

**CITY OF NAPLES  
PURCHASING DIVISION  
CITY HALL, 735 8<sup>TH</sup> STREET SOUTH  
NAPLES, FLORIDA 34102  
PH: 239-213-7100    FX: 239-213-7105**

**ADDENDUM NUMBER 4**

NOTIFICATION DATE:  <b>9/30/14</b>	BID TITLE:  <b>PROFESSIONAL SERVICES LIBRARY OF CONSULTANTS (LIBRARY) UNDER FLORIDA STATUTE 287.055</b>	BID NUMBER:  <b>14-054</b>	BID OPENING DATE & TIME:  <b>10/07/2014 2:00PM</b>
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**THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO,  
AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.**

**The following written questions have been received:**

1) Please confirm electronic signatures are acceptable as originals.

**ANSWER: The RFQ Cover Sheet form needs to be signed in original on the original copy of your submission.**

2) Please confirm whether copies of the addenda need to be submitted in Tab A or whether acknowledging the addenda in the Cover Sheet form is sufficient.

**ANSWER: Acknowledging the addenda in the Cover Sheet form is sufficient.**

3) Are reference letters that we have on file acceptable to include in the proposal as part of the requirement to include five reference letters for each of the four disciplines?

**ANSWER: Yes.**

4) Please confirm that the reference letters do not have to be originals.

**ANSWER: Original signatures on the reference letters for your original submitted copy is preferred but not required.**

5) Please confirm that proof of insurance is not required to be included in the proposal.

**ANSWER: Proof of insurance is not required for the proposal.**

6) The Submission Checklist states to "Include any delivery information." Please confirm that this item is not applicable to this proposal.

**ANSWER: This information is not required.**

- 7) Addendum No. 2, Q/A #3 states “Non-lettered divider for sub-disciplines should be used.” Please reconsider this requirement and have the use of dividers for sub-disciplines optional. Including dividers for sub-disciplines will affect formatting and require use of additional pages not allowed within the page limitations. For example, in some cases, representative project experience may encompass multiple engineering sub-disciplines. If dividers for sub-disciplines are required, then these projects will have to be repeated in each respective sub-discipline section.

**ANSWER: The RFQ Evaluation Committee will be reviewing sub-disciplines separately based on their own merit. Please duplicate reference letters addressing more than one discipline for each of the sub-discipline category.**

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