



**Town of Medley**  
Office of Capital Projects & Development Services

Date:	<b>April 7, 2015</b>
Subject:	<b>RFP FOR INFORMATION SYSTEMS</b>
Solicitation Number:	<b>RFP 2015-002</b>
OCPDS Number:	<b>GA-0110</b>
Opening Date / Time:	<del>April 9, 2015 at 2:00 PM</del> <b>Moved to April 16<sup>th</sup> at 2:00pm</b>
ADDENDUM Number:	<b>3</b>

***To all interested proposers:***

The Town of Medley defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g. Invitation for Bids, Request for Proposals or Request for Qualifications), including but not limited to questions and answers, which are considered a material part of the solicitation.

**Please note the following update:**

Addendum 1 does the following: (**additions shown in bold and underlined**)

1. In Section 1. Proposal Information (Page 5) it revises Item 1.2, the Schedule of Events Table to change the dates for the following events as shown on Page 2 of this Addendum;
  - a) Event 3. Deadline for submission of written questions (**New date is April 12, 2015**)
  - b) Event 4. Proposal Submission Deadline (**New date and time is April 16, 2015 at 2:00 PM**)
  - c) Event 6. Council Approval of Selected Proposer and Award of Proposal (**New date July 7, 2015**)
  
2. In paragraph 7 of the Invitation to Bid, in reference to the Proposal Guaranty of five percent (5%) of the proposal amount **WILL NOT** be required with the proposal.
  
3. Provides for responses to Questions/Clarifications requested to date (RFI's) as follows:

Item	Question/Clarification	Response
3.1	Is a Performance Bond required?	<b><i>NO</i></b>
3.2	How many users?	<b><i>The number of user has been set at 40.</i></b>



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Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the Solicitation RFQ 2014-02 remain as originally written.

Thank you,

**Jorge E. Corzo, PE CFM**  
Town Engineer / PIO  
Town of Medley  
Office of Capital Projects and Development Services  
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Medley, FL 33166  
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[bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com)

**1.2 Schedule of Events.**

The following table outlines the Town's scheduled calendar of major events related to the RFP distribution, proposal submission, evaluation, and selection processes. All times are stated in Eastern Standard Time.

<b>Event</b>	<b>Description</b>	<b>Deleted Date</b>	<b>Added Date</b>
<b>1.</b>	RFP Noticed or Advertised	March 9, 2015	No Change
<b>2.</b>	Mandatory Pre-Proposal Conference and Site Visit	April 1, 2015	No Change
<b>3.</b>	Deadline for submission of written questions (5:00 PM)	<del>April 3, 2015</del>	<b><u>April 10, 2015</u></b>
<b>4.</b>	Proposal Submission Deadline ( <del>3:00 PM</del> ) <b>(2:00PM)</b>	<del>April 9, 2015</del>	<b><u>April 16, 2015</u></b>
<b>5.</b>	Evaluation and Recommendation of Top Ranked three (3) Proposers	<del>April 23, 2015</del>	<b><u>June 23, 2015</u></b>
<b>6.</b>	Council Approval of Selected Proposer and Award of Proposal	May 4, 2015	<b><u>July 7, 2015</u></b>

**END OF ADDENDUM 3**