



Town of Surfside
Request for Proposals Holiday Lights for the Town of Surfside
RFP No. 2019-01, Addendum No. 1

Date Issued: March 27, 2019

To All Proposers:

Proposers for the above-referenced RFP shall take note of the following changes, additions, deletions or clarifications to RFP No. 2019-01, which in accordance with the RFP Documents shall become a part of and have precedence over anything shown or described otherwise in the RFP.

THE FOLLOWING CHANGES ARE MADE TO THE RFP:

1. On page 3-4, the Tentative Schedule of events:

RFP Tentative Schedule of Events:

- 1) RFP Issue Date: Tuesday, March 19, 2019.
- 2) Mandatory Pre-RFP Submission Conference Date: Friday, April 5, 2019 at 10:00am.
- 3) Last Day for Questions or Clarifications: Friday April 12, 2019.
- 4) Addenda Final Issue Date: Tuesday, April 16, 2019.
- 5) Proposal Submission Due/Bid Opening: Tuesday, April 23, 2019 at 2:00pm.
- 6) Proposal Submission Review with Evaluation Committee: Friday, May 3, 2019 at 4:30 pm.
- 7) Tourist Board Meeting to Recommend Award of RFP: Monday, June 3, 2019 at 5:30 pm
- 8) Town Commission Award of RFP: Tuesday, June 11, 2019 at 7:00 pm

2. On page 6, Submission Requirements:

Any Proposer wishing to provide the Services, as described in this RFP, must submit: (i) one (1) original Proposal; (ii) seven (7) complete copies of the Proposal; and (iii) a USB containing the electronic files that include, at a minimum, the following documentation:

3. On page 9, 3. Letter of Transmittal:

Provide a signed letter on company letterhead stating the names of the employees and titles who are authorized to represent the company and that the contact signing the letter is authorized to bind the company. Specify if your company is a Small Business, Minority Owned Firm or Women's Business Enterprise.

TOWN RESPONSE TO PROPOSER QUESTIONS:

1. **Question:** Is there a budget?

Response: The budget is typically approved every year in October by the Tourist Board as they are the only authority able to expend the Tourist Resort Tax fund, and it fluctuates year to year.

2. **Question:** If there is not a budget, what has been spent in previous years (last 3 years). Do you anticipate budget staying, increasing or lowering from previous years?

Response: \$64,623 was spent in 2016, \$72,000 in 2017, and \$82,000 in 2018. It's difficult to predict if the Tourist Board will prefer to keep spending flat, or have it increased or reduced.

3. **Question:** There was spot where WMBE was mentioned in the RFP. I didn't see WMBE in your evaluation. Do you need to be a WMBE in order to respond to this RFP? Is there any benefit during the evaluation process for WMBE entity?

Response: This criterion has been stricken in this addendum. See #3 on Addendum No. 1 on the previous page.