

City Seal

ADDENDUM NO. 2
And description

To All Proposers:

The following change is hereby made a part of RFP 16-005, as fully and as completely as if the same were fully set forth therein:

A) Questions :

- 1) There is a 25 sheet limit for proposal submittals, excluding required forms. If we submit Appendix items with our proposal will they count toward the 25 pages? **Answer: Yes they count toward the pages but we are raising the limit of pages to 100.**
- 2) In the Scope of Services list on page 30, Registration Holds for parking is included. What does this entail for the successful bidder? Does the Vendor create a registration hold by submitting a file back to the City for accounts that remain unpaid or is there more to the process? **Answer: A hold can be placed on the registration of a vehicle owner after a certain amount of violations. The successful bidder will be responsible for establishing these holds as per Florida State Statute.**
- 3) The RFP requires that the selected vendor have insurance submitted on an ISO standard form of CG2010 (11/85). These are primarily used for construction contracts. As this is a services contract, would an equivalent to form ISO 2026 be acceptable? **Answer: No. Please use the ISO form CG2010 (11/85).**
- 4) There is a requirement for a City of Key West Business Tax Receipt License on page 5 and there is a Local Vendor Form included in the required attachments. Does the City only want proposals from agencies located within Florida? **Answer: No, we will take proposals from agencies anywhere. They must be licensed in the State at the time of proposal. Here is the language addressing that: 'The Proposer will be required to furnish documentation with his proposal showing that he is in compliance with any and all licensing requirements of the State.' & 'The Proposer shall furnish documentation showing that he is in compliance with the licensing requirements of the provisions of Chapter 66 Section 87 of the Code of Ordinances of the City of Key West; within 10 days the following the Notice of Award and must demonstrate that he holds at a minimum,**

the following licenses & certificates; City of Key West Business Tax License Receipt'

- 5) We have all of the insurances that are being requested, but our Employee Dishonesty policy is at \$25,000. We perform work for multiple municipal clients of a scope of the size and larger than the City of Key West and haven't needed a \$500,000 dishonesty policy. Is the City willing to negotiate on the coverage required, if awarded? **Answer: No.**
- 6) Who was the previous vendor? **Answer: The previous vendor for Parking was Law Enforcement Systems. EMS is new and has not had a collection Agency.**
- 7) How much was the contingency fee charged previously? **Answer: Again, EMS does not currently have any. Parking is 23%.**
- 8) On page 16 are points #3 and #7 meant to involve the same clients where the City is just looking for further documentation regarding these clients? **Answer: Yes.**
- 9) How much of a preference does the City give to local businesses? **Answer: Here is the language about local business preference: 'For requests for proposals in which objective factors are used to evaluate the responses from vendors and are assigned point totals, if, upon the completion of final rankings (technical and price combined, if applicable) by a selection committee or the city commission, a qualified and responsive nonlocal business is the highest ranked proposer and the ranking of a qualified and responsive local business is within five percent of the ranking obtained by the qualified and responsive nonlocal business, the highest ranked qualified and responsive local business shall have the opportunity to submit an offer to match the price offered by the highest ranked qualified and responsive nonlocal business within three working days of a notice of intent to award. If such highest ranked local business submits a price that fully matches the price of such highest ranked qualified and responsive nonlocal business, or the original price of the highest ranked local business is equal to or less than that of such highest ranked nonlocal business, then such local business shall proceed to negotiations with the city. If the highest ranked qualified and responsive local business declines or is unable to match the price of the highest ranked qualified and responsive nonlocal business, then the city shall proceed to negotiate with such highest ranked nonlocal business.'**
- 10) Does the City only want the Local Vendor Certification form included in the proposal if they are a local business, or if the business is not local should it be marked on the page and submitted to the City? **Answer: If not a local vendor just leave the form blank.**

- 11) Does the City have an ordinance where the collection fee is added to the principal, or is the collection fee taken from the principal balance collected? **Answer: Right now we have the fee taken from the balance collected by resolution. We have the ability to use either method and Proposals can reflect either or both methods.**
- 12) Can you provide an estimate on the number of accounts and dollar value for each type of account? **Answer: Parking around 1000 violations averaging around \$35,000 a month. EMS does not currently send accounts to collections, but an estimate of what would be sent is 100 accounts at a total of \$200,000 a month**
- 13) Could you clarify whether we need to obtain all licenses to bid on RFP or wait until being awarded? **Answer: Answered in question 4.**
- 14) Page 13 ‘AGENCY shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as “Additional Insured” on PRIMARY and NON CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its Equivalent, (combination OF CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations is acceptable) INCLUDING A “Waiver of Subrogation” clause in favor of City of Key West on all policies. AGENCY will maintain the Professional Liability, General Liability and Umbrella Liability insurance coverages summarized above with coverage continuing in full force including the “additional insured” endorsement until at least 3 years beyond completion and delivery of the work contracted herein’ We can issue the certificate of insurance showing the City of Key West as an additional insured and proving the \$1,000,000 per claim/aggregate limit. Would this be acceptable to Key West? **Answer: The City is not requiring to be named as additional insured on the professional liability, nor is it requiring waiver of subrogation on the professional liability.**
- 15) Page 44 ‘AGENCY shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as “Additional Insured” on PRIMARY and NON CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its Equivalent, (combination OF CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations is acceptable) INCLUDING A “Waiver of Subrogation” clause in favor of City of Key West on all policies. AGENCY will maintain the Professional Liability, General Liability and Umbrella Liability insurance coverages summarized above with coverage continuing in full force including the “additional insured” endorsement until at least 3 years beyond completion and delivery of the work contracted herein.’ I will not be able to provide primary and non-contributory or a waiver of subrogation because those aren’t allowed on the E&O policy. I will not be able to provide the specific cancellation wording because any mention of

cancellation wording on a certificate has to match the policy cancellation language which is governed by the state of Pennsylvania. I can send you the cancellation endorsement showing the provisions. I can also send you print screens of the policy showing clients are automatically included as additional insureds on the E&O policy. Would this be acceptable to Key West? **Answer: Yes, you can submit to legal for review.**

16) Registration holds for parking. Would this require notification to the DMV or provide further explanation of what would be required? **Answer: Answered in Question 2.**

17) Miscellaneous Accounts. Could you provide explanation of what type of accounts this would consist of? **Answer: As of this moment there are no other accounts besides Parking and EMS to be collected. This was included in case any additional accounts come up in the future that may need collection.**

18) I am part of an LLC and neither section of page 18 exactly fits for our company. We could fill out the corporation section of the document and have one member sign and another member attest if that works for the City. **Answer: Yes that would work for the City.**

B) Changes/Updates

- **The City is not requiring to be named as additional insured on the professional liability, nor is it requiring waiver of subrogation on the professional liability.**
- **The last day to submit questions is Friday, January 15, 2016.**

All Proposers shall acknowledge receipt and acceptance of this Addendum No.2 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business