	SOLICITATION ADDENDUM Page 1 of 3	CITY OF PHOENIX Water Services Department 200 W. Washington Street 9th Floor Phoenix, AZ 85003
	Solicitation Number: IFB2425-WAD-643 Addendum # 1	
	Solicitation Due Date: 08/30/2024, 2:00 p.m., Phoenix Local Time	

Landscaping Maintenance

- I. This addendum incorporates the following changes into the subject solicitation:
1. Section 1 – Introduction, paragraph 1.3, Timeline is replaced with the following:


1.3. Timeline

Schedule of Events

The City reserves the right to change dates, times, and locations, as necessary. The City does not always hold a Pre-Offer Conference or Site Visit.

To request a reasonable accommodation or alternative format for any public meeting, please contact the Procurement Officer (Aide Acedo) at (602) 262-7318/Voice or 711/TTY, or aide.acedo@phoenix.gov, no later than two (2) weeks prior to the meeting.

Solicitation Issue Date	August 2, 2024
Pre-Offer Conference (Non-Mandatory)	August 12, 2024, 8:00am Cave Creek Yard, 21642 North 20th Street, Phoenix, AZ 85024
Site Visit (Non-Mandatory)	August 12, 2024, 9:00am Cave Creek Yard, 21642 North 20th Street, Phoenix, AZ 85024
Pre-Offer Conference (Non-Mandatory)	August 13, 2024, 10:00am 91st Avenue WTP, 5615 South 91st Avenue, Tolleson, Arizona 85353
Site Visit (Non-Mandatory)	August 13, 2024, 11:00am 91st Avenue WTP, 5615 South 91st Avenue, Tolleson, Arizona 85353
Pre-Offer Conference (Non-Mandatory)	August 14, 2024, 1:00pm Deer Valley WTP, 3030 West Dunlap Avenue, Phoenix, AZ 85051
Site Visit (Non-Mandatory)	August 14, 2024, 2:00pm Deer Valley WTP, 3030 West Dunlap Avenue, Phoenix, AZ 85051
Pre-Offer Conference (Non-Mandatory)	August 15, 2024, 8:00am 52nd Street Reservoir Yard, 5204 East Thomas Road, Phoenix, AZ 85018

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Site Visit (Non-Mandatory)	August 15, 2024, 9:00am 52nd Street Reservoir Yard, 5204 East Thomas Road, Phoenix, AZ 85018
Written Inquiries Due Date	August 20, 2024, 2:00pm
Offer Due Date	August 30, 2024, 2:00pm


2. Section 8 – Submittals, Paragraph 8.2, Solicitation Response Check List is replaced with the following:

8.2. Solicitation Response Check List

Use this check list as a tool to review your submission to ensure that all required documents and forms are included.

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.
- A. Offeror's Proposal - A detailed proposal describing the firm or individual's qualifications and experience responsive to the requirements of the solicitation and evaluation criteria.
- B. Pricing Proposal - A completed pricing proposal with all requested prices, quantities, and/or discounts completed.
- C. Submittal Forms - All submittal forms are completed and signed.
- Attachment A – Conflict of Interest Form
 - Attachment B – 24 Hour Emergency Contact Rev 2-2023
 - Attachment C – Costs and Payments Rev 2-2023
 - Attachment D – Offer Page Rev2-2023
 - Attachment E – Acceptance_Form_2024 (Form does not need to be completed or signed.)
 - Attachment F – Bid Price Proposal (excel spreadsheet)
 - Attachment G – References
- D. Addenda - Signed copies of all published addenda.
- E. Documentation to demonstrate how the Offeror meets the pre-award qualification. Offers must be in possession of the Department on or prior to the exact time and date indicated in the Schedule of Events. Late offers will not be considered. Electronic submission is preferred. Due to file size limitations for electronic transmission, offers sent by email may need to be sent in parts with multiple emails. It is the responsibility of the Offeror to ensure that the offer is received timely and that there are no technical reasons for delay. Please refer to the Instructions Section for complete information regarding the submission of offers.

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3. Section 3 – Scope of Work, for clarification Exhibits the referenced in the solicitation are as follows:

- Exhibit 1 – Service Compliance Standards
- Exhibit 2 – Water Conservation Guidelines
- Exhibit 3 – Seasonal Landscape Watering Guidelines
- Exhibit 4 – Landscaping Sample Schedule
- Exhibit 5 – Performance Record
- Exhibit 6 – Corrective Action Timeframes
- Exhibit 7 – Monthly Water budgets
- Exhibit 8 – ANSI 300-Pruning Standards

4. Section 3 – Scope of Work, Paragraph 3.3 replaces Attachment 3 – Bid Proposal with Attachment F – Bid Proposal Rev. 1 08.07.24.

II. This addendum answers the following questions, which the City of Phoenix received (before, during or after) the subject solicitation’s pre-proposal conference:

1. **Question:** Can you tell me which Pre-Offer conferences and site visits are mandatory?

Answer: Refer to IFB-2324-WAD-643 Addendum 1, item 1.

2. **Question:** I'm trying to find out if our company is already a vendor(landscape) for the city of Phoenix. I have filled out our company information and have sent over our W-9 certification. I have been on the phone all day getting transferred from department to department, is there a live person I can speak to? Unfortunately, the phone automation gives me no real direction; If we are already a vendor, How do I go upon submitting a bid?

Answer: Refer to Solicitation IFB-2425-WAD-643 Section 2 – Instructions, paragraphs 2.2, City’s Vendor Self-Registration and notification and 2.12, Submission of Offer.

All other terms and conditions remain unchanged.

Offeror is required to sign and return addendum with their offer.

Name of Company: _____

Address: _____

Print Name and Title: _____

Authorized Signature: _____