



**HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
Purchasing Department**

ADDENDUM NO.: 1
DATE: 6/9/17
BID/RFP NO.: RFP 17-033
TITLE: Highlands County Tourism Lead Consultant
OWNER: Highlands County BCC
Attn: Purchasing Department
4320 George Blvd; Sebring, FL 33875-5803

The purpose of this addendum is to address questions sent to the County by prospective Proposers, and provide additional information.

This document contains 3 pages.

1. Section IV, H: The County Leisure Services Director is currently Vicki Pontius who is retiring in January 2018. Who will assume the role of RFP Contract Manager once she is no longer with the county?

Her replacement, or a designee, as assigned by the County Administrator.

2. Section V, B: States an "annual average of 35 hours per week in each month billing period." For a sole practitioner, this leaves no vacation or sick time during the contract. If the consultant does not perform 35 hours per week (for example, due to family vacation, sickness, etc), would the county agree to a per hour compensation for the hours performed if they do not average 35/week for the year?

Section V. B is revised as follows:

B. SERVICE HOUR REQUIREMENTS

1. Except as hereinafter provided in this subsection, the Consultant shall perform the Scope of Work described in this RFP and related tasks assigned by the Board of County Commissioners, the Tourist Development Council or the Contract Manager for thirty-five (35) hours per week including five (5) afternoons per month (1:00-5:00 p.m.) at the Highlands County Tourism Office located at 501 S. Commerce Ave., Sebring, FL 33870, preferably at least once per week, in person, and approximately five (5) hours per month on average attending all Tourist Development Council and sub-committee meetings, County Commission meetings, and other meetings as required by the Contract Manager. Travel time to and from the worksite (including travel to and from conferences) do not count toward the 35-hour requirement.

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, or the Heartland Triathlon.

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. *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.

5. *If not performed during the time period required in Section V.B.3 and 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. Can the Consultant take out-of-town visitors/contractors in a county vehicle?

Yes. (See additional information in paragraph 6 below.)

4. What if a county vehicle is not available for Consultant when needed? Would mileage for personal vehicle then be reimbursed?

In the rare case that a County vehicle is not available for the Consultant's use after giving 2 business days' notice, the Contract Manager may authorize the use of Consultant's vehicle in writing, and mileage will be reimbursed. If proper written notice is not given requesting County vehicle, and Consultant's vehicle is used without prior approval of the Contract Manager, no reimbursement for mileage will be authorized.

If authorized, and Consultant's vehicle is used, Consultant shall limit his/her vehicle's use to the minimum, and performs only critical activities which cannot be delayed or re-scheduled. While Consultant is using Consultant's vehicle, the County's insurance does not provide coverage.

5. What if Consultant finds out about need for County vehicle within hours of media representative (or other important official) arrives and cannot provide the county 2 business day notice for vehicle need? Will the Consultant be reimbursed if they must use their personal vehicle? This has happened where a TV reporter called me the night before he wanted to come get a tour of the county.

If Consultant's vehicle is used without prior approval of the Contract Manager, no reimbursement for mileage will be authorized. Consultant shall incorporate the recovery of cost for the use of Consultant's vehicle in these rare occasions in his/her lump-sum proposal.

6. Additional information about vehicle use:

Background check / driving license check of the Consultant will be required in order to use County vehicle. If the background / driving license check is unsatisfactory to the County's insurance carrier or to the County's Risk Coordinator, County vehicle will not be provided, and mileage will not be reimbursed throughout the contract for any reason whatsoever.