

March 25, 2020
Orange County Library System
Orlando, FL 32801
REQUEST FOR PROPOSAL (RFP) OCLS-20-002

ADDENDUM # 3

Landscaping and Ground Maintenance Services for OCLS

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~strikethrough~~.

A. The Proposal Opening Date has changed to ~~Wednesday, May 27, 2020~~ **Wednesday, June 10, 2020 at 3:00PM. This change is due to the County’s Stay-At-Home Executive Order. Due to the COVID-19 Virus, we are unsure if the OCLS doors will still be closed to the public, thus to be safe, plan on your submittals being submitted via FedEx, UPS or other express mail companies.**

B. Correction:

B-1. Instruction To Firms on Page 3, the bullet that reads “Proposals shall be submitted no later than 3:00 P.M. local time, on ~~Wednesday, April 22, 2020~~ to: “

Should read “ Proposals shall be submitted no later than 3:00 P.M. local time, on ~~Wednesday, May 27, 2020~~ **Wednesday, June 10, 2020** to: “

B-2. Preliminary Schedule on Page 5, reads as follows:

These dates are estimates only and are subject to change by the LIBRARY.

Event	Date	Time
Announcement of RFP	3/04/2020	3:00 P.M.
Mandatory Pre-Proposal Meeting *	3/20/2020	1:00 P.M.
Site Inspections **	03/23-31/2020	8A.M. - ?
Question Submission Deadline	4/02/2020	3:00 P.M.
Question Responses Posted	4/06/2020	3:00 P.M.
RFP Package Due	04/22/2020	3:00 P.M.
RFP Evaluated (Part 1 & 2)	04/23-24/2020	TBD
Inform FIRMS of Short-Listed Rankings	04/27/2020	3:00 P.M.
Final Evaluations Posted	4/27/2020	3:00 P.M.
Contract Negotiations	04/28-30/2020	TBD
Tentative Date to Award Contract	05/01/2020	TBD
Contract Effective Date (Service Begins)	06/01/2020	7:00 A.M.

The Preliminary Schedule Should Read

These dates are estimates only and are subject to change by the LIBRARY.

Event	Date	Time
Announcement of RFP	<u>3/04/2020</u>	3:00 P.M.
Mandatory Pre-Proposal Meeting *	<u>04/24/2020</u>	1:00 P.M.
Site Inspections **	<u>04/27 – 05/08/200</u>	8A.M. - ?
Question Submission Deadline	<u>05/12/2020</u>	3:00 P.M.
Question Responses Posted	<u>05/15/2020</u>	3:00 P.M.
RFP Package Due	<u>05/27/2020</u>	3:00 P.M.
RFP Evaluated (Part 1 & 2)	<u>05/27-29/2020</u>	TBD
Inform FIRMs of Short-Listed Rankings	<u>05/29/2020</u>	3:00 P.M.
Final Evaluations Posted	<u>05/29/2020</u>	3:00 P.M.
Contract Negotiations	<u>06/01-05/2020</u>	TBD
Tentative Date to Award Contract	<u>06/05/2020</u>	TBD
Contract Effective Date (Service Begins)	<u>07/01/2020</u>	7:00 A.M.

The Preliminary Schedule Should Read

These dates are estimates only and are subject to change by the LIBRARY.

Event	Date	Time
Announcement of RFP	3/04/2020	3:00 P.M.
Mandatory Pre-Proposal Meeting *	05/08/2020	1:00 P.M.
Site Inspections **	05/11-22/2020	8A.M. - ?
Question Submission Deadline	05/26/2020	3:00 P.M.
Question Responses Posted	05/29/2020	3:00 P.M.
RFP Package Due	06/10/2020	3:00 P.M.
RFP Evaluated (Part 1 & 2)	06/10-12/2020	TBD
Inform FIRMs of Short-Listed Rankings	06/12/2020	3:00 P.M.
Final Evaluations Posted	06/12/2020	3:00 P.M.
Contract Negotiations	06/15-19/2020	TBD
Tentative Date to Award Contract	06/19/2020	TBD
Contract Effective Date (Service Begins)	07/06/2020	7:00 A.M.

Note: The Mandatory Pre-Proposal Meeting may be held via WebEx or similar electronic media if the Library is still closed to the public due to the Covid-19 virus.

B-3. Pre-Proposal Conference on Page 5, the first sentence in the first paragraph reads as follows “ A Mandatory Pre-Proposal Conference will be conducted on ~~Friday, March 20, 2020~~ at 1:00 pm.”

It should read “ A Mandatory Pre-Proposal Conference will be conducted on ~~Friday, April 24, 2020~~ **Friday, May 8, 2020** at 1:00 pm.”

B-4. Pre-Proposal Conference on Page 5, the first sentence in the second paragraph reads as follows “ ** There will also be Non-Mandatory Site inspection for all nine (9) locations held ~~March 23 – 31, 2020.~~ “

It should read: “ ** There will also be Non-Mandatory Site inspection for all nine (9) locations held ~~April 27 thru May 8, 2020~~ **May 11 – 22, 2020.** “

B-5. Questions Regarding This Solicitation on Page 6, the first sentence in the first paragraph reads as follows “ All questions or concerns regarding this Request For Proposal shall be submitted by email to OCLSBIDS@OCLS.INFO, no later than ~~3:00 PM Thursday, April 2, 2020~~ referencing the RFP number. “

It should read “ All questions or concerns regarding this Request For Proposal shall be submitted by email to OCLSBIDS@OCLS.INFO, no later than ~~3:00 PM Tuesday, May 12, 2020~~ **than 3:00 PM Tuesday, May 26, 2020** referencing the RFP number. “

C. Questions and Answers

No new questions since Addendum 2 was posted..

D. ACKNOWLEDGEMENT OF ADDENDA

D-1. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.

D-2. All other terms and conditions of the RFQ remains the same.

D-3. Receipt acknowledge by:

Authorized Signature

Date

Title

Name of Firm