



Financial Management Department
Purchasing Division
1112 Manatee Avenue West, Ste 803
Bradenton, FL 34205
Phone: (941) 749-3014
www.mymanatee.org

DATE: December 9, 2015

TO: ALL INTERESTED PROPOSERS

REFERENCE: REQUEST FOR PROPOSAL No. 16-0414CP, Design and Publishing of the Visitors Guide for the Bradenton Area Convention & Visitors Bureau (BACVB)

ADDENDUM No. 1

Proposers are hereby notified that this Addendum shall be acknowledged within their proposal and shall be made a part of the above named Request for Proposal documents as if contained within the original.

The following items are issued to add to, modify, and clarify the Request for Proposals (RFP) documents. These items shall have the same force and effect as the original RFP documents. Proposals are to be submitted on the specified date, on or before the specified time and shall conform to the additions and revisions listed herein.

1. **Question:** What is the reason why you are conducting this purchasing activity now instead of at some other time?

Answer: The goal is to have a new two year guide delivered by December 2016, and time is needed to sell advertising space in the upcoming guide this spring.

2. **Question:** Are users who learned of this bid opportunity through www.RFP4Free.biz required to formally register their interest in this opportunity with you?

Answer: No.

3. **Question:** By what date are you anticipating making a final selection for this opportunity?

Answer: The County anticipates entering into negotiations with the successful proposer by February 2016.

4. **Question:** Will you publish a list of all questions and answers you receive about this procurement, or are you answering questions one on one only?

Answer: All questions received prior to the deadline for clarification requests will be answered via an addendum and posted on www.mymanatee.org.

5. **Question:** Solicitation opening date & time: Friday December 18, 2015 4:00 PM. This would be the latest deadline for submission, correct?

Answer: Yes.

6. **Question:** How soon after the deadline is a decision made?

Answer: The County anticipates entering into negotiations with the successful proposer by February 2016.

7. **Question:** As we prepare our proposal for the Visitor's Guide, we realized we need clarification regarding the financial statements of our company mentioned in C.03.09. Will you be requiring our company's financial statement as part of the proposal?

Answer: The financial statement is not required to be a part of the proposal. The County is requesting authorization for additional information should it be necessary during the evaluation of the proposals received.

8. **Question:** We are a custom publisher located in Los Angeles, CA and we received your Request for Proposal and are interested in participating in your vetting process. However, we do not have an office in Florida and so wanted to check with you to see if we are a good candidate or qualify to submit a proposal?

Answer: The RFP is not limited to firms with offices in Florida. All proposers must meet the minimum qualifications and experience listed in Section C of the RFP.

All other terms and conditions of Request for Proposal 16-0414CP remain unchanged.

Proposals will be received until **December 18, 2015 at 4:00 P.M.** in the Purchasing Division Conference Room, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

If you have submitted a proposal prior to receiving this addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals will be opened on the date stated.

Sincerely,



Christine M. Pearson

Contracts Negotiator

MANATEE COUNTY GOVERNMENT