



SOLICITATION ADDENDUM #3

Solicitation Number: PKS-RFP-20-007 Addendum #3
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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

SECTION VI – SUBMITTALS

1. COPIES: Please submit:

1. **one (1) original (single sided),**
2. **six (3) copies (double sided), and**
3. **one (1) electronic copy to (michael.smiley@phoenix.gov) of the Submittal Section and all other required documentation.**

Please submit only the Submittal Section, do not submit a copy of the entire solicitation document. This offer will remain in effect for a period of one-hundred eighty (180) calendar days from the bid opening date and is irrevocable unless it is in the City’s best interest to do so.

2. OFFER SUBMITTAL FORMAT: The written offer must be signed by an individual authorized to bind Contractor and should provide the name, title, e-mail address and telephone number of individuals with authority to contractually bind the company and who may be contacted during the evaluation period. Offers should be:

1. Typewritten for ease of evaluation;
2. Submitted in a binder, preferably using double-sided copying (**except for the original**);
3. Signed by an authorized representative of the Contractor;
4. Submitted with contact information for the individual(s) authorized to negotiate with the City;
5. **Submitted with a table of contents and tabbed according to the following major sections:**
 - **Tab 1 Experience with Programs for the Community**
 - **Tab 2 Renovation and Maintenance Efforts**
 - **Tab 3 Benefit to the Community**
 - **Tab 4 Financial Capacity and Longevity**
 - **Tab 5 Submittal Section (all documents must be signed)**

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____