



**CITY OF TACOMA**  
**TACOMA POWER / UTILITY TECHNOLOGY SERVICES**

**ADDENDUM NO. 01**

**DATE:** September 29, 2021

**REVISIONS TO:**

**Request for Proposals Specification No. PI21-0535F**  
**Temporary IT Staffing Services**

**NOTICE TO ALL PROPOSERS:**

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

**REVISIONS TO THE SUBMITTAL DEADLINE:**

The submittal deadline remains the same.

**REVISIONS TO THE GENERAL INFORMATION AND REQUIREMENTS:** A References Data Sheet is included with this addendum, but is not a required form to be submitted with your response to this solicitation.

**REVISIONS TO THE SUBMITTAL PACKAGE:** Submittal Checklist replaced in its entirety, which includes the link to the Pricing Proposal Form.


**NOTE:** Acknowledge receipt of this addendum by initialing the corresponding space as indicated on the signature page. Vendors who have already submitted their bid/proposal may contact the Purchasing Division at 253-502-8468 and request return of their bid/proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request for Proposals Specification No. PI21-0535F Addendum No. 01. The City reserves the right to reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.

cc: Catharine Hall, Management Analyst III, Power UTS Client Tech Support Services

## SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Purchasing Division by the date and time specified in the Request for Proposal page.

<b>The following items make up your submittal package:</b>	
Information in Section I (Content To Be Submitted in Section J2 – J10)	
Signature Page (Appendix A)	
<a href="#">PI21-0535F Pricing Proposal Form (Appendix A)</a>	
<b>After award, the following documents will be executed:</b>	
Services Contract incorporating these specifications and vendor submittal	
Certificate of Insurance and related endorsements	



## **References Data Sheet**

In order to verify competent experience, submittals must include three references, to whom which the contractor has provided equivalent services for. Failure to submit this minimum requirement will result in the bidder being non-responsive to the bid.

### **Professional Reference # 1**

Company Name:  
Contact:  
Name/Title:  
Mailing Address:  
Phone Number:  
E-Mail:  
Brief Project Description:

### **Professional Reference # 2**

Company Name:  
Contact:  
Name/Title:  
Mailing Address:  
Phone Number:  
E-Mail:  
Brief Project Description:

### **Professional Reference # 3**

Company Name:  
Contact:  
Name/Title:  
Mailing Address:  
Phone Number:  
E-Mail:  
Brief Project Description: