



COUNTY OF FLUVANNA, VIRGINIA
Request for Proposals (RFP) #2018-04
EMERGENCY MEDICAL SERVICES

ADDENDUM # 2:

Reference – Request for Proposal: RFP #2018-04
Title of Request for Proposal: EMERGENCY MEDICAL SERVICES
Issue Date: April 4, 2018
Bid Due Date and Time: April 18, 2018 at 2 p.m. EST ((Pursuant to this Addendum2)

The above RFP #2018-04 is hereby amended and modified as follows:

1. Page 1, Due Date shall be changed to “April 18, 2018 @ 2:00 p.m. local prevailing time”; Section 4.1.4 shall be changed to read:
 - a. ***Due Date:*** *Sealed copies of the proposal must be received by the Purchasing Officer no later than 2:00 p.m. EST on April 18, 2018.*
2. Section 4.1.2, will be changed to read:
 - a. *Offerors shall submit any questions in writing. Written responses, including the questions, will be posted with the RFP. Questions will not be accepted after 11am April 9, 2018.*
3. The following are clarifications from questions received:
 - a. Because the above is a P.O. Box, we would not be sending through a secured carrier such as FedEx. Therefore, would it be possible to hand-deliver our proposal?
 1. Per page 1 of the RFP “*All Proposals that are delivered via mail or are hand delivered must be addressed to the “Procurement Contact” listed above.*” Also note the address listed: P.O. Box 540, 132 Main Street, Palmyra, VA 22963 contains both the street and PO Box for ease of offerors choosing their delivery method.
 - b. Regarding On-Call times identified by the County with a minimum 12 hour notice: Can the county provide examples of history of call times per year? And is this for a singular person or full crew or both?
 1. On-Call Staffing is not a service the county currently utilizes. However, with the growing needs of the county we are attempting to account for all future situations.
4. The following Section is added as Section 4.3:

4.3. SUBMITTAL INSTRUCTIONS:

- 4.3.1. Each Offeror must submit one (1) original hard copy, (4) copies and one (1) electronic copy of its proposal on CD ROM, DVD, or USB flash drive/memory stick.
- 4.3.2. An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result

in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.

4.3.3. All forms attached to this RFP must be fully completed, executed by the Offeror and returned as a part of Offer's Proposal.

4.3.4. Offers shall be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

4.3.5. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP.

4.3.6. Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.

4.3.7. Cost will be considered in evaluating the Proposals.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Cyndi Toler, Purchasing Officer
Fluvanna County, Virginia
132 Main Street
Palmyra, VA 22963
(434) 591-1930

Name of Firm: _____

BY: _____

Signature of duly authorized representative

Title: _____

Date: _____