



## ADDENDUM NO. 2

Issue Date: May 06, 2020

Project Name: Sandridge Golf Club Maintenance

RFP Number: 2020034

RFP Opening Date: May 14, 2020

This addendum is being released replace page 15 of Request for Proposals with attached UPDATED page 15.

The information and documents contained in this addendum are hereby incorporated in the invitation to bid. **Proposers may be disqualified for failure to acknowledge the addendum.**

### **Modifications to RFP Documents:**

Section 2.f on page 15 has been updated. Replace page 15 with the attached updated Page 15.

### **Attachments:**

Updated page 15

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## Proposal Instructions

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Proposers shall submit, and proposals will be reviewed and scored in accordance with the following.

**Information to Be Submitted:** Submit one marked original, three (3) copies and one electronic copy. Submittals must include and should be organized as shown below to facilitate scoring by the committee:

1. Firm Overview and Organization

- a. Provide an overview of your firm, including the size of the firm, number of years in business, the number of employees, operational structure, and the location of the office from which this service is to be managed.
- b. Provide information to indicate your firm's financial capability to provide the services as described.

2. Firm Qualifications and Project Approach

- a. Describe, in detail, how the requested services identified in paragraph L of the Scope of Work will be provided.
- b. Provide a comprehensive organizational chart including proposed project team members.
- c. Describe the qualifications, including registrations and licenses, as applicable, for all staff proposed, including their anticipated project role.
- d. Provide a list of equipment that will be dedicated to this project, as well as any other resources available or anticipated for our facility. Indicate whether equipment is owned or leased, as well as whether it will need to be acquired prior to contract commencement.
- e. Describe safety and other training programs practiced at your firm.
- f. ~~Provide at least three verifiable references for similar services only. Include the name of the organization, the length of the contract, a brief summary of the work, a copy of the final procedures (TRCP), and the name, email and telephone number of a responsible contact person.~~  
**Provide three (3) verifiable references for similar services. Include the name of the organization, length of contract, and a brief summary of the work provided.**
- g. Indicate any changes your firm would propose to the attached sample agreement. If none are submitted with your proposal, the County will utilize the sample agreement as presented.

3. Price Proposal Form

- a. Provide pricing on the provided form, including the signature of a principal or other party authorized to bind the firm (Pages 23-26)

4. Mandatory Forms

- a. Proposer Information Form (Page 22)
- b. Sworn Statement on Disclosure of Relationships as per Section 105.08 of the Indian River County Code. (Pages 27-28)
- c. Certification Regarding Prohibition Against Contracting with Scrutinized Companies (Page 29)
- d. Certification Regarding Lobbying Form (Page 30)
- e. Drug Free Workplace Form (Page 31)

**Method of Selection:** The County shall convene a Selection Committee of which the responsibility shall be as follows:

- a. Independently review and evaluate each Submittal
  1. Each committee member shall evaluate each firm by assigning a number of points for each criterion, as established in the solicitation, and then totaling the number of points for all criteria.
  2. Each committee member shall then rank the firms on the basis of the total number of points received for all criteria, with the firm receiving the most points being ranked # 1.