

# Pre-Offer Conference



RFP-2425-WCS-672

WSD UTILITY DOCUMENT PRINT,  
MAIL, ARCHIVE AND RETRIEVAL  
SERVICES

STEVE DE LA HUERTA

Contract Specialist II \*Lead

February 20, 2025 at 10:00am local Arizona time



# Introductions for Pre-Offer Conference

## WSD Panel

WSD team members who are here to assist in answering questions you may have regarding contractual or programmatic requirements in the solicitation.

# WRITTEN INQUIRIES DEADLINE

- Submit all written inquiries by **2:00 p.m. on Thursday, February 27, 2025.**
- Submit all written inquiries to [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)
- Written answers supersede verbal answers

# OFFERS DUE DATE

- Offers due electronically no later than **2:00 p.m.** (Local Arizona Time) on **Thursday, March 6, 2025.**
- Late proposals will be rejected

# AGENDA

- Instructions to Offerors
- Scope of Work
- Standard Terms & Conditions
- Special Terms & Conditions
- Submittals
- Attachments

# Open Solicitation Document

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# Questions



# Contact Us

Submit all information to [wsdprocurement@phoenix.gov](mailto:wsdprocurement@phoenix.gov)

Steve De La Huerta

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