



SOLICITATION ADDENDUM

Solicitation Number: RFQu-24-HSD-79 Addendum #1 Page 1 of 6

Solicitation Due Date: March 15, 2024 by 3:00 p.m. Local Time

CITY OF PHOENIX
Human Services Department
Procurement Section
200 W. Washington Street
18th Floor
Phoenix, AZ 85003-1611

Arts, Education and Recreation Supplies and Equipment

In accordance with the Section I – Instructions, 8. Addenda, the Solicitation is hereby amended as set forth below.

The following questions were submitted:

Question	Answer
<p>1. Our company is looking to submit a response to RFQu-24-HSD-79. Are we required to have a City of Phoenix Sales Tax No. and an Arizona Corporation Commission File No. if the location of our business is outside of Arizona? If we are required, how do we acquire these numbers?</p>	<p>You may need a Sales Tax Number if any of the following apply to your business:</p> <ul style="list-style-type: none">▪ You have a physical office or place you conduct▪ You sell or ship products to a buyer in Arizona▪ You have a distribution location such as a storage area or warehouse space with goods▪ You have employees physically present in Arizona for more than 2 days per calendar year (including independent contractors, sales persons, representatives, or agents)▪ Your business delivers merchandise in the state of Arizona in company-owned vehicles▪ Your business owns real or personal property▪ Your business has taxable services in the state of Arizona <p>For more information, refer to the State Sales Tax Application website at: https://www.salestaxapplication.net/arizona-sales-tax-application/</p>



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	<p>Arizona Corporation Commission Registration</p> <p>Section I - Instructions, Item 9. Business in Arizona states the following:</p> <p>The City will not enter contracts with Offerors (or any company(ies)) not granted authority to transact business, or not in good standing, in the state of Arizona by the Arizona Corporation Commission unless the offeror asserts a statutory exception prior to entering into a contract with the City.</p> <p>The link to register with the Arizona Corporation Commission is https://azcc.gov/</p>
<p>2. For vendors providing only goods (not services), is the \$1,000,000.00 general aggregate insurance policy required (per Section IV, 2.1.1), or is it a lesser amount allowed?</p>	<p>Yes. It is still applicable for goods.</p>
<p>3. We are an independent game design studio and not technical IT people. We have an online ordering site (Shopify), but we would need guidance on how to interface our site with the eProcurement Site. Please clarify what “interconnectivity” entails. Is our site housed within the City’s site?</p>	<p>We don't engage with vendors until after they have been awarded a contract, at which point we do provide them with our procurement systems OCI requirements for the punchout. With our punchouts, the link to the punchout is embedded within our procurement system, SRM. The link takes us to the punchout to shop and we must be able to return the cart back to SRM. The vendor will receive a PDF of the PO via email for fulfillment. The City does not allow for the individual creation of accounts on a punchout.</p>



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<p>4. If we have a \$199 minimum order per delivery to qualify for free shipping (truck logo items excluded) and we submit with these terms, will our bid be automatically thrown out?</p>	<p>No.</p>
<p>5. Would curriculum programs for infants, toddlers, and prekindergarten students fall under this opportunity?</p>	<p>Curriculum programs do not fall under this opportunity.</p>
<p>6. There are two descriptions of the required invoicing in the RFQu:</p> <p>Page 36, Section 3. Invoicing, Ordering, and Payments; and</p> <p>Page 36, Section 3.2. Method of Invoicing.</p> <p>We can match the second invoice description in our BSN invoicing, but not the first with our system (our invoicing will have our BSN part number vs. manufacturer’s part number, and our invoicing will have our discounted unit price extended and totaled vs. showing list price & discount percentage & net price extended & totaled). If we match the second invoice description and not the first, is that acceptable?</p>	<p>The second invoice description is acceptable.</p> <p>Invoices must include the following:</p> <ul style="list-style-type: none"> ▪ City purchase order number or shopping cart number ▪ Items are listed individually by the written description and part number ▪ Unit price extended and totaled ▪ Quantity ordered, back-ordered, and shipped ▪ Applicable tax ▪ Invoice number and date ▪ Delivery address ▪ Payment terms ▪ FOB terms ▪ Remit to address
<p>7. Are we going to be excluded from participating in bidding if we do not have the capabilities of a ‘Punch-Out’ online catalog & electronic ordering system? Our computer system does allow for online purchases for our retail customers but does not have the capability to allow/control online discount purchases for our institutional customers or the ability to communicate back and forth</p>	<p>Yes. You will be excluded.</p> <p>A contract cannot have both a punchout and also be available via the Internal Catalog.</p>



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Solicitation Number: RFQu-24-HSD-79 Addendum #1 Page 4 of 6

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with other computer systems. We work off of Purchase Orders submitted via email, fax, or mail.	
8. Our online catalog shows all the products we offer and can't be locked or filtered to only show products that are approved for the City of Phoenix. We generally provide a one-page list of any product exclusions that are not able to be discounted or need to have special considerations for freight that we include for our catalog discount bids we bid on. Is this acceptable?	No. It is not acceptable. Only the contracted items must be available to purchase on the punchout, so the vendor must be able to restrict items just for the City, if necessary; otherwise, the punchout is out of compliance with the City's contract requirements.
9. Instructions for submittal. There are three different descriptions in the RFQu: Page 4 Page 8, 13.5. Page 62	Follow the instructions on page 62, Item 2, How to Submit Electronically.
10. Is the Punch-out catalog MANDATORY or VALUE add? If a vendor does not have the ability to do a punchout catalog, will that disqualify the bidder from bidding?	The punchout is Mandatory. Vendors without this capability will be disqualified.
11. Public libraries are listed on page 24, Are they allowed to purchase off of this contract? What types of materials are they purchasing?	Public libraries will be purchasing from this contract. They can purchase any materials under any of the categories.
12. Are subscription book services included in the bid?	No.
13. Are City of Phoenix Public Schools allowed to purchase from this contract?	No.



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<p>14. On page 4 of the RFQu document, it states, "Enter the solicitation number in the email's subject line when submitting your offer." However, on 8 (number 13.5), it states, "the following information should be noted on the subject line: offeror's name, offeror's address, RFQu number and name, March 15, 2024." Can you please confirm what we are to include in the email subject line?</p>	<p>See page 62. Item 2 - How to Submit Electronically for instructions, Step 3. Enter the Solicitation Title and Number and your company name in the "Subject" field.</p>		
<p>15. On page 6, number 5, it states addenda can be downloaded from https://solicitations.phoenix.gov/1729 however, this link brings me to a page that says "404 oops! We couldn't find what you're looking for." Can you please provide the location of where the addenda will be posted?</p>	<p>This document is the addendum.</p> <p>Below is the link to all solicitation documents related to RFQu-24-HSD-79.</p> <p>Solicitation Details - Solicitations City of Phoenix</p>		
<p>16. The solicitation announcement's email body includes the product category (refer to the screenshot); however, I could not find this option in the proposal document "category description" on pages 79 & 80. Would it come under Educational Technology?</p> <table border="1" data-bbox="134 1499 760 1619"> <tr> <td data-bbox="134 1499 337 1619">785890000</td> <td data-bbox="337 1499 760 1619">School Equipment Required to Meet the Needs of the Physically Handicapped Student (Prone Stands, Toddler Chairs, Special Computer Keyboards, etc.)</td> </tr> </table>	785890000	School Equipment Required to Meet the Needs of the Physically Handicapped Student (Prone Stands, Toddler Chairs, Special Computer Keyboards, etc.)	<p>This category falls under Category No. 9, Environmental Materials.</p>
785890000	School Equipment Required to Meet the Needs of the Physically Handicapped Student (Prone Stands, Toddler Chairs, Special Computer Keyboards, etc.)		
<p>17. Stock availability (page 36): SPED equipment needs to be customized for the user; therefore, the items cannot be stocked. Additionally, lead time for delivery differs by brand/item. Hope this is acceptable.</p>	<p>We understand that these items are customized. This is acceptable.</p>		



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18. Punchout: As per our past experiences with other clients, Punchout does not have the functionality of complex SPED equipment such as prone standers, etc., as it requires multiple accessories due to which all clients are comfortable browsing on our website - www.medicaleshop.com [medicaleshop.com] as this is our online catalog. The clients have the option of creating an account, submitting a request for a quote, order tracking & more. Please confirm if this is acceptable or not.

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19. DISCOUNTS FROM PUBLISHED CATALOGS/PRICE-LISTS (page 35): Our online catalog/price lists are on our website - www.medicaleshop.com [medicaleshop.com]. Additionally, we can provide a list of brands for SPED equipment and their discount percentages.

As far as discounts on the punchout, it is the responsibility of the contractor to determine if the agreed-upon discounted price is being provided on the punchout. This is part of contract monitoring and compliance for the contractor.

The balance of the specifications and instructions remains the same. Offeror must acknowledge receipt and acceptance of this addendum by signing and returning the **entire** addendum with the bid, proposal, or submittal.

Organization Name: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____