

## ADDENDUM #1

(please sign and return with the submittal)

### ADD CHANGE:

Special Terms and Conditions Section 6.21 – Single Source for Warranty Work shall be amended to replace “NO VALUE” with “24 hours”.

### VENDOR'S INQUIRIES AND CITY'S RESPONSES

No.	Question	Answer
1.	When we log into the eProcurement site, I don't see much information. In the past we've always received PO's and payments via email. Will the eProcurement site be used for sending PO's in the future or what will the eProcurement site be used for? Is there a way I can show you what I see when I log in and you can tell me if something doesn't look right and what I would need to do to correct it?	See Special Terms and Conditions Section 6.7 – Method of Ordering and Section 6.8 – Method of Invoicing for clarification. The method of issuing POs and receiving invoices has not changed.
2.	Which tax code when registering should we be using (we can only select one)	For all questions related to online registration in procurePHX, please contact the Registration Helpdesk by phone at 602-262-1819 or by email at <a href="mailto:vendor.support@phoenix.gov">vendor.support@phoenix.gov</a> .
3.	I'm trying to find out City's Registration System ID Number but can't seem to find it. Can you help us locate this ID number?	The User ID number will be issued to you upon registration. For all questions related to online registration in procurePHX, please contact the Registration Helpdesk by phone at 602-262-1819 or by email at <a href="mailto:vendor.support@phoenix.gov">vendor.support@phoenix.gov</a> .
4.	Is there a complete checklist of what we need to submit? We just want to make sure we don't miss anything. Currently we have your addendum list and our catalog. (when we did the contract for ADOT they had a checklist of everything we needed to submit, seeing if you have something similar). - Along these lines, we remember a request for a list of people you would be working with and a short bio on each person. Did we remember this correctly?	See Solicitation Section 9. – Submittals, specifically Section 9.2 – Solicitation Response Checklist; and refer to Section 2. – Instructions; and Solicitation Section 4. - Evaluation Process for clarification.

5.	Can you please provide the Plan holders list?	Please file a Public Records Request to get this information. Please use <a href="mailto:pr@phoenix.gov">pr@phoenix.gov</a> .
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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_