



June 2, 2016

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: Request for Proposal (RFP) 1516-07-004
Geographic Information Systems (GIS)

ADDENDUM NO. 2

Prospective Proposers,

This Addendum forms a part of the RFP Package Document dated June 14th, 2016, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

Mr. John Lucotch, Webworks, LLC. submitted the following questions via email:

1. **Question:** Does the GIS firm need to be onsite?

Response: No, but it would be a plus.

Mr. Curt Hinton, Geographic Technologies Group.

2. **Question:** This RFP was released a few months ago. Why was it re-released? Non-responsive? Scope alterations?

Response: Yes it was released as RFP1516-07-002, unfortunately we needed to change the format adding on the new RFP 1516-07-004 a sample of 10 hours' worth of maintenance for a GIS system per month. You will see the change on page 15, Section 5.00 Bid Submittal checklist c. "Charge/Compensation for Services".

3. **Question:** Will weight be given to geographic location? i.e. a consultant in Miami-Dade would be preferable?

Response: Although it is not a requirement, it would be helpful.

4. **Question:** Will there be any Palmetto Bay staff assigned to the project? i.e. an internal project manager available for questions, coordination, and other miscellaneous tasks – even limited amount of time?

Response: Yes, we do have someone that will be working on providing the information needed to complete your task assigned. Our director of planning and zoning works closely with our GIS consultant.

Mathew Ross, Ross GIS Systems

5. **Question:** Why has this RFP been re-posted?

Response: Please refer to Question 2 Response.

6. **Question:** What is different in this latest RFP from the previous RFP that I submitted a response to in April?

Response: All remains the same except for adding a sample of 10 hours work of maintenance for our GIS system. Please refer to the explanation on question 2.

7. **Question:** Are the instructions or response format different than the previously posted RFP?

Response: All remains the same with the exception of adding the sample of 10 hours work to maintain our GIS system. The location of the added information is explained on question 2.

8. **Question:** The general liability is at \$ 3,000,000. It seems high for such a contract. Is the Village willing to go back down to the usual \$ 1,000,000 in general liability insurance?

Response: Please note that the previous RFP had the same amount stated. No change has been done.

9. **Question:** May I have the previous original copy of the response that I sent so that I may re-use my notarized documents?

Response: I know that this has inconvenienced you, but unfortunately we cannot accept the previous one that was submitted. On top of the document it will show the wrong RFP number and it will cause confusion.

Bernadette Murry, Burns & McDonnell

10. **Question:** References: Do we provide the references in the RFP from our clients or do they come directly to you?

Response: I believe it is on page 23, there is a reference form, please scan or fax this form to your references, they will send it back to you and you will need to include it with your submittals.

11. **Question:** Non-Collusive Affidavit: Does the notarization need to be from Florida? We have offices in Florida but our Vice President who is authorized to sign agreements is not located in Florida.

Response: That is not a problem it can be notarized out of State as long as the Company has locations here in Florida.

12. **Question:** Sworn statement pursuant to Section 287.133: Does the notarization need to be from Florida?

Response: Please refer to question number 11.

Response: It seems that all the questions are related as to whether the notarization be done in Florida or not. If the person responsible for signing the contract in the event that your Company is chosen is from out of State, there is no problems having the notarization signed and verified by the State they live in. However, the Company in itself will need to be authorized to do business in Florida and abide by Florida law.

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. The form of acknowledgement is included and failure to sign and submit this form may result in your proposal from being rejected.

Thank you for your participation in our solicitation process.

Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay



Acknowledgement of

Addendum of Solicitation

Amendment/Modification No.: 2

Amendment of RFP 1516-07-004

Title of RFP: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 4

Signature

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