



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

July 13, 2016

REQUEST FOR PROPOSAL #16-2368GD: Professional Tourism Inquiry and Fulfillment Services

ADDENDUM No 1

The following Addendum is issued to add to, modify, and/or clarify the Request for Proposals (RFP) documents. The items contained within this Addendum shall have the same force and effect as the original RFP documents. Proposers shall acknowledge receipt of this and any other addenda issued pursuant to this Request for Proposal in their proposal.

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, in conformance with the additions listed herein.

Clarification Requests as submitted by Proposers

Item 1:

Question: What is the volume of the various services required such as call volume, number of consumer inquiries non consumer requests, amount of pallets stored, kitting requirements, handling of trade show pop-ups and booths, etc?

Answer:

- a) We currently average 10 calls per month, however if a "hotline" is activated during an "emergency" that call volume could increase significantly.
- b) 25(+/-) pallets to be stored.
- c) Packaging of multiple informational items in pocket folders is not required.
- d) Trade show pop-ups and booths are stored and shipped from the Bradenton Area Convention and Visitors Bureau (BACVB).

Item 2:

Question: What is the location of current vendor for transition?

Answer: Fort Myers, FL

Item 3:

Question: What is proposed timeframe for new vendor to assume the contract?

Answer: August 1st as current agreement ends July 31st, but allowing a transition period for new vendor.

Item 4:

Question: What is the desired format for pricing quotes?

Answer: Formal written estimate emailed to BACVB Marketing Manager and approved by BACVB Executive Director.

Item 5:

Question: How are non-specified like requirements priced or negotiated? In Section B.02 Specific Scope of Services - Paragraph 2 it says "But not limited to" so if other needs arise, how will the pricing be determined without rebidding?

Answer: The "service" would have to go above and beyond the scope of service established with the vendor.

Item 6:

Question: In Section C.03.13 a "A monthly fee inclusive for all" Does that mean one flat rate monthly regardless of volumes?

Answer: This is correct,

All other terms and conditions of Request for Proposal 16-2076EC remain unchanged.

No additional questions will be considered after the issuance of this Addendum.

Proposals are to be submitted by **July 19, 2016 at 3:00 P.M.** in the Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Sincerely,



Greg Davis
Contracts Negotiator
MANATEE COUNTY GOVERNMENT

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