



**PURCHASING
AND MATERIALS
MANAGEMENT**

**City of Myrtle Beach
SOUTH CAROLINA**

**(843) 918-2170
FAX: (843) 918-2182
www.cityofmyrtlebeach.com**

**Addendum 01
March 3, 2020
RFP 20-R0019
Ambassador Program**

The purpose of this Addendum 01 to RFP 20-R0019 for Ambassador Program, dated February 25, 2020, is to list the key points of discussion from the mandatory pre-proposal conference and to answer related questions.

- Because this RFP is for an initial pilot program, it is unclear as to the ownership requirements for equipment at this time. Offerors should include both lease and buy options in their proposal. This will be included as part of the evaluation, under “Equipment, Forms, and Accountability.” A revised evaluation rubric is attached and is hereby made part of this addendum.
- Hours of operation will not be standard. Visitor traffic in the City of Myrtle Beach is very seasonal. Ambassadors will be required to work on holidays. It is possible to have two shifts of ambassadors; a day shift to address more cleaning needs, and a night shift to address more visitor needs.
- The City will need to provide an operations center for the ambassadors that includes equipment storage, an office space, a locker/break area, and possibly employee parking. Ideal locations for the operations center should be contained within the service area. Possible scenarios include a Chamber-sponsored site, a store front/visitor’s information center, and mobile units. There could be more than one operations center, such as one for employees and one for storage. Offerors should outline their space requirements and options in their proposal. This will be included as part of the evaluation, under “Equipment, Forms, and Accountability.” A revised evaluation rubric is attached and is hereby made part of this addendum.
- Within the service area environment, it is estimated that there are 175 – 200 hanging baskets to be watered daily and less than 250 trash cans to be addressed. Most sidewalk greenery is privately owned. Greenery on median strips is maintained by the City. In addition, ambassadors will not be expected to work on the beach itself.
- Submit any additional questions to asowers@cityofmyrtlebeach.com no later than 10:00AM (local time) on Friday, March 6, 2020. Any questions received will be answered in an addendum to be issued by close of business on Tuesday, March 10, 2020. Until the time of award, no contact with other City personnel related to this project is permitted.

- Proposals are due in the Purchasing Office no later than 2:00PM (local time) on Thursday, March 19, 2020. The City of Myrtle Beach is not responsible for late or misdirected mail. No e-mail submissions will be accepted.
- The mandatory conference sign-in sheet is attached and is hereby made part of this addendum.

Please send in your proposal in a sealed envelope to the address below:

City of Myrtle Beach

3231 Mr. Joe White Avenue

Myrtle Beach, SC 29577

Attn: Purchasing Division/Ann Sowers

If you have any questions, please don't hesitate to call to the undersigned below.

Thank-you,

City of Myrtle Beach

Ann Sowers/Procurement Office/Buyer

Email: asowers@cityofmyrtlebeach.com

Exhibit A – Evaluation Rubric: REVISED

Evaluator’s Name: _____

Date of Evaluation: _____

Offeror’s Name: _____

Category	Maximum Score	Assigned Score
<u>General Info and Company History</u> <ul style="list-style-type: none"> • Years of Operation • Previous Experiences • References 	10 points	
<u>Program Narrative</u> <ul style="list-style-type: none"> • Goals • Objectives 	25 points	
<u>Employee Policies and Training</u> <ul style="list-style-type: none"> • Hiring Policies • Training Programs 	20 points	
<u>Equipment, Forms, and Accountability</u> <ul style="list-style-type: none"> • Equipment (including buy/lease options) • Uniforms • Forms, Data Collection Systems • Space Requirements and Options 	15 points	
<u>Cost and Schedule</u> <ul style="list-style-type: none"> • Itemized List of Anticipated Costs • Tentative Implementation Schedule 	30 points	
Totals	100 points	

Comments:



City of Myrtle Beach
SOUTH CAROLINA

Mandatory Pre-Bid: Ambassador Program

BID: RFP 20-R0019

BID Opening:
Please Sign In:

Company Name

Representative

1) Block by Block

Signature

502.749.1551

Phone/Fax

dnicholas@blockbyblock.com

Email address

Print

Dilruan B. Nicholas

2) Street Plus Company LLC

Signature

610-383-5607

Phone/Fax

msolheim@streetplus.net

Email address

Print

Melea Solheim

3)

Signature

Phone/Fax

Print

Email address