



City of Phoenix

2015 BUSINESS EXPERIENCE

FACT SHEET

SESSION 3 IMPROVING YOUR WINNING PERCENTAGE: SUBMITTING EFFECTIVE OFFERS

Key Points

- Offer must be signed by an Authorized Representative.
- Offer must be received by the due date and time.
- All applicable addendums must be signed and returned with offer.
- Vendor must be registered in the City's e-Procurement System.
- Ensure prices takes into account all applicable requirements:
Insurance, Surety, Bond, etc.
- Follow submittal instructions:
Use City forms, provide electronic media, provide requested copies, etc.
- Pricing information is Public Record and available upon request.

Useful Links

Vendor Help Center Link

<https://www.phoenix.gov/finance/bidding/vendor-help-center>

City of Phoenix Solicitations Link

<https://www.phoenix.gov/solicitations>

Public Records Link

<https://www.phoenix.gov/pio/public-records>

City of Phoenix
Finance Department
Procurement Division

Calvin C. Goode
251 West Washington Street
8th Floor
Phoenix, AZ 85003

Phone: 602-262-7181