
Phone: (602) 495-3606

RFP 23-SW-015

Construction & Demolition (C&D) Waste Diversion– REQUIREMENTS CONTRACT

The following are questions received and the City responses accordingly:

QUESTION 1:

Extension – Due to the timing of the RFP Due date and the upcoming holiday, Will the City consider an extension of the due date until July 20,2022? We base this on the amount of research and work that the City is requesting regarding the RFP, especially regarding the design-build portion buildout, draft drawings and schematics requested in the RFP.

CITY RESPONSE:

Yes. We can extend the due date by one week. The new RFP due date will be Wednesday, July 13, 2022.

QUESTION 2:

PDF page 43, Section VI-1. Delivery of Proposals: Per the following highlighted requirement, does the City want five hard copies or five electronic copies on five USB drives? Are PDF files of the proposal acceptable for the electronic submittal(s)?

Each proposer must submit the following in a sealed package marked with the proposer's name, proposer's address, RFP number and the title of this RFP:

- 1 original hardcopy proposal including, Section VI - Submittals, Signed Addenda (if applicable), Bid Price Submittal and,
- 1 electronic copy of the proposal in Microsoft Word and/or Excel on a Windows-compatible USB flash drive including, Section VI - Submittals, Signed Addenda (if applicable), Bid Price Submittal and,
- 5 hardcopies of the proposal in Microsoft Word and/or Excel on a Windows-compatible USB flash drive excluding Bid Price Submittal

CITY RESPONSE:

Each proposer must submit the following in a sealed package marked with the proposer's name, proposer's address, RFP number and the title of this RFP:

- 1 original hardcopy proposal including, Section VI - Submittals, Signed Addenda (if applicable), Bid Price Submittal and,
- 1 electronic copy of the proposal in PDF/Microsoft Word and/or Excel on a Windows-compatible USB flash drive including, Section VI - Submittals, Signed Addenda (if applicable), Bid Price Submittal and,
- 5 electronic copies of the proposal in PDF/Microsoft Word and/or Excel on a Windows-compatible USB flash drive excluding Bid Price Submittal. Each copy to be on one portable drive for a total of 5 portable drives.

See Section VI – REVISED SUBMITTALS attached to this Addendum 1



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QUESTION 3:

PDF pages 43-44, Section VI-2.2 and VI-3.1: The Tabs outlined in Section 2.2 do not mirror the Tabs requested in Section 3.1. Please advise on which proposers should follow.

CITY RESPONSE:

See Section VI – REVISED SUBMITTALS attached to this Addendum 1

QUESTION 4:

Will the City accept an alternative proposal that will help the City achieve long term diversion goals?

CITY RESPONSE:

At this time, the City will only be accepting proposals to this RFP that are related to solutions for the diversion of construction and demolition waste.

QUESTION 5:

Why is the City not willing to allow any program to use ADC as part of the solution?

CITY RESPONSE:

The City is always looking for the highest and best value of a resource's use and at this time. The City does not have a need for ADC solutions. The City may consider the use of ADC for future program needs.

UPDATE

Section I – Instructions
Item 3. Schedule of Events
Offer Due Date

Offer Due Date	Wednesday, July 13, 2022 11:00 AM	See SECTION I – INSTRUCTIONS, Item 12, SUBMISSION OF OFFER The public will be able to call the WebEx phone number noted below and listen to the Bid Opening meeting live: Join by phone +1-415-655-0001 US Toll Access code: 2499 294 0539
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DELETE AND REPLACE:

SECTION VI – SUBMITTAL

Replace Section VI, in its entirety, with Section VI – REVISED SUBMITTALS (attached to addendum)

The balance of the specifications and instructions remain the same. Interested parties must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the inquiry.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____



SECTION VI – REVISED SUBMITTALS

CITY OF PHOENIX

SECTION VI – REVISED SUBMITTALS

1. DELIVERY OF PROPOSALS

Each proposer must submit the following in a sealed package marked with the proposer's name, proposer's address, RFP number and the title of this RFP:

- 1 original hardcopy proposal including, Section VI – Revised Submittals, Signed Addenda (if applicable), and,
- 1 electronic copy of the proposal in PDF/Microsoft Word and/or Excel on a Windows-compatible USB flash drive including, Section VI – Revised Submittals, Signed Addenda (if applicable), and,
- 5 electronic copies of the proposal in PDF/Microsoft Word and/or Excel on a Windows-compatible USB flash drive excluding Tab 4 and Tab 6. Each copy to be on one portable drive for a total of 5 portable drives.

1.1. Please submit only the Submittal Section, do not submit a copy of the entire solicitation document. 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).

1.2. Proposals must be in the actual possession of the City at the designated location, on or prior to, the exact time and date indicated in the Schedule of Events. Late proposals will not be considered. The prevailing clock will be the City's clock at the location designated for delivery of the proposal. Proposals received after the deadline will be disqualified as non-responsive.

2. OFFER SUBMITTAL FORMAT:

2.1 Prepare the Proposal in an organized manner where one can navigate easily through all proposed materials. Utilize a Table of Contents with divider tabs to distinguish sections of the Proposal. Clearly identify and describe all requirements on the Request for Proposal. Scoring will consider not only content, but readability, organization, format and coordination with other parts of the Proposal

2.2 The written offer should be signed by an individual authorized to bind Offeror and should provide the name, title, e-mail address and the telephone number of the individuals with authority to contractually bind the company and who may be contacted during the evaluation period. The written offer should be:

- 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 in a binder, preferably using double-sided copying and at least 30% post-consumer content paper;
- Submitted with a table of contents and tabbed per the following major sections:



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- Tab 1 General Information
- Tab 2 Qualifications and Experience Statement
- Tab 3 Business Plan
- Tab 4 Financial Impact - Page from Section VI – Revised Submittals (Item 5)
- Tab 5 Proposed Process or Technology
- Tab 6 Section VI Submittals
- Tab 7 References
- Tab 8 Signed Addenda (if applicable)

2.3 Brochures or marketing material must NOT be supplied. This material will not be reviewed or evaluated, and the Proposer must not use this type of material as part of the information requested to meet proposal requirements.

3. EVALUATION CRITERIA

In accordance with Administrative Regulation, 3.10, Competitive Sealed Proposal awards shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to the City based upon the evaluation criteria listed below. The evaluation factors are listed in the relative order of importance and more details provided. The total available points equal to 1,000.

Qualifications and Experience Statement	(0 - 150 points)
Business Plan	(0 – 300 points)
Financial Impact* Price Per Ton	(0 – 300 points)
Proposed Process or Technology	(0 – 250 points)

3.1 Form of Proposals

Proposals not following the specified format below or that are incomplete, obscure, conditional, or contain additions not requested, exceptions to material provisions, or irregularities of any kind, may be deemed non-responsive and disqualified from the process.

Tab 1 – General Information

Executive Summary (maximum 2 pages)

Provide a concise summary and narrative of the overall proposal. Proposers must note in the Executive Summary who will serve as the proposer’s contact person for the proposal.

Tab 2 – Qualifications and Experience Statement

Each proposer shall provide sufficient documentation to demonstrate it meets the minimum qualifications listed in Section IV – Submittals, Item 4. Please include a telephone number and email address of a contact person who can verify the proposer’s experience.



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Each proposer shall describe its experience using its process or technology to divert, recycle and/or reuse C&D waste or similar products. This description should include details about the:

- Type, amount, and tonnage of feedstock processed by the proposed technology or operations process on a daily, weekly, or annual basis.
- Type and volume of by-products (such as gas emissions, liquid effluents, and solid residues) generated by the proposed technology or operations process on a daily, weekly, or annual basis and the proposer's experience with managing and disposing of these by-products.
- Demonstrate proposed equipment is proven and true.
- Demonstrate actual experience of existing staff or intended experience of future staff (required to provide resumes of operations manager and business owners or job descriptions of personnel running facility).

Each proposer shall also address each bulleted item listed under **Section V – Scope of Work, Item 8, Qualifications and Experience.**

Tab 3 – Business Plan

Each proposer must provide a narrative of its business plan for diverting, recycling and/or reusing construction and demolition waste, and:

- Demonstrate viability for the proposal, including research/market demand data for the product being recycled or reused from the C&D waste, percentage breakdown of sources of C&D material, proposer's plan for marketing the new product, proposer's relationship with sources of C&D and plan to secure materials, and proposer's established end use markets and product demand.
- Provide clear and compelling information to demonstrate the proposer's financial capacity to execute and complete the proposal successfully.
- Project budget – clearly detail and define proposed costs, including all construction costs, soft costs and contingencies as well as assumptions for all costs and revenues.
- Pro forma – clearly detail and define the proposal's operating pro forma, including all revenues, expenses, debt service, taxes, and other assessments for at least 10 years, or if City assistance is requested for a longer period, for the duration of that assistance, as well as assumptions for all costs and revenues.
- Project timeline – clearly detail major milestones, including any phasing.
- Provide contingency plans on materials surplus and materials shortfall.



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- Describe how the proposer intends to ensure its operations meet Federal, State and local regulatory requirements for the handling of waste and for ensuring safety of operations.
- Describe the economic, fiscal, employment, and other tangible public benefits to be generated by the proposal.
- Specify any requested City assistance, including details such as the type of assistance, commencement, and completion dates, etc. Any requests for City assistance must be limited to assistance the City can reasonably accommodate.

Tab 4 – Financial Impact

Each proposer must specify:

- *Price per ton
- The acreage it will rent from the City (in square feet)

Tab 5 – Proposed Process or Technology

Each proposer must provide a narrative describing its proposed primary and secondary process or technology for recycling or reusing C&D waste and an operations plan that includes, at a minimum:

- Hours of operation
- Staffing
- Permitting
- Feedstock
 - Will the proposer need volumes of C&D feedstock?
- If yes, explain how C&D materials will be diverted.
- City does not source separate C&D materials
 - Anticipated volume to be processed from outside sources
 - Specifications and storage plan, including typical batch throughout per ton of C&D waste
 - Pickup/transport of materials
 - Contamination control and management
 - Customer service and receiving procedures
- Dust, noise, odor, and fire control plans
- Safety plan
- Waste and residue management (including by-products such as solid residues, liquid effluent, and gaseous emissions)
- Infrastructure requirements (volumes for water, sewer, gas, electricity, etc.)



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Please include drawings or schematics depicting the proposed building(s) and major processing and auxiliary equipment to be located at the Site and describe any sustainability practices incorporated into the building design and operations.

4. COSTS AND PAYMENTS:

4.1 PAYMENT TERMS & OPTIONS: Vendors must choose an option, if a box is not checked, the City will **default to 0% - net 45 days:**

- Contractor offers a prompt payment discount of either _____% - 30 days or 0% – 45 days - to apply after receipt of invoice or final acceptance of the products (invoice approval), whichever date is later, starts the 30 days. If no prompt payment discount is offered, the default is 0%, net 45 days; effective after receipt of invoice or final acceptance of the products, whichever is later. **Payment terms offering a discount will not be considered in the price evaluation of your offer.**
- Contractor may be paid immediately upon invoice approval, if enrollment is made to the Single Use Account (SUA) Program, administered by the City’s servicing bank (“Bank”). By checking this box, the vendor accepts transaction costs charged by their merchant bank and agrees not to transfer to the City those extra charges. The City will not pay an increase in our services for the SUA charges; if an audit uncovers an upcharge for the SUA charges the vendor will owe the City all costs. The vendor may opt-out of the SUA program once, but then may not rejoin during the same contract term. **For more information about the SUA program or to enroll, send email to mailbox.sua@phoenix.gov.**

5. FINANCIAL IMPACT:

*Price per Ton \$ _____

Lease Acreage on the RIC _____ Square Feet

6. CONTRACT REPRESENTATIVE:

Name _____

Telephone Number _____

E-Mail Address _____

7. CONTRACTOR LICENSING REQUIREMENTS:

Offeror shall comply with all statutes and rules of the State of Arizona and the Registrar of Contractors. In accordance with A.R.S. §. 32-1151, and unless otherwise exempted by



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A.R.S. § 32-1121, Offeror shall have the correct class of license as required by the Registrar of Contractors for the work specified, at the time of offer submission. Offeror certifies possession of the following license:

Licensed Contractor's Name _____

Class _____

License Number _____

Expiration Date _____

8. REFERENCES:

Contractor certifies that they have provided complete Construction and Demolition Services listed in this solicitation.

Contractor shall furnish the names, addresses, and telephone numbers of a minimum of three firms or government organizations for which the Contractor is currently furnishing or has furnished, completed service for Construction and Demolition Services.

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____



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Address _____

Reference _____

Telephone Number _____

Email address _____



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ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the material(s) or service(s) listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Contractor’s Offer as accepted by the City.

This contract shall henceforth be referred to as Contract No._____. The Contractor has been cautioned not to commence any billable work or provide any material or service under this contract until Contractor receives purchase order, or contract documentation.

CITY OF PHOENIX

A Municipal Corporation
Jeffrey Barton, City Manager

Joe Giudice
Director, Public Works Department

Attest:

_____ this ____ day of _____ 2022
City Clerk

Approved as to form this 19th day of January 2017. This document has been approved as to form by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.



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OFFER

TO THE CITY OF PHOENIX - The Undersigned hereby offers and agrees to furnish the material and or service(s) in compliance with all terms, conditions, specifications, and addenda issued as a result of a solicitation.

Arizona Sales Tax No. _____

Use Tax No. for Out-of State Suppliers _____

City of Phoenix Sales Tax No. _____

Arizona Corporation Commission File No. _____

Taxpayer’s Federal Identification No.: If recommended for contract award, Bidder agrees to provide its federal taxpayer identification number or as applicable its social security number to the City of Phoenix for the purposes of reporting to appropriate taxing authorities, monies paid by the City of Phoenix under the awarded contract. If the Bidder provides its social security number, the City will only share this number with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041A.

Enter City’s Registration System ID Number
Located at City’s eProcurement website (see
SECTION I – INSTRUCTIONS - CITY’S
REGISTRATION)

Offeror has read, understands, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Offeror certifies that the prices offered were independently developed without consultation with any other Offeror or potential Offerors.

Authorized Signature

Date

Printed Name and Title
(Member, Manager, President)

(LLC, Inc., Sole Proprietor)

Address _____

City, State and Zip Code _____

Telephone Number _____

Company’s Fax Number _____

Company’s Toll Free # _____

Email Address _____



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This form must be signed and submitted to the City and all questions must be answered (or N/A) or your Offer may be considered non-responsive.

1. Name of person submitting this disclosure form.

First	MI	Last	Suffix
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2. Contract Information

Solicitation # or Name:

3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)

4. List any individuals(s) or entity(ies) that are owners, partners, parent, sublessees, joint venture, or subsidiaries of the individual or entity listed in Question 3. Please include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.

5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.

- Subcontractors may be retained, but not known as of the time of this submission.
- List of subcontracts, including the name of the owner(s) and business name:

6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.



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7. Disclosure of Conflict of Interest:

A. City Code Section 43-34

Are you aware of any fact(s) with regard to this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

- I am not aware of any conflict(s) of interest under City Code Section 43-34.
- I am aware of the following potential or actual conflict(s) of interest:

B. ARS Sections 38-501 et. Seq. & City Charter Chapter 11

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. Sections 38-501 through 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).



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Please note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer's or employee's city service without following city administrative regulations.

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under A.R.S. Sections 38-501 through 38-511 (See Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 through 38-511.
- I am aware of the following conflict(s) of interest:

8. Acknowledgements

A. Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation

- I understand that a person or entity who seeks or applies for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting city officials and employees regarding the contract after a solicitation has been posted.
- This "no-contact" provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will



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take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code Sections 2-190.4 and 43-36, by respondents, or their agents, will lead to **disqualification**.

B. Fraud Prevention and Reporting Policy

- I acknowledge that the City has a fraud prevention and reporting policy and takes fraud seriously. I will report fraud, suspicion of fraud, or any other inappropriate action to: telephone no. 602-261-8999 or 602-534-5500 (TDD); or aud.integrity.line@phoenix.gov.

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud.

OATH

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete. Should any of the answers to the above questions change during the course of the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within 30 days of such changes. Failure to do so may be deemed a breach of contract.

PRINT NAME

TITLE

SIGNATURE

DATE

COMPANY (CORPORATION, LLC, ETC.) NAME and DBA