



**HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS (HCBCC)
PURCHASING DIVISION
600 S. Commerce Ave
Sebring, FL 33870
(863) 402-6500**

DATE: July 9, 2021
BID NO. 21-008 RFP ADDENDUM No.3
Project Lead Tourism Consultant

The following represents clarification, additions, deletions, and/or modifications to the above referenced solicitation. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation, as applicable.

- 1.) The deadline for submittal of proposals either electronically or hard copy has been extended until July 20, 2021 at 3:30 p.m. As identified in Addendum #2.
- 2.) In the solicitation package under Scope of Work the following changes in strike through are deleted.

4.2.2 Planned time off:

~~During any two calendar months of each contract year, the Consultant may perform services pursuant to this RFP for an average of thirty-five (35) hours per week. During those two calendar months the Consultant will have the opportunity to work ahead and take off time later, or take time off and make up time later, within the respective month.~~

~~Consultant shall, at least a month ahead:~~

- ~~• Submit a written request the Contract Manager to average 35 hours per week during the specified calendar month, and~~
- Advise the Contract Manager which days the Consultant will not be available

The Consultant shall not take time off immediately before, after or during major tourism events in the County, such as the 12-hours of Sebring race.

4.2.3 Unavailability due to illness:

~~If the Consultant is occasionally not available due to illness, the Consultant shall perform additional service hours to compensate for working less than the required hours in any week. The additional hours of services must be performed by the end of the month following the unavailability due to illness.~~

4.2.4 Planned medical leave:

~~The Consultant shall notify the Contract Manager in writing if the Consultant will not be able to perform the required 35 hours of services in any week due to a planned medical event, as soon as the information is available to the Consultant. The Consultant shall perform additional service hours to compensate for working less than the required hours in any week. The additional hours of services must be performed by the end of the month following the unavailability.~~

~~4.2.5 If not performed during the time period required in Section 4 – 2.2.2, Section 4 – 2.2.3 and Section 4 – 2.2.4 or prior to termination of the contract, whichever is first to occur, the amount paid for hours not performed will be deducted from the payment by the County to the Consultant.~~

3.) In the solicitation package Under Section 4.3 EQUIPMENT / SUPPLIES / ASSISTANCE, this section 4.3.5 is removed as shown as deleted.

~~4.3.5 A County pool vehicle will be available for use for TDC business-related travel, in county or out of county. Consultant must request the vehicle via email from the Contract Manager at least two (2) business days before vehicle pick-up. No mileage for use of personal vehicle will qualify for reimbursement. Board policies for vehicle usage applies when using County-owned pooled vehicle.~~

4.) In the Addendum, Item #1 the hours requirement is no longer a requirement as deleted in item 2 above.