



## SOLICITATION ADDENDUM

Solicitation Number: RFQu-25-HSD-80 Addendum #1 Page 1 of 5

Solicitation Due Date: April 4, 2025 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
1. We do not have an Arizona Corporation Commission Entity ID. I hope the copy of the AZ sales tax certificate will be accepted. Please clarify in the upcoming addendum.	<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 (ACC) unless the offeror asserts a statutory exception prior to entering into a contract with the City.</p> <p>An AZ Sales Tax Certificate will not exempt a business from registering with the ACC.</p> <p>A business can assert a statutory exception for registering with the State under Arizona Revised Statute 10-1501 and Arizona Revised Statute 10-1503. Below are the links to the referenced statutes. Review the statutes to determine whether your company is required to register based on the work that you do and the type of company that you have</p> <p>Link to A.R.S. 10-1501: <a href="https://www.azleg.gov/ars/10/01501.htm">https://www.azleg.gov/ars/10/01501.htm</a></p> <p>Link to A.R.S. 10-1503: <a href="https://www.azleg.gov/ars/10/01503.htm">https://www.azleg.gov/ars/10/01503.htm</a></p> <p>The link to register with the ACC is <a href="https://azcc.gov/">https://azcc.gov/</a></p>



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2. We responded to essentially the same RFQu last year. Is there a way to just pull the information from the RFQu submitted last year?

No.

3. I was reviewing the scope of work, and only two categories apply to us. Can I apply for only those two categories?

Yes.

4. Regarding decals and stamps, could you provide examples, pictures, or more detail on what you're looking to do in this category?

### **Crafting Rubber Stamps**

Craft rubber stamps are stamps that can be used for a variety of crafts. They are often made from rubber or acrylic and can be used to create unique patterns and designs on paper, fabric, wood, or any other surface. They are a versatile tool for any crafter and can add a personal touch to any project. Examples below:



Hummingbird Silhouette Stamp



### **Scrapbooking Decals**

Scrapbooking decals, also known as stickers, are used to embellish photos, cards, and other elements in scrapbooks. They can enhance the overall scrapbooking experience and help carry out a theme throughout the book. Example below:



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5. Would a comprehensive Pre-K Curriculum be appropriate to submit for this RFQ?

Curriculum programs do not fall under this opportunity.

6. Will the materials awarded through this RFQu be used for Summer programs or as needed throughout the year?

Materials awarded through this RFQu will be purchased as needed throughout the year.

7. Are the Head Start locations listed in the RFQu required to make all purchases through the City of Phoenix?

No.

8. The RFP references 'Tabs' multiple times (e.g., pages 3, 61-62). Could you confirm whether 'Tabs' is being used interchangeably with 'Sections' or if there is a separate document or specific tabbed format we should be following? We have reviewed all available documents from the solicitation link provided and want to ensure we are formatting our response correctly.

'Tabs' are not the same as 'Sections'.

Per Section VI –Submittals, #3. Offer Submittal Format, your offer should be submitted with a Table of Contents with the following major sections as the heading:

Tab 1 – Cover Letter

Tab 2 – Experience and Qualifications

Tab 3 – Method of Approach and Delivery of Services

Tab 4 – Product Category Discount.

Tab 5 – Other Required Submittals  
Attachments A-H and UEI and ACC Entity ID

Tab 6 – Signed Addenda



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<p>9. When entering our percentage discount in Attachment H, we intend to apply the discount to only one specific category. However, the form automatically populates the same discount across all categories, and if we attempt to delete it from one, it removes the entry from all. Does this indicate an assumption that the same discount must be applied to all categories? Additionally, are we required to provide a discount for every category we are submitting, or can we leave some categories without a discount?</p>	<p>The form attached to the website was corrupted. A revised form is attached.</p> <p>You do not have to apply the same discount throughout all categories.</p> <p>You are not required to provide a discount for every category. You can leave some categories without a discount. If you are bidding on a specific category but not offering a discount, enter 0% for that category.</p> <p>Do not give a discount range such as 0-50% for a category.</p> <p>If you are not bidding on a category, leave it blank.</p>
<p>10. Page 5 states: The signed and completed Solicitation Disclosure form must be included, or your offer may be deemed non-responsive. However, this form is not available for download at: <a href="https://solicitations.phoenix.gov/Solicitations/Details/2047">https://solicitations.phoenix.gov/Solicitations/Details/2047</a>. Is this referencing Attachment D – Solicitation Conflict and Transparency Disclosure Form?</p>	<p>Yes. The form referenced on page 5 is Attachment D – Solicitation Conflict and Transparency Disclosure Form.</p>
<p>11. May we include our product catalog within our response?</p>	<p>Yes. You may include a link to your product catalog in addition to submitting Attachment H, Discount By Product Category Form.</p>
<p>12. Is there any exercise equipment in this RFQu?</p>	<p>Yes. Examples of equipment needed are:</p> <p><b>Sports and Recreation</b></p> <p>Fitness and exercise equipment, gym mats for exercise, gym mats for tumbling, gym mats-</p>



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landing, parachutes, team building, tennis and badminton, pickleball, track and field, archery, balls (nerf, plastic, rubber, etc.), basketballs, golf, jump ropes, beach balls, disc golf, adaptive sports, balance balls/boards.

### **Health and Nutrition**

Exercise balls, exercise bands, resistance bands, free weights, pedometers, weightlifting equipment, yoga, cooking, gardening equipment, resource books, therapy balls, exercise CDs and videos, measuring tools, DVDs and CDs, teaching aids, general nutrition resources, posters, and health and nutrition handouts.

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: \_\_\_\_\_