

# TOWN OF JUNO BEACH

## ADDENDUM NO. 1

### **REQUEST FOR PROPOSAL - Building Permits, Inspections, Code Enforcement and Business Tax Receipt Software and Hardware Solution**

**Friday, February 09, 2018**

**SUBJECT: Answers to Questions and Requests**

Q: Could I please get a copy of your RFP in Microsoft Word format?

A: The Town has attached the response-based sections of the RFP in Word format, specifically:

- INTRODUCTION, SCOPE OF WORK/SPECIFICATIONS, PROPOSAL RESPONSE FORMAT
- SOFTWARE CAPABILITIES SHEET

Q: We are requesting the extension to ensure Juno Beach receives a custom and professional response that fully addresses all the requirements.

A: At this time the Town does not anticipate changing any of the RFP due dates.

Q: In your RFP for your Planning and Zoning Department, you ask for pricing to import your old data. Here are the modules we can import into: Credential Manager (Contractor Credentials); Permits & Inspections; Code Enforcement; Business Licensing.

Would this cover all of your import needs? Anything on this list that you won't need?

A: Yes, this would cover our needs.

A: No, we would need them all. Your company's software may call things a different name or handle specific information differently, based on the title of the modules above we anticipate needing all of them.

Q: When does the Town anticipate answering submitted questions?

A: The Town anticipates answering questions within a few hours of submittal. You can ask questions at any time, you do not have to wait until February 15, at 3pm. A summary of Q&A will be summarized and sent to all participants this Friday and by 5pm on February 15.

Q: Would the town consider extending the due date since questions are due only a few days prior and one of those days is a City holiday?

A: At this time the Town does not anticipate changing any of the RFP due dates. The Town's holiday is February 19 and should not affect vendor's submittals based on Q&A.

#### INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of Proposals will be given consideration. All such changes and interpretations will be made in writing in the form of an addendum and, if issued, will be mailed or sent by available means to all known prospective Proposers prior to the established Proposal opening date. Submission of a Proposal constitutes acknowledgment by the Proposer of the receipt of addenda. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him. It is the responsibility of each Proposer to verify that he has received all addenda issued before Proposals are opened. No authorization is allowed by Town personnel to interpret, or give information as to Proposal requirements in addition to that which is contained in the written Proposal document and addenda.