March 24, 2020

RE: RSQ 17-20  
ADDENDUM No. 1

To prospective vendors:

The Utilities Commission is issuing the following addendum. As such it becomes an integral part of the proposal and must be acknowledged by the return of this signed form, with your proposal form, acknowledging receipt of the addendum.

1. How much ice do you anticipate needing on a daily basis and what is the ice for?

   Contractor shall provide enough ice to keep requested required beverages cool.

2. In regards to cancellation, the RFP states that no monetary compensation will be paid to contractor if the cancellation is given prior to activation. Considering there is a 36 hour advance notice given to the contractor and a 12 hour mobilization notice, which of these qualifies as the activation notice?

   36 Hour Mobilization qualifies as an activation notice.

3. Is there an area onsite where the personnel will be eating meals? If so, will the City of New Smyrna Beach be responsible for sourcing tables, chairs, linens, etc. needed to setup up the eating area?

   Previously UCNSB set up tables at 1151 Field Street on the loading dock for lineman and mutual aid crews. UCNSB can provide tables and chairs. Assistance would be appreciated with disposable linens. Other locations if activated can provide tables and chairs if necessary.

4. Will there be access to basics onsite such as electricity and potable water?

   Electricity and potable water should be accessible. Depending on the severity of the storm, most locations are equipped with generators.

5. The RFP states that services shall be performed at the Field Street location with the possibility of activating four other locations. Is the decision to activate the other locations based on the severity of the impact of the storm? And how many
additional people could we expect to service over the 180 at each additional location?

_Yes, the decision to activate other locations depends on the severity of the storm. The 180 includes employees of UCNSB divided between all five locations as follows:_

- 80 @ 1151 Field Street
- 22 @ 413 Smith Street
- 14 @ 207 Williamson Blvd
- 11 @ 2640 Paige Avenue
- 53 @ 200 Canal Street

_Up to 100 mutual aid personnel possible to be serviced at 1151 Field Street Location. Number of mutual aid crews will fluctuate with the severity of the storm._

6. P.1 states that proposals must be delivered to the address given, but an email address is also given.
   a. Are proposals to be emailed in addition to physically submitted?

   _Proposals must be physically delivered to the address given. Electronic copies will not be accepted._

7. P.5 states that the bid form shall be completed and returned in a sealed envelope properly marked with the bid number. P.25 lists pricing as Tab 3 in the proposal format.
   a. Is the bid form to be submitted separately from the proposal?

   _No_

   i. If so, what belongs in Tab 3?

   _Please provide proposal form under Tab 3_

   b. I do not see a form titled as such in the RFP. Is the Proposal Form on p.27 considered the Bid Form?

   _Yes_

8. P.25 states that there is a 30 page limit.
   a. Do required forms, issued addenda, and required licenses count towards the 30 page limit?
9. P.26 references an Addenda Acknowledgment Form, but I do not see one in the RFP.
   a. Where can we obtain this form?

   This form is provided with this addendum

10. Please confirm that the Sample Agreement on p.28 is a post award document that is not to be signed and submitted with the proposal submittal.

   Correct this is only a Sample Agreement.

A Copy of This Signed Form Must Accompany Your Proposal

Acknowledgment of Receipt of Addenda No. 1

Company________________________________________

Signature________________________________________