



May 20, 2020

To: All Interested Parties

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

Re: RFQ-1920-00-009 – Community Rating System (CRS) – Professional Consultant Services

ADDENDUM NO. 1

Prospective Proposers,

This Addendum forms a part of the RFQ-1920-00-009 Package Document issued on April 27th, 2020, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

Questions Submitted as of May 20, 2020

Jessie Aufiery, The Corradino Group

Question: We see the reference form has been included in the forms: how many references are required, and is there a time restriction (i.e. within the past 5 years)?

Village: The Village would like to receive 2 references within the past 5 years.

Question: What is the budget?

Village: The budget is \$ 60,000.00

Question: How would the Village like for us to provide them with the information so that you can send out the reference forms?

Village: The reference forms should be completed by the proposer with a contact information for the Village to verify and it should be part of the submittal. The Village would like 2 references within the past 5 years.

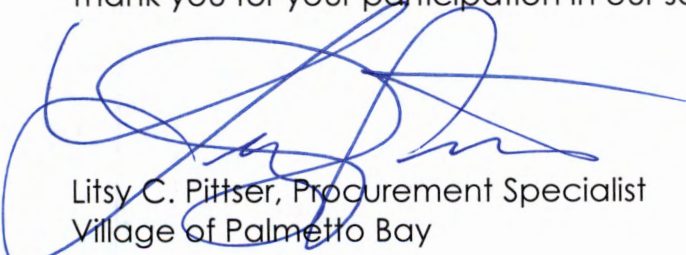
VILLAGE STATEMENT

DUE TO COVID-19, THE VILLAGE IS NOT ACCEPTING ANY VISITORS, SO THEREFORE, WE WILL NEED TO CHANGE THE BID OPENING BY PROVIDING A BOX LABELED OUTSIDE THE DOOR FOR YOU TO DROP OFF YOUR PROPOSAL. THE BOX WILL BE AVAILABLE STARTING TUESDAY, MAY 26TH, 2020. VILLAGE PERSONNEL WILL KEEP THE BOX OUTSIDE UNTIL 5:00PM EVERY DAY UNTIL THE BID OPENING, COLLECT AND STAMP THE CONTENTS AND DELIVER IT TO THE VILLAGE CLERK.

ON BID OPENING DAY, THE PROCUREMENT SPECIALIST AND THE ACTING VILLAGE CLERK WILL PERFORM THE DUTIES OF OPENING THE BIDS AND CALLING THEM OUT LOUD. THIS ACTION WILL BE RECORDED VIRTUALLY FOR YOUR VIEWING AND CAN BE SEEN ON THE VILLAGE'S FB LIVE, AND THE TV CHANNEL WBAY AND POSTED ON OUR WEBSITE. THE BID OPENING SHEET WILL ALSO BE AVAILABLE ON OUR WEB.

All other terms and conditions stipulated in the original Request for Qualifications 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 Request for Qualifications

Amendment/Modification No.: 1

Amendment of RFQ: 1920-00-009

Title of RFQ: Community Rating System (CRS) – Professional Consultant Services

Name of Proposer_____

Date Addendum Received_____

Total Pages of Addendum including Acknowledgement 3

Signature

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