

ADDENDUM #1
PROPOSAL RESPONSE FORMAT, SCOPE OF WORK/TECHNICAL SPECIFICATIONS,

PROPOSAL RESPONSE FORMAT

The proposer shall follow the following format when submitting a proposal. The Town is not interested in reams of brochures or superfluous information. Only provide the items requested below. Failure to submit this requested information may be cause for rejection of the Proposal.

- 1.** **Cover letter: Provide a letter on your company's letterhead with the following information.**
 - a. Describe the firm's organizational background.
 - b. Number of years in business.
 - c. Include a description of the firm's experience in providing similar work and projects.
 - d. Federal tax ID number.
 - e. Copy of business tax receipt from your city of origin and proof the company is licensed to sell/perform services in the State of Florida.
 - f. The staff person assigned to the Town's project. The expectation is that this person will be the point of contact for all activities on the account and will be responsible for making sure that all terms of the contract are executed according to the terms established.
 - g. Disclose any relevant information that your firm believes demonstrates its qualifications for the project and/or distinguishes the firm's proposal from other proposals.
 - h. Confirmation of any addendums posted.
 - i. State this proposal is valid for 60 days from the due date of the RFP.
 - j. The letter must be signed by a person authorized to bind the company in a contract with the Town.
- 2.** Statement or evidence of at least five (5) years of experience in providing the services.
- 3.** Evidence of valid state, county and local licenses and receipts proving authority to conduct business in the jurisdiction of the work.
- 4.** Statement or proof of Insurance as described in RFP. (If awarded and upon execution of a contract, all insurance, other than Worker's Compensation, to be maintained by the CONTRACTOR shall specifically include the TOWN OF JUNO BEACH as an "Additional Insured".)
- 5.** A list of three (3) most recent references for which the Proposer has provided services (government agency references are preferred). Please provide the business/government agency address, the name of project representative, phone number, and email for each of the references. Include a brief description of the services performed for each.
- 6.** List of experience, equipment and personnel requirements as set forth in the: **SCOPE OF WORK**
- 7.** Itemized Proposal Fee to include all products and services: Use form provided.