



THE CITY OF KEY WEST

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

ADDENDUM # 2 **RFP# 06-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES**

April 28, 2015

To All Bidders,

The following information is provided in accordance with RFP 06-015 as fully and as completely as if the same were fully set forth therein:

Question:

Jim;

I have completed my application for the Code Compliance Special Magistrate, based on RFP #06-015. I understand there will be a mandatory meeting next week (May 6 at 9:00 am) for all those planning on submitting applications. The RFP states the purpose of the conference is to "submit a proposal response", however the RFP also states that the deadline to deliver proposals is 3:00 pm May 20, 2015. I want to ensure that I comply with the RFP requirements. Are the Proposals to be turned in at the meeting or by May 20? If not at the meeting, when is the first date they may be turned in?

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Answer:

Since the pre-proposal conference on May 6, 2015 is denoted as "mandatory", prospective proposers must be present in order to submit a proposal response. The purpose of the pre-proposal conference is to allow an open forum for discussion and questioning with City staff regarding the RFP with all prospective proposers having an equal opportunity to hear and participate. Submission of proposals is not required at this meeting. Proposals may be submitted on May 6, 2015 up to the deadline for submission of proposals, which is May 20, 2015 by 3:00 p.m.



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All prospective proposers shall acknowledge receipt and acceptance of this Addendum No. 2 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 Proposer