



THE CITY OF KEY WEST

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

ADDENDUM # 3 **RFP# 06-015 / CODE COMPLIANCE SPECIAL MAGISTRATE SERVICES**

May 6, 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:

Questions:

1. On page 6 of the RFP under Qualifications the last bullet point (Proposers shall carry and provide proof of \$500,000 professional/malpractice insurance- and page 9 Instructions for Statement of Proposals , please clarify if the proof of insurance is to be included in the proposal to be submitted or merely furnished if that person is the successful bidder. If to be provided, please indicate in which order the malpractice insurance proof should be placed in the packet.
2. Similar to above, if proof of valid business tax receipt is to be included in the packet to be submitted, In which position in the packet should this item, if it is to be included in packet, be placed. Is it correct that you are seeking both City and County?
3. Please advise what other "meet all licensing requirements to work in the City of Key West" this position requires as listed on page 6 of the Qualifications bullet section of the RFP(if not already included in the 5 bullet points on page 6.

Jeff Overby
jeff14over@aol.com

Answers:

1. The proof of insurance should be furnished by the proposer that is awarded the contract.
2. The proof of a City and County attorney's business tax receipt should be submitted after the Proposed Fee Arrangement and before the Anti-Kickback Affidavit.
3. All licensing requirements means proof of a City of Key West and Monroe County attorney's business tax receipt.



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All prospective proposers shall acknowledge receipt and acceptance of this Addendum No. 3 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