



LAKE COUNTY FLORIDA

OFFICE OF PROCUREMENT SERVICES
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ADDENDUM NO. 1

Date: June 13, 2013

ITB / RFP No. 13-0003, Environmental Studies & Services

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum **does not** change the date for receipt of bids or proposals.

The purpose of this addendum is to clarify items in solicitations.

1. Proposed cost/fee schedule shall be Tab 7 (see revised Tabs attached).
2. Do not list additional personnel titles and rates to Section 4 Pricing/Certification/Signatures. The listed categories are being used for evaluation purposes. Please work your personnel into the listed categories.
3. Section 4-Pricing/Certification/Signatures, page 18 indicates "Anything that is not listed in the contract will not be reimbursed." Subconsultant categories may be listed with a proposed cost (i.e. "at cost", "at cost plus ___ % mark up."
4. Current contracts for this service are with Klienfelder Southeast, Inc., Shaw Environmental & Precision Environmental.
5. Fiscal Year 2012 the County spent approximately \$64,000 and so far this fiscal year 2013 it is approximately \$70,000.
6. Each year will be different depending on the budget, needs, priority and emergency projects.
7. To look at the contracts and pricing currently in place you may visit the following website – Precision Environmental is not there because they recently went out of business.

http://www.lakecountyfl.gov/departments/fiscal_and_administrative_services/procurement_services/term_and_supply.aspx

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____

Tab1 Proposer Profile & Required Information

- A. Statement of Interest & Understanding of Project
- B. Firm Profile / Firm History (complete attached form)
- C. Team Composition Form - Complete attached form (a form for each key person proposed to be assigned to this project. Make copies of this form as needed). Brief resumes may also be attached in addition to completing the form. Information provided shall contain the following:
 - Years of experience within the area of specialty.
 - Length of and type of service with firm.
 - Education and formal training, including certifications.
- D. Any required licenses or permits.

Tab 2 - Similar Projects

Complete a similar projects form for each similar work effort (at least five (5) verifiable performed by your firm within the last three (3) years, to other public sector organizations in the State of Florida; County entities preferred. Examples should best illustrate current qualifications relevant to this project. (Make copies of this form as needed)

Tab 3 - Proof of Insurability

Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.

Tab 4 - Litigation

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years where you or your organization has been involved in any matter related to you or your organization's professional activities.

Tab 5 - Subcontractors / Joint Ventures

Provide a list of any proposed sub-contractors, laboratories, or joint venture arrangements that may be used on the project. ~~Provide the same information required in the Pricing Proposal Tab 7 for each sub-contractor, laboratory or joint venture participant.~~

Tab 6 - Other Information

Provide any information that will provide insight to the County about the qualifications, fitness and abilities of the proposer. This information should be succinct.

Tab 7 – Pricing/Certifications/Signatures

Provide Section 4 of the RFP completed.