

**CITY OF RANCHO MIRAGE
69825 HIGHWAY 111
RANCHO MIRAGE, CA 92270
(760) 324-4511**

**ADDENDUM TO
REQUEST FOR PROPOSALS
FOR
ANNUAL LEVY ADMINISTRATION SERVICES**

**ISSUED:
JANUARY 9, 2020**

PURPOSE:

This Addendum (“Addendum”) is being issued to provide answers to questions about the City of Rancho Mirage Request for Proposals for Annual Levy Administration Services, dated December 18, 2019 (“RFP”), which questions prospective bidders submitted requesting further details regarding the RFP. Included below are said questions and answers thereto, all of which shall be made part of the RFP by inclusion into this Addendum.

GENERAL INSTRUCTIONS:

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the RFP, this Addendum shall govern. It is the responsibility of all respondents to the RFP to conform to this Addendum. Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged. All respondents must acknowledge receipt of this Addendum by signing and submitting the form that is attached to this Addendum as Exhibit “A.”

QUESTIONS AND ANSWERS:

Question 1: Does the cover, transmittal letter, and table of contents count towards the page limit?

Answer 1: No.

Question 2: The RFP notes that the proposal is to be limited to 20 pages and that resumes, and brochures may be included as an appendix. Can you please confirm that the 20-page limit does not include any appendices? Does it include the cover page(s)?

Answer 2: Yes, it does not include appendices. No, it does not include cover page(s).

Question 3: Why is the City going to RFP at this time?

Answer 3: Current contract term has ended, and the City is on a year to year term. The City is transitioning to the practice of going out for RFP’s every 3-5 years for professional service contracts.

Question 4: What is the desired start date to provide services for selected contractor?

Answer 4: July 1, 2020.

Question 5: Page 7 of the RFP states that the proposal is limited to 20 pages. Please confirm if this is 20 number pages or 20 double-sided pages.

Answer 5: 20 number pages.

EXHIBIT "A"

**ADDENDUM RECEIPT
ACKNOWLEDGEMENT FORM**

By signing this form, I hereby acknowledge receipt of the Addendum dated January 9, 2020 ("Addendum") to the City of Rancho Mirage Request for Proposals for Annual Levy Administration Services, dated December 18, 2019 ("RFP"). I agree to include this signed instrument as part of any proposal package submitted in response to the RFP and Addendum.

By:

Title:

Date: _____, 2020