



CITY OF DELRAY BEACH  
100 N.W. 1<sup>ST</sup> AVENUE, DELRAY BEACH, FL 33444

## Solicitation Addendum

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**Addendum No.:** 1  
**Solicitation No.:** 2017-016  
**Project No.:** N/A  
**Solicitation Title:** Data Conversion Services  
**Addendum Date:** December 6, 2016  
**Purchasing Contact:** Ryan Lingholm

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**THE FOLLOWING ITEMS ARE MADE AND HEREBY BECOME A PART OF THIS SOLICITATION:**

### QUESTIONS AND RESPONSES:

- Q1. Page 8, Paragraph 10 states:**  
"...an amount of \$25,000 or greater, the successful Bidder will execute and deliver.....a Cash Deposit, Performance Bond, or Unconditional Irrevocable Letter of Credit.....in an amount equal to the Bidders total Task Order amount." This is usually not a requirement for professional services contracts. Does the city plan to enforce the above requirement on this ITB?
- R1.** Yes, the City will require a performance bond from the Successful Supplier for each Task Order equal to or greater than \$25,000.
- Q2. Is there stormwater data contained within HTE datasets?**
- R2.** There is no stormwater data contained within THE; all data is currently in AutoCAD and GIS.
- Q3. Is the city planning to award one contract for both conversions or two contracts, one for each conversion?**
- R3.** The City prefers to enter into a contract with one Supplier. However, the City reserves the right to accepts Bids that in its judgment will be for the best interest of the City.

**Q4. If two contracts, is it still a requirement of the stormwater conversion contractor to have HTE data to ESRI conversion experience?**

R4. Yes, it is a requirement to meet all minimum qualifications set forth in this ITB to be considered a responsible Bidder. Any Bidder wishing to submit a response shall satisfy all minimum qualifications specified under Section 2, Item 2 *Minimum Qualifications* in order to be considered for award.

**Q5. Will the City provide sample of data that will be extracted from HTE?**

R5. No, the City will not be providing a sample of data that will be extracted from HTE.

**Q6. Page 13, paragraph 2.E asks for a reference for Public Safety GIS project. This appears to be the only place within ITB where Public Safety GIS is mentioned. Can you explain the reason for this request?**

R6. This minimum qualification is required because information from the HTE Land file is also used in GIS format by our Public Safety divisions for mapping, addressing and reporting.

**Q7. On the Schedule of Pricing (page 29), there is no place for how disbursements will occur. Is that portion covered after contract is awarded?**

R7. The City typically pays invoices within 30 days of receipt.

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NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added. All other terms and conditions remain as stated in the RFP.

### **End of Addendum**

#### **INSTRUCTIONS:**

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response.