

	<b>ADDENDUM</b>		<b>CITY OF PHOENIX</b> <b>Procurement Division</b> <b>251 W. Washington Street</b> <b>8th Floor</b> <b>Phoenix, AZ 85003</b> <b>Phone: (602) 262-7181</b>
	Solicitation Number: IFB 20-025	Addendum 1	
Solicitation Due Date: Friday, September 13, 2019, 2:00 p.m. Local Arizona Time			

**SOLICITATION TITLE: IFB 20-025 PROCESS PRESORT FIRST CLASS MAIL**

**OFFEROR INQUIRIES/CITY'S RESPONSES:**

**Question 1:** With regards to Section II – Standard Terms and Conditions, Item 3, Contract Administration and Operation, paragraph 3.1 Records. Will a record retention of 7 rolling years be acceptable to the City?

**City's Response:** No. Please see Section I Instructions, Paragraph 5 Exceptions.

**Question 2:** Section II – Standard Terms and Conditions, Item 3, Contract Administration and Operation, paragraph 3.2 Discrimination Prohibited. Will a policy that abides with all Federal, State and local requirements for non-discrimination with regard to employees' race, color, religion, sex or national original, age, or disability and a policy of equal compensation meet the City's requirements?

**City's Response:** As long as that policy is also in compliance with Phoenix City Code Chapter 18, Article V.

**Question 3:** Section II – Standard Terms and Conditions, Item 3, Contract Administration and Operation, paragraph 3.5 Health, Environmental and Safety Requirements. The City may inspect the facilities, transportation vehicles or vessels, containers and disposal facilities provided in service to the City's mail during the work day (M-F, 9:00a – 5:00p) with 24-hours notice. Will this inspection practice meet the City's requirements?

**City's Response:** No. Please see Section I Instructions, Paragraph 5 Exceptions.

**Question 4:** Section III – Special Terms and Conditions, Item 19.6, Contractor Certification; City Approval of Background Screening, paragraph 19.6.1. Currently employees and subcontractor employees are subject to background and security checks and screening. This background screening will comply with all applicable laws, rules and regulations. A successful background screen is considered valid for the length of the employee's employment. Will this employee background screening policy meet the City's requirements?

**City's Response:** No. Please see Section I Instructions, Paragraph 5 Exceptions.

**Question 5:** Section IV – Insurance and Indemnification, Item 6, Verification of Coverage. Currently we provide certified copies of insurance policies in the event of a loss giving rise to a claim. Can the City confirm that this is acceptable for providing certifies copies of insurance?

**City's Response:** No. Please review Section I Instructions, Paragraph 5 Exceptions.



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**Question 6:** Section V – Scope of Work, Item 2, General Requirements, paragraph 2.1. On occasion, we will move mail between plant sites to maximize the sort efficiency and maintain customer pricing at its lowest possible rates. This would likely apply to a small percentage (less than 10%) of the City’s mail. Does this mailing efficiency practice achieve the City’s objective of maintaining the lowest possible postage rates and fees?

**City’s Response:** Yes.

**Question 7:** Section V – Scope of Work, Item 7 Subcontracting, paragraph 7.1. We currently subcontract some of the transportation and pick-up routes to meet customers’ requirements for pick-up times and subsequent post-sort mail induction to the USPS. Will this transportation optimization plan achieve City requirements for subcontracting?

**City’s Response:** Yes.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

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

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

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

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