



SOLICITATION ADDENDUM #1

Solicitation Number: PKS RFQu-20-009 Addendum #1
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Solicitation Due Date: January 10, 2020 @ 2:00 p.m. Local Time

CITY OF PHOENIX
Parks and Recreation
Department
200 W. Washington Street
16th Floor
Phoenix, AZ 85003
Phone: (602) 262-6862

RESPONSE TO INQUIRIES

Question 1.

Can you have more than the minimum requirement?

City's Response

Yes

Question 2.

Are musicians (DJ, dancers etc.) required to have insurance?

City's Response

No

Question 3.

Do we submit the entire solicitation with the addendum and the submittal pages?

City's Response

No

Question 4.

Is the solicitation # on the package?

City's Response

Yes, on the front cover page.

Question 5.

Will there be notification of addendums, or must we check the website?

City's Response

You must check the website.

Question 6.

Is there a cutoff date for addendums to be issued?

City's Response

No

Question 7.

Do we put our company name or our name?

City's Response

Put your name only if you are a sole proprietor.



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Question 8.

If the company is not based in AZ, must we enter our address?

City's Response

Yes

Question 9.

What is the solicitation title?

City's Response

Recreation Services Qualified Vendors List.

Question 10.

Is the 2-year experience required to offer a class?

City's Response

Yes

Question 11.

Does the cost mean how much you would charge per class?

City's Response

Yes, per class, per student, or per event.

Question 12.

Can we add a power point that describes the business, or do we just describe on the page attached?

City's Response

Describe your business under tab #1 of the submittal.

Question 13.

Does the business have to be local?

City's Response

No, but the business must be in good standings and authorized to do business in the state of Arizona by the Arizona Cooperation Commission.

Question 14.

Does the charge per session have to be the same for the 5 years?

City's Response

Yes, however the City will review request to increase the charge under special circumstances. The acceptance or rejection of charge increases are at the sole discretion of the City.



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Question 15.

Can the prices be different for every location?

City's Response

Yes

Question 16.

Is there a different contract for each location?

City's Response

No, the contract is with the department. The agreements may be different for each location.

Question 17.

Can you review my packet before I submit it?

City's Response

Yes, I can answer any questions you may have regarding your submittal packet over the phone, through email, or in person.

Question 18.

Can we program the cost of materials needed for class on the registration?

City's Response

Yes

Question 19.

If we have a clearance card does that count as a background test?

City's Response

Yes

Question 20.

Can we add our invoice # to the invoice received from the City of Phoenix?

City's Response

All invoices are created by the vendor and yes you are required to include an invoice number.

Question 21.

Does each trainer need a clearance card/ background check?

City's Response

Yes, if the services offered require a background check.



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Question 22.

Does the umpire for adult league need a background check?

City's Response

No

Question 23.

Do owners need background check?

City's Response

No, unless they are working with the program participants.

Question 24.

Does the background check need to be submitted with the packet?

City's Response

No

Question 25.

What percentage do you guys take?

City's Response

40%

Question 26.

Is there a list of all the Parks & Recreation locations?

City's Response

Yes, the locations can be found at the following web addresses.

<https://www.phoenix.gov/parks/recreation-and-community-centers>

<https://www.phoenix.gov/parks/parks>

Question 27.

Can I have parents sign a form to allow pictures for marketing?

City's Response

Yes

Question 28.

How many copies must we submitted?

City's Response

One (1) original and one (1) copy.



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Question 29.

Do our submittals require original signature or can it be a copy?

City's Response

The original must have an original signature, but the copy does not require an original signature.

Question 30.

When must we submit our business insurance?

City's Response

Prior to providing any services.

Question 31.

Who processes the 20 days invoice?

City's Response

The City's Finance Department.

Question 32.

Can we use a City employee as a reference?

City's Response

Yes

Question 33.

Do we have to list all the instructors?

City's Response

Yes

Question 34.

Do all owners have to be listed?

City's Response

Yes

Question 35.

Is the electronic copy required?

City's Response

No



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Question 36.

Is there an addendum for this solicitation?

City's Response

Yes, this is the first addendum.

Question 37.

Is January 10, 2020 the Bid Opening date and time?

City's Response

Yes

Question 38.

Can individual long-time continuing students be my references?

City's Response

Yes

Question 39.

Will my references become a matter of public record?

City's Response

Yes

Question 40.

Does the copy of my Arizona driver's license that I attach to the "Affidavit of Lawful Presence" become a matter of public record?

City's Response

No, you are only required to list the first four numbers/letters on the "Affidavit of Lawful Presence"
Do not submit a copy of your driver's license.

Question 41.

Can I hand deliver my sealed envelope?

City's Response

Yes



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Question 42.

Are we required to submit one (1) original copy in a binder with the major sections tabbed?

City's Response

Yes, one (1) original and one (1) copy in a binder with the major sections tabbed.
(see page #43).

Question 43.

Do the one (1) additional paper copy need to be in a binder and tabbed?

City's Response

Yes

Question 44.

Do resumes need to be submitted for all employees?

City's Response

No, only the key employees to show your company's experience and expertise in the services offered.

Question 45.

Can I complete this process via email?

City's Response

No, submittals must be hand-delivered or sent through postal service.

Question 46.

What is the contract number and the City Department?

City's Response

The contract number has not been issued yet and the City department is the Parks and Recreation Department.

Question 47.

What is the Solicitation disclosure form and where do I find it?

City's Response

It is the Conflict of Interest & Solicitation Transparency Disclosure Form (found on page #48)

Question 48.

In Section 1, page 7 number 12 - Offeror's name, is this the name of the business only?



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City's Response

Yes, this is the company's name or sole proprietor's name

Question 49.

How many years of experience is required?

City's Response

Two (2) Years

Question 50.

How do we respond to the description of how the work would be performed?

City's Response

Provide a brief description of the services you will be providing.

Question 51.

How do we respond to providing the names and resumes of the proposed staff, including managers and supervisors? Do we list everyone.

City's Response

Provide information for everyone that would demonstrate your company's experience and qualifications.

Question 52.

Is Section VI, Page 43, Tab 6 and Tab 7 asking for the same thing?

City's Response

Yes, Label as Tab 6 and add the Attachment A, no Tab # 7.

Question 53.

What is Use tax No. for out of state suppliers?

City's Response

It is for out of State vendors to enter their tax number.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____