

October 2, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**  
**ADDENDUM #2**

**RFP 25-625, Engineering Staff Augmentation Services for Land Development (CCNA)**

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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: Questions and answers.

*Tabatha Shirah*

Tabatha Shirah

Sr. 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: \_\_\_\_\_

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- Q1:** Could you confirm the process for submitting the Cost Tab? The RFP refers to uploading it as an Excel file, but I would like to verify if there are any additional content instructions or formatting requirements?
- A1:** Not applicable, there is no Cost Tab for this RFP. RFP Package, page 4 states *“Please only upload your documents as a PDF or Excel file for the Cost Tab, **if applicable.**”*
- Q2:** Who does Polk County recognize as an approved criminal background checks/fingerprinting, and drug screening company for completing Specifications Item 15? Does such company only need to be approved by the State of Florida or does Polk County have an approved list of companies for these services?
- A2:** The Proposer must have the capability to conduct background checks; however, the County does not require the Proposer to use an approved vendor list.