

March 5, 2020

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

**ADDENDUM #1**

**RFP 20-470, Utilities Computerized Maintenance Management System (CMMS)**

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This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

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Contained within this addendum: Revisions, and questions and answers received.

**Date of mandatory pre-proposal meeting has been changed to Thursday, March 19, 2020 at 10:00 a.m.**

**Proposal due date has been extended to prior to 2:00 p.m. on Wednesday, April 15, 2020.**

To receive a copy of the **revised Appendix A Functional Requirements Matrix** please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevndor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**RFP 20-470, Utilities CMMS.zip**", select "Open" or "Save As" to download the RFP appendices. If you need assistance accessing this website due to ADA or any other reason, please email Michael Guerrero at [michaelguerrero@polk-county.net](mailto:michaelguerrero@polk-county.net).

Michael Guerrero  
Senior Procurement Analyst  
Procurement Division

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**This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.**

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**RFP 20-470,  
Utilities Computerized Maintenance Management System (CMMS)  
Addendum #1(Continued)**

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REVISED ATTACHMENT

A revised Appendix A Functional Requirements Matrix can be downloaded from the FTP site. Directions to download can be found on page 1 of this addendum.

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QUESTIONS AND ANSWERS

Question 1: Can companies from Outside USA apply for this?

Answer 1: Yes.

Question 2: Will selected vendor be required to come to Polk County for meetings?

Answer 2: Yes.

Question 3: Can tasks related to the RFP be performed outside the USA?

Answer 3: The RFP can be put together outside the U.S, however, if selected, all work must be performed in the U.S.

Question 4: Can we submit proposals via email?

Answer 4: No.