



## SOLICITATION ADDENDUM #1

Solicitation Number: PKS-RFP-20-007 Addendum #1  
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Solicitation Due Date: April 23, 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

### **ADD: PRE-PROPOSAL MEETING CONFERENCE CALL INSTRUCTIONS**

#### **How to join a Conference Now Meeting as an Attendee (non-Host):**

1. The City of Phoenix Conference Now number
  - a. 602-534-1000 (external)
  - b. 41000 (internal 5-digit extension)
  - c. Meeting number 26714
  - d. 3434
2. Enter the Host's Meeting Number, which is the host's 5-digit extension
3. Enter the Attendee Access Code provided by the host. You will join the conference immediately.
4. Announce that you have joined the conference, (i.e., "John Smith has joined.")

**Notes:** If you join a meeting before the host arrives, you will be asked to enter a PIN if you are the host or press # to skip. Press # to skip and enter Attendee Access Code. You will be put on hold and will hear music until the host arrives. If the host doesn't join in 15 minutes, the conference will automatically end.

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

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

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

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