



City of Tacoma

## Questions and Answers

### OZONE SYSTEM IMPROVEMENTS DESIGN SERVICES RFQ Specification No. TW23-0273F

All interested parties had the opportunity to submit questions in writing by email to Brandon Snow, Senior Buyer, by March 14, 2024. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Supplies Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**Question 1:** The RFQ notes that "Proposals should be formatted as 8 ½" x 11", except for specific exhibits where necessary". Can you please confirm if it is acceptable to use 11"x17" page for content that includes large graphics and if will count as 1 page or 2 pages towards the 16 pages total limit?

Answer 1: A limited number of 11"x17" pages are acceptable if they make it easier to include larger exhibits. Each 11"x17" page will count as 1 page toward the 16-page total limit.

**Question 2:** Can we include a cover page for the SOQ and if yes, will it count towards the 16 pages total limit?

Answer 2: A cover page, cover letter, and section dividers may all be included in the SOQ. These items will not count toward the 16-page total limit.

**Question 3:** The RFQ did not mention including a cover letter in the proposal. If we do decide to include one, will it be counted towards the total page count? Same question for also adding section dividers.

Answer 3: See Answer 2.