



RFI #2

Town of Pembroke Park Building Department Offices Renovations

CIP Project # 20-08

Dear Bidders

At this time, I would like to respond to the as of today received RFI's as follows:

1. Question in regard to the proposal that is due on Monday, and that is in regarding the proposal format should we follow the RFQ the RFP guidelines on Demand Star or has that changed and you do not require a full RFP response.

The required format is as established in the RFP for the above noted CIP, section A.04 and section A.05 with the following minor changes (stricken).

For your convenience, see the sections below:

A.04 SUBMISSION OF PROPOSALS

The contents of the sealed proposal package must include:

- *One (1) bound original clearly identifying Proposer and marked "ORIGINAL".*
- *Five (5) bound clearly identifying Proposer and marked "COPY" with all required information and identical to the original.*
- *~~Two (2)~~ One (1) electronic format copy clearly identifying Proposer.*

Electronic format copy should be submitted on ~~separate~~ Universal Serial Bus (USB) portable flash memory drives or compact disc (CD) in Microsoft Office® or Adobe Acrobat® portable document format (PDF) in one continuous file. Do not password protect or otherwise encrypt electronic proposal copies. Electronic copies must contain an identical proposal to the original. Submit the proposal package in a sealed container, with the label provided at the end of this document, prior to the Due Date and Time as set forth in this document.

By delivering a submittal in response to this solicitation document, the Proposer certifies that they have fully read and understand the contents of the solicitation document and have full knowledge of the scope, nature, and detailed requirements of services and/or commodities to be provided and performed.

A.05 ORGANIZATION OF PROPOSALS

Proposals must be organized and arranged with tabs in the same order as listed in the subsections within Section C identifying the response to each specific item.

Proposals must clearly indicate the legal name, address, and telephone number of the Proposer. Proposals must be signed by an individual authorized to make representations for the Proposer.

December 18, 2020