

ADDENDUM No. 1

RFP No. 25-49

Sustainable IT Management and Electronics Collection Events

Due: November 14, 2025 by 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes one (1) page.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment A – Legal Status of Offeror**
- **Attachment B – Non-Discrimination Ordinance Declaration of Compliance Form**
- **Attachment C – Living Wage Declaration of Compliance Form**
- **Attachment D – Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Under the Professional Qualifications section, we are asked to provide “resumes and qualifications” for all proposed project personnel. Would it be enough to state a person’s name, title, job description, length of employment at our organization and that each of our employees is background checked? Or do you need actual resumes?

Answer 1: Resumes should be provided for a complete bid. Resumes are only needed for key personnel, not for all employees who will help to execute the project.

Question 2: What quantities of electronics have been collected at events in the past?

Answer 2: Our past events have required one to two box trucks with around 6,000 pounds of materials collected per event.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.