

ADDENDUM 1

(please sign and return with the submittal)

CHANGE:

Change 1: Section 1, Instructions, Subsection 1.3, Timeline – Schedule of Events is amended. The Written Inquiries Due Date is extended to January 9, 2025, at 2:00 p.m.

Note: The Offer Due Date remains on January 17, 2025 by or before 2:00 PM.

Change 2: Remove and replace Section 3, Scope of Works, Subsection 3.2. Service Requirements Item B with the following:

- B. Deliver packages and letters during the City’s business hours between 6:00 am and 5:00 pm Phoenix local time during weekdays.
1. Occasionally deliveries or pickups may be requested outside of the above stated hours.

Change 3: Section 6, Special Terms and Conditions, Subsection 6.22. Miscellaneous Fees is added to the solicitation:

6.22. Miscellaneous Fees

Additional charges for environmental fees, waste disposal, shop supplies, and set-up, etc. will not be paid. These costs must be incorporated in the pricing provided.

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	I was inquiring about the RFP above, I wasn't able to attend the webex meeting on 4th. If possible was the meeting recorded to look over the information? If not did you have a chance to get on a call for a couple of questions we might have?	The meeting was not recorded. The PowerPoint presentation slides are uploaded here: https://solicitations.phoenix.gov/Solicitations/Details/1972
2.	Before proceeding with submitting a proposal for GCS25-0475, I wanted to ask a question. My Articles of Organization show the effective date of the company to date back 2021. This is 3 years of business. Prior to this new filing the business has been operating for 20+ years and in 2021 we reorganized the business. Can we "tack on" all of the years it's been in business by	Offer shall provide documentation of the total number of years in business.

	submitting proof of the prior articles of organization filing along with the current one? This would meet the requirement of being in business for 5 years or more.	
3.	How Often are interstate and international deliveries needed?	The majority of the deliveries will be intrastate and interstate. International deliveries will be rare.
4.	Can you define various hour?	Deliveries and pickups are generally 6 am to 5 pm Phoenix local time during weekdays. However, some deliveries may be needed outside of those hours.
5.	Do you need to have activate authorization to transport shipments in interstate and foreign commerce prior to submitting RFP?	Yes.
6.	Can you redline the RFP?	See Section 2.6. Exceptions, which states in part "The City encourages Offerors to send inquiries to the Procurement Officer rather than including exceptions in their Offer."
7.	Within the price sheet what will the city of phoenix not reimburse the contractor for?	The following charges that are allowed are shown in Section 3.7. Price.
8.	On average how many pickups do you have a day and on average how many drop off do you have a day?	The number of pickups varies by City department. However, the Public Transit and Fire departments utilize 1-3 pickups/drop offs per business day.

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: _____