



City of Phoenix

2015

**BUSINESS  
EXPERIENCE**

## **Session 3:**

Improving Your Winning  
Percentage - Submitting  
Effective Offers

# Solicitation Types

- **Informal (Less than \$35,000)**
  - Small Dollar Request (under \$5,000)
  - Written Request for Quotes (RFQ)
- **Formal (Greater than \$35,000)**
  - Invitations for Bids (IFB)
  - Request for Proposal (RFP)
- **Other**
  - Request for Qualifications (RFQu)
  - Request for Information (RFI)



# What is a Responsive Offer



One that is received by the City by the specified due date and time.



One that is signed by an Authorized Representative of the Offeror.



One that possesses certifications/ licenses required by law and the Solicitation.



One that meets any minimum criteria listed in the Solicitation.



# What is a Responsive Offer

## (continued)



One that satisfies required attendance events (Mandatory Pre-Offer Conference)



One that returns all applicable Signed Addendum(s) with the offer.



One that is received from a vendor who is registered in the City's e-Procurement system.



One that provides all required pricing (All or None)



# Responding to Small Dollar Purchases



- Varies by Department
- Follow the format and instructions of the requestor
  - Verbal Request
  - Email Request
  - Departmental Form
- Make sure all additional cost (i.e. freight, set-up fees, artwork, etc.) are included to ensure that the total does not exceed the Small Dollar Threshold



# Responding to Written Request for Quote

- Complete Contact information.
- Awarded to lowest bidder.
- Meets specifications.
- List estimated delivery (ARO).
- Ensure price takes into account all applicable requirements and notes additional cost.
- If alternate is submitted, provide literature and/or information that supports product meets specifications.
- If errors/discrepancies are found in the specification, contact Buyer for clarification **prior** to the due date.



# RFQ Example

**THIS IS NOT AN ORDER**

**Request for Quotation**  
 RFQ number/date  
 645639 02/24/2015  
**Requisition Number**  
 10234916  
**Buyer/Phone**  
 Reyna Xochicale 602-495-2458  
**Fax:** 602-534-9800  
**Email:** Reyna.Xochicale@Phoenix.gov  
**Please fax quote to above Buyer**  
**Quote due before 9:00 AM on**  
 03/01/2015



**City of Phoenix  
 Purchasing**  
 251 W. Washington  
 8th Floor  
 Phoenix AZ 85003

**Company Name:**  
**Address:**  
**City,State,Zip:**  
**Phone:**  
**Fax:**  
**Printed Name:**  
**Signature:**  
**Payment Terms:**  
**Federal Tax ID:**  
**E-Mail Address:**

\*\*\*\*\*REQUEST FOR QUOTATION\*\*\*  
 \*\*\*\*\*THIS IS NOT AN ORDER\*\*\*\*\*  
 CONTACT BUYER WITH ANY QUESTIONS

Page: 1 of 1

Item	Item Description	MFG Name/Nbr	Delivery Date	Quantity	Unit	Unit Price	Total Price
00010	<p>***Quotes may be emailed to            reyna.xochicale@phoenix.gov***  <b>BAG PLASTIC 12" X 12" NON-ZIP 4 MIL CLR</b>            Our material #: 66524023258  <b>BAG PLASTIC 12"X12" NON-ZIP 4 MIL CLEAR FOR            PRISONERS PROPERTY MUST BE            SUPPLIED BY VENDOR 1000/BX ONLY</b></p>			50	BX		

**Instructions / Information**

1. Delivery - All unit prices shall be quoted F.O.B. destination and must include all freight charges.
2. Payment Terms - Unless other payment terms are specifically stated by the offeror, payment terms shall be 2% 20 days, net 30 days. Payment terms offering less than 20 calendar days will not be considered in the quote evaluation process.
3. Brand Names - Acceptable alternates will be considered unless otherwise specified. Please provide sufficient literature for the evaluation of any alternate product offered.
4. Tax - Do not include sales or use tax in quoted price unless otherwise specified.
5. The City of Phoenix Solicitation Notice, Standard Terms and Conditions are incorporated by reference to this Request for Quotation. See <https://www.phoenix.gov/financesite/documents/standtc.pdf>
6. This publication is available in the following alternative formats: Large Print, Braille, Audio-Tape or Electronic Media. Please call (602) 262-7181 or fax (602) 534-1933 for assistance. TTY (602) 534-5500.

Form: Z\_SH\_MEDRUC0

**Grand Total \$**



# Responding to Invitation for Bid

- No exceptions are allowed
- Must conform to the minimum specifications stated in the SOW
- Ensure price takes into account all requirements
  - Insurance, Bond, Surety, etc.
  - Fixed Pricing / Initial Contract Term
- Follow all submittal instructions
  - Email submission is currently not an option
  - Use City provided Form **(Do not change format)**
  - Provide Electronic media if requested
- Provide additional requested material





# Responding to Request for Proposal

- Address all stated Evaluation Criteria
- Conform to the minimum specifications stated in the SOW
- Ensure price takes into account all applicable requirements
  - Insurance, Bond, Surety, etc.
  - Fixed Pricing / Initial Contract Term
- Follow all submittal instructions
  - Use City Forms
  - Electronic media
  - Number of Copies
  - Follow Instructions
  - Confidential information
- Provide all requested material



# Other Solicitations

- Request for Qualifications (RFQu)
  - Selection method if experience or qualifications are the only basis for evaluation.
  - Develop a Qualified Vendor List (QVL).



## Request for Information (RFI)

- Develop standards or specifications.
  - Develop an IFB or RFP.
- 
- Style will vary by Department
  - Follow the format and instructions of the Solicitation.





- Familiarize yourself with the entire solicitation.
- Pricing information is a matter of Public Record and is available upon request.
- Checklists are often provided to assist vendors and ensure all required items are provided.
- Be aware of must/shall/will – these words indicate mandatory requirements.
- Check website often to be aware of changes.
- If unsure about requirements always ask.
- Register on the Vendor Management System (VMS).





## Signed Offer and Acceptance

TO THE CITY OF PHOENIX:

The Undersigned hereby ~~submits its proposal, offers and agrees to furnish the material and or service(s) in compliance with all terms, conditions, [REDACTED] document "GENERAL TERMS AND CONDITIONS FOR [REDACTED] PROPOSAL", included in response to specifications, and addenda issued as a result of this Request for Proposals and any written exceptions in the offer.~~

Arizona Sales Tax No

[REDACTED]

Use Tax No. for Out of State Suppliers

[REDACTED]

City of Phoenix Sales Tax No

[REDACTED]

~~Proposer certifies that Proposer has read, understands, and will fully and faithfully comply with this Request for Proposals, any attachments and any referenced documents and has made reasonable efforts to accurately respond to the RFP. [REDACTED] Response is based upon information that you have provided to [REDACTED]. Since [REDACTED] interpretation of your requirements as expressed in the RFP may differ from your intended or actual requirements, [REDACTED] is unwilling to attach or incorporate the RFP or [REDACTED] response into any contract that may result between us. Nothing in [REDACTED] response should be construed as a representation or warranty on behalf of [REDACTED] and [REDACTED] does not intend to create or imply warranties of fitness for a particular purpose, merchantability, performance, product, or product/platform or service availability, or any other representation or warranty. [REDACTED] takes exception to any provision of the RFP that purports to establish the contractual and legal terms under which [REDACTED] will provide products or services to you; you should not construe, nor does [REDACTED] consider, [REDACTED] response to be legally binding upon [REDACTED].~~

~~-Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.~~



 COPY

	<b>SECTION V - SUBMITTAL</b>	<b>CITY OF PHOENIX</b> Procurement Division 251 W. Washington Street 8th Floor Phoenix, AZ 85003 Phone: (602) 262-7181
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Please submit one original and 3 copies of the Submittal (Section V). Please submit only Section V, do not submit a copy of the entire IFB document. This offer will remain in effect for a period of 120 calendar days from the bid opening date and is irrevocable unless it is in the City's best interest to do so.

1. **BID PRICE AND DELIVERY SCHEDULE**

Note: Prices offered shall not include applicable state and local taxes. The city will pay all applicable taxes. 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.

Item No.	Manufacturer & Product No.	Quantity	Delivery Calendar Days ARO	Unit Price Excluding Tax	Total Price Excluding Tax
1	Streamlight Survivor LED Alkaline Model - Orange Model #90540	1000		\$ /ea 44.47	\$ 44,470 <sup>00</sup>
2	Streamlight 4AA Lux Div 1 with White LED and Alkaline Model #68602	400		\$ /ea 29.01	\$ 11,604 <sup>00</sup>
3	Streamlight Rubber Helmet Strap, Model #99075	300		\$ /ea 2.04	\$ 612 <sup>00</sup>
4	Gear Keeper, Small Flashlight Retractor with Heavy Duty Snp Clip Model #RT2-4412	200		\$ /ea No Bid	\$ No Bid

2. **PAYMENT TERMS**



## Exceptions

Bid: City of Phoenix

Bid # IFB [REDACTED]

## Pricing:

Pricing is good until March 1<sup>st</sup>, 2014. If manufacturer has price increase then [REDACTED] will have to pass on increase. We do not have confirmation that there will be a price increase on these items.

## Estimated Delivery:

21-30 days ARO

## Warranty:

[REDACTED] does not warranty or repair any products. All warranty and repair work is done through the manufacturers only. The agency must contact each manufacturer directly for any warranty or repair issues. [REDACTED] will assist in contacting the manufacturer.

If you have any questions or you are in need of additional information, please contact:



ORIGINAL

CITY OF PHOENIX  
 Procurement Division  
 251 W. Washington Street  
 8th Floor  
 Phoenix, AZ 85003  
 Phone: (602) 262-7181

\* Quoted pricing already has 10% catalog discount included. Pricing is FOB Delivered.

\* Factory Minimum quantities are listed on catalog price sheet.

All products listed below are to be considered e which product codes to bid and shall fill in

Description	Prod #	Sizes	Quantity of one (1) each
3/4" wide, 17" long. Plastic swivel hook, various colors, w/ printed logo	N/A	3/4" wide, 17" long	\$ 2.88
100% Cotton, Various colors, 15 oz minimum, w/ printed logo	N/A	11" x 17, "15" x 24", 30" x 60"	\$ 2.43 <del>\$ 2.67</del> <del>\$ 2.91</del>
Clip-on pedometer w/printed logo	N/A	N/A	\$ 2.73
28oz. Polycarbonate Alternate Water Bottle,	L28	28 oz, 8.5" high, 3" deep,	\$ 4.72
16oz color acrylic outer shell Imprinted Travel Mugs, Acrylic insulated inner liner,	N/A	16 oz	\$ 5.62
3/4" Tyvek Wristband w/printed logo	N/A	3/4" wide	\$ 0.34
Top: E-Z UP® Instant Shelter® tops are fire resistant treated to meet fire code CPAI-84. Fabric is coated to resist water, ultraviolet rays and mildew. Fabric is professional grade Frame: High - Strength Steel White Powder Coated Rust Resistant Frame 10' (3.0 m), 15' (4.5 m) & 20' (6.0 m) sizes <u>White</u> High - Strength Steel <del>Black</del> Powder Coated Rust Resistant Frame for 10' (3.0 m) size Aircraft Grade Aluminum Rust Free Frame / 25% lighter than High - Strength Steel Frame 10' (3.0 m), 15' (4.5 m) & 20' (6.0 m) sizes Includes: Frame, Top w/ printed logo, and Cover Bag	Eclipse II	8' x 8', 10' x 10', 10' x 15', 10' x 20'	8' x 8' \$ 891.00 10' x 10' \$ 1030.00 10' x 15' \$ 1291.50 10' x 20' \$ 1840.50

one color imprint - lapard  
 one color imprint - towels  
 one color imprint - pelawer  
 one color imprint - L 28  
 one color imprint - travel mug  
 one color - wrist imprint  
 and water bottle

Leadtime on EZUP is 15 work days.

EZUP - one color imprint on one side peak







**SECTION V – REVISED SUBMITTAL**

**CITY OF PHOENIX  
Procurement Division  
251 W. Washington Street  
8th Floor  
Phoenix, AZ 85003  
Phone: (602) 262-7181**

**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 this solicitation and any written exceptions in the offer.

Arizona Sales Tax No. \_\_\_\_\_

Use Tax No. for Out-of State Suppliers \_\_\_\_\_

City of Phoenix Sales Tax No. \_\_\_\_\_

Taxpayer's Federal Identification No. \_\_\_\_\_

Bidder certifies that bidder has read, understands, and will fully and faithfully comply with this Invitation for Bid, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation with any of the other bidders or potential bidders.

\_\_\_\_\_  
Authorized Signature 2/13/15  
Date

\_\_\_\_\_  
Printed Name and Title President

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code Glendale, AZ

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Company's Fax Number

\_\_\_\_\_  
Company's Toll Free #

\_\_\_\_\_  
Email Address

Indicate on a separate sheet, if Purchase Order or Remit to addresses is different from above.

**NOTE:** Any assignment of proceeds must go through the City of Phoenix, Division of Accounts, formal assignment procedure. Please also refer to the Assignment Provision in the General Bidding Instructions and Conditions of Purchase.

Company Name \_\_\_\_\_



# Questions and Comments

What you think matters!



# Contact Information

Procurement Division

251 W. Washington Street, 8<sup>th</sup> Floor

Phoenix, AZ 85003

Main Phone: (602) 262-7181

Email: [central.procurement@phoenix.gov](mailto:central.procurement@phoenix.gov)

