



Leon County

Board of County Commissioners

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(850) 606-5302 www.leoncountyfl.gov

Purchasing Division
2284 Miccosukee Road
Tallahassee, Florida 32308
(850) 606-1600

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January 23, 2009

RFP Title: Request for Proposals for Architectural and Engineering Services for the Leon County Public Safety Center; Leon County Project Number 096016.01

RFP Number: BC-02-17-09-15

Opening Date: Tuesday, February 17, 2009 at 2:00 PM

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project. The following shall be added to the request for proposals.

1. Pre-Proposal Conference

A **MANDATORY** Pre-Proposal Conference is scheduled for Thursday, February 5, 2009 at 9:00 AM to be held in the Purchasing Bid Room, 2284 Miccosukee Road, Tallahassee, Florida. The conference will provide an educational opportunity on the efforts necessary of vendors in order to comply with the Leon County Minority and Woman Business Enterprise requirements; will provide vendors with an oral overview of the scope of work anticipated; and the opportunity for addressing other vendor questions. Proposals will not be accepted from professionals/firms who are not represented in the conference.

2. Section IV. A 1) is amended to read:

If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.

- If a joint venture, has this joint venture previously worked together?
- If yes, what projects?

At a minimum, a draft copy of the joint venture agreement should be provided as a part of the proposal. The joint venture agreement must clearly state the percentage of participation of each firm that is part of the joint venture. If the final joint venture agreement is not available at this time, then the selection of

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the firm will be subject to the County receiving and approving the final joint venture agreement, prior to negotiating the contract. Also to be required prior to final contract negotiation with a joint venture is registration with the Florida Secretary of State of any fictitious name used and incorporation as may be required by Florida statutes.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith M. Roberts". The signature is fluid and cursive, with the first name "Keith" being the most prominent.

Keith M. Roberts
Purchasing Director