



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

ADDENDUM # 3 RFP# 04-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES

February 17, 2015

To All Bidders,

The following information is provided in accordance with RFP 04-015 as fully and as completely as if the same were fully set forth therein:

Question:

Hello Mr. Young,

It was a pleasure to meet you at the Pre-Proposal Meeting this past Monday. I have two questions below regarding the Special Magistrate RFP:

1. Currently, how many hearings per month does the Special Magistrate conduct?
2. On page 9 of the RFP and within the "Instructions for Statement of Proposals," proof of a local business tax receipt is not listed as a required document to be included in proposal responses. However, on pages 6-7, of the RFP, it states that "at the time of the response to this solicitation, the individual is required to possess the correct business tax receipt(s) necessary to carry out and perform the work required by the proposal..." Please clarify whether the proof of payment of the local business tax is required to be submitted with the responses to the proposal, or is proof simply required prior to execution of the contract if awarded? Also, if proof of a local business tax receipt is required to be included in the responses, would the City accept proof of a current local business tax receipt in another jurisdiction, along with a statement of intent to pay the local business tax for the City of Key West if awarded the contract?

Thanks!

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Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3737

Boca Raton, FL 33496
Pennsylvania
117 Fox, Rd.
Schuylkill Haven, PA 17972 Good morning,

Answer:

Question 1. There is one meeting per month.

Question 2. It is not required to have a City Business Tax Receipt to submit a response to the RFP. All applicants should ensure they can comply with any and all licensing requirements should they be awarded the contract

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business