



ADDENDUM

SOLICITATION NO.: RFP 2018-17 – Graphic Design Services

ADDENDUM NO. 2

DATE: 07/02/2018

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their RFP documents.***

Deadline for Proposals:

No Change in proposal due date

Specification Additions:

N/A

Specification Changes/Corrections:

On page 19, Section 4.4, Scrutinized Companies List, please replace paragraph to read:

SCRUTINIZED COMPANIES.

- A. Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

- B. If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to

Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

- c. The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.
- d. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

Drawing Changes:

N/A

Clarifications/Questions and Answers:

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

- 1. *In the pricing section, it is requested to include a paragraph about our cost of services based on the statement of work. Can you clarify if you would like to see retainer based pricing in addition to the hourly rates requested?*

Answer: The City is only interested in an hourly rate basis. Please see questions #4 and 5 for additional information.

- 2. *Addendum No. 1 – Section 5.8.3 – (b) Partner, Supervisory and Staff Qualifications and Experience. Can you expand/clarify Partner and Supervisory qualifications?*

Answer: This section of the proposal should establish the method which will be used by the proposer to manage the Scope of Work as well as identify key personnel assigned to the Scope of Work, including owner(s) and/or supervisor(s).

- 3. *Regard the Background Check Affidavit for List of Employees, do you require for each person proposed in the proposal do a new background check or should we just verify if they passed a background check upon employment?*

Answer: Please see question #6 for additional information.

- 4. *Section 5.8.4- The proposals response with the lowest proposed grand total amount being offered will receive forty (40) points. The second lowest proposed amount will be divided into the low proposed amount and multiplied by forty (40) to arrive at a point total, and so*

on for the other proposals.”

However, in Section 5.2.1 Scope of Services, there are two projects outlined (The Parkland Pipeline and the Parks & Recreation Activity Guide) and a series of general graphic design services without specific project parameters.

Can you give us an estimated number of hours per week or month that you anticipate needing for those general services?

Answer: Because this is the first time the City is going out for a long term agreement, the City is unable to determine the estimated number of hours. The general graphic design services listed in the Scope of Service is to assist prospective vendors determine the estimated number of hours.

5. Can you clarify how you would expect to see a “grand total” in fees? Attachment A-Pricing Summary lists only positions and hourly rates.

Answer: The City is expecting prospective vendors to provide fully-burdened hourly rates for the various functions required to provide graphic design services. The City will use a common denominator to assign points for Cost of Services.

6. Can you clarify whether or not we will need to obtain background checks on all employees?

Answer: As per the Background Check Affidavit, background checks are needed “for each employee, contractor, or subcontractor or subconsultant having access to city property prior to beginning the work and, depending on the contract’s term, on an annual basis thereafter.” Please refer to the Affidavit for more information.

7. What was the last lump sum price City paid for these services (one issue pricing is also enough)?

Answer:

P-REC	\$3,500
Library	\$3,500
Playbook	\$9,000
Total budget	\$16,000

NAME OF COMPANY: _____