



## SOLICITATION ADDENDUM

Solicitation Number: **RFP 18-02 Addendum No. 1** Page 1 of 2  
Revised Solicitation Due Date: August 9, 2017 2:00 P.M. (Local Time)

**CITY OF GLENDALE**  
Procurement Division  
5850 W. Glendale Avenue  
Suite 317  
Glendale, AZ 85301  
Phone: (623) 930-2866

### RFP 18-02

### CITYWIDE MAILING SERVICES ADDENDUM NO. 1

As a result of the pre-proposal conference conducted on July 17, 2017, the following revisions and clarifications have been made to Request for Proposal No. 18-02:

**1. BID DUE DATE AND TIME has been changed to:**

**AUGUST 9, 2017, 2:00 PM, Local Time**

**2. Bidders' Clarification Questions and the City's Responses:**

2.1 Question: Who is currently providing the duplicating and mail services for the City of Glendale?

Response: Novitex Enterprise Solutions, Inc.

2.2 Question: How many personnel are currently being outsourced by the current vendor? Of that head count, how many are onsite? And, how many are offsite?

Response: Two people onsite, one offsite.

2.3 Question: Please provide a list of both duplicating and mail equipment that is currently onsite that is utilized for these services?

Response: A copier machine, postage meter machine, tables, phones (wifi and phone service) and vehicle.

2.4 Question: Does the City plan on retaining any current mail and/or duplicating equipment?

Response: No, the City will not be retaining equipment. However, there is a mail cubby and a paper cutter.

2.5 Question: Can the offeror provide a "combined response" as an alternative solution and proposal?

Response: It cannot be a combined response as there are two evaluation committees for the Mailing Services RFP and the Duplicating Services RFP. However, please note in your response that your company is submitting for both if it will help with overall performance.



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2.6 Question: Could the contract be a 60-month term?

Response: Generally, the City would prefer a two-year agreement with three options to renew for one-year terms. This allows for continuity especially with citywide services.

2.7 Question: Is the City willing to waive the "Cancel for convenience clause"?

Response: No, since it best serves the public's interest. However, the City will exercise this right equitably.

All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offerors must acknowledge receipt and acceptance by returning this addendum with their proposal.

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

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

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

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