



REQUEST FOR INFORMATION
RFI-27-0467
LITHIUM ION BATTERY RECYCLING

CITY OF PHOENIX
WATER SERVICES
200 W WASHINGTON ST
PHOENIX, AZ
85003

RELEASE DATE: October 2, 2026
DEADLINE FOR QUESTIONS: October 8, 2026
RESPONSE DEADLINE: October 15, 2026, 2:00 pm

City of Phoenix
REQUEST FOR INFORMATION
RFI-27-0467
Lithium Ion Battery Recycling

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Attachments:

AA - Supplemental-Terms-And-Conditions-To-All-Airport-Contracts Rev 4-29-26

1. Introduction

1.1. Summary

This Request for Information (RFI) is issued as a means of discovery and information gathering for a _____

The RFI is for planning purposes only and should not be construed as a solicitation nor should it be construed as an obligation on the part of the City to make any purchases.

This RFI should not be construed as a means to pre-qualify vendors.

This is not a formal solicitation, but a request for interested parties to provide information as specified herein.

Participation in this RFI is voluntary.

No purchases will be made as a result of this request. Any price information provided shall be used for general comparison purposes only. Do not include applicable state and local taxes.

OBTAINING A COPY OF THE RFI AND ADDENDA

Interested parties may download the complete RFI and addenda from <https://procurement.opengov.com/portal/phoenix>. Internet access is available at all public libraries.

1.2. Background

The City of Phoenix Water Services Department is seeking information regarding the pickup, transportation, and recycling of UN3091 Lithium Ion batteries. To ensure the program is comprehensive and addresses vendor needs, the City is seeking input from qualified businesses regarding the information and documentation required to facilitate safe, efficient, and compliant battery management program.

1.3. Contact Information

Kimberly Grantham

Procurement Manager

200 W Washington St.

9 Floor

Phoenix, AZ 85003

Email: kimberly.grantham@phoenix.gov

Phone: [\(602\) 534-6359](tel:(602)534-6359)

Department:

Water Services

1.4. Timeline

All times are Local Arizona Time

City reserves the right to change dates and/or locations as necessary. All times are local Phoenix time.

RFI Posted:	October 2, 2026
RFI Inquires Due Date:	October 8, 2026, 5:00pm
RFI Submittal Due Date:	October 15, 2026, 2:00pm RFI Electronic Submittal: Procurement@phoenix.gov

2. Scope of Work

2.1. Objectives of the RFI

The City seeks to understand what information, documentation, and logistical details vendors require from the City for the pickup, transportation, and recycling of UN3091 Lithium Ion batteries so the City can facilitate safe, efficient, and compliant battery management program.

2.2. Battery Details and Logistics

- The batteries are classified as UN3091 Lithium Ion and are enclosed in either epoxy or gel casings.
- Serial numbers are not visible; the casing must be removed by the vendor to access the batteries.
- Approximately 5,000 batteries are generated each month, requiring pickup from five different sites on an as-needed basis.
- There is currently no method to determine the state of charge or condition of the batteries prior to pickup since the batteries are enclosed in a casing.

3. Submittal Requirements

An electronic PDF copy of the material shall be submitted following the outline provided herein. The following questions shall be answered in no more than twenty (20) pages, double sided plus a one-page cover letter. Pages that have photos, charts and graphs will count towards the maximum number of pages. Sales material can be submitted and shall not count towards the twenty (20) page count.

The submittal shall include:

- A one-page cover letter prepared on the company's letterhead and signed by an authorized employee of the company. Provide primary contact information and contact person's telephone number, e-mail address, and company webpage. A brief summary shall be included in the cover letter that provides information on the company's background and expertise as relates to this RFI. (This sheet will not be included in the page count.)
- Each submittal should clearly mark which problem statements are addressed with the solution being proposed. They should be marked using the problem statement designation number provided in the scope of work. Solutions can be proposed for one or more problem statements. Vendors do not have to propose solutions to all problem statements.

4. Instructions to Vendor

4.1. PREPARATION OF RESPONSE

It is the responsibility of all vendors to examine the entire RFI and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a response.

- A. The City does not reimburse the cost of developing, presenting or providing any response to this RFI. Responses submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The vendor is responsible for all costs incurred in responding to this RFI. All materials and documents submitted in response to this RFI become the property of the City and will not be returned.

4.2. SUBMISSION OF INFORMATION

Responses must be in possession of the Department on or prior to the exact time and date indicated in the Schedule of Events. Late submittals may not be considered. The prevailing clock will be the City Department's clock.

Offers should be submitted electronically via the City's e-Procurement Portal by clicking on "Draft Response" via <https://procurement.opengov.com/portal/phoenix/projects/304842>. Offerors that are unable to submit electronically should contact the Procurement Officer to discuss the logistics of hard copy submittals. Offerors must be registered with OpenGov by signing up via <https://procurement.opengov.com/signup>. Vendor training guides can be found at: <https://opengov.my.site.com/support/s/article/ca6d1285-1e48-4a21-bb0d-715edb7794ed>

It is the responsibility of the Offeror to ensure that the Offer is timely and to confirm that there are no technical reasons that any Offer submitted electronically may be delayed. The date and time on the upload as received/stamped by the City's e-Procurement Portal will provide proof of submission and verification whether the Response was received on or prior to the exact time and date indicated in the Schedule of Events.

Please DO NOT submit links to Google Docs, Dropbox Paper, or similar services. Your offer may be deemed non-responsive if your offer is supplied utilizing these services.

4.3. WITHDRAWAL OF SUBMITTAL

At any time prior to the solicitation due date and time, an Offeror (or designated representative) may withdraw the Offer by clicking "Unsubmit Response" on the Offer submission via the City's e-Procurement Portal.

4.4. INQUIRIES

All questions that arise relating to this solicitation should be directed via City's OpenGov e-Procurement Portal and must be received by the due date indicated in the Schedule of Events. The City will not consider questions received after the deadline. All questions concerning or issues related to this solicitation must be presented in writing.

The Procurement Officer will answer written inquiries in an addendum and publish any addenda on the City's OpenGov e-Procurement Portal.

4.5. PUBLIC RECORD

All submittals in response to this RFI shall become the property of the City and become a matter of public record available for review pursuant to Arizona State law.

If a vendor believes that a specific section of its response is confidential, the vendor shall isolate the pages marked confidential in a specific and clearly labeled section of its response. The vendor shall include a written statement as to the basis for considering the marked pages confidential including the specific harm or prejudice if disclosed and the Procurement Officer will review and make a determination.

4.6. DEMONSTRATIONS

- A. Vendors may be invited to construct a hands-on demonstration or presentation of their solution at the City of Phoenix.
- B. The City does not reimburse the cost of developing, presenting, or demonstrating a solution, and the vendor is responsible for all costs incurred.

5. Vendor Questionnaire

1. What is the pricing model for the services? i.e. per ton, per lb, each etc. What other fees are associated with the services? i.e. environmental fees etc.*

*Response required

2. Does your facility accept batteries that need to be disassembled from a plastic housing prior to processing the battery?

3. Are there actions the City must take before the vendor transports the batteries? *

*Response required

4. What types of containers are provided for transportation?

5. What is the maximum throughput capacity your facility can process per month?

6. Is there information that the City must provide to the vendors regarding the batteries at time of pickup?*

*Response required

7. What information is maintained on the batteries? (i.e. serial numbers, batch numbers, weight)

8. What documentation is provided to the Owner's of the batteries after the batteries are picked up from the Owner's site? (i.e. certificates of recycling, destruction or material recovery)

9. How do you recommend staging, labeling, and preparing embedded-battery equipment for transport?

10. What is your experience working with municipal customers or high volume generators?

11. Do you offer program startup support (site assessments, training, signage, creation of standard operating procedures)?

12. Is there any details that the City would need to provide so that a vendor would be able provide a quote for a possible future disposal/recycle program?*

*Response required

13. Do you have a facility in Arizona, or do you plan to expand capacity or add facilities in Arizona or neighboring states?

14. If the vendors have documentation relevant to Request for Information for Lithium ION Battery Disposal/Recycling, please upload the information here.