

**CITY OF FERNANDINA BEACH, FLORIDA  
ADDENDUM NO. 1  
For RFP 23-01  
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS**

City of Fernandina Beach  
204 Ash Street  
Fernandina Beach, FL 32034

**ADDENDUM No. 1**

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY OF FERNANDINA BEACH, FLORIDA**  
**ADDENDUM NO. 1**  
**For RFP 23-01**  
**PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS**

1. Given the bond requirements, several of the required forms having to be notarized, and the hard copy submittal requirement is it possible to have a 1-week extension to the RFP due date? **The bid opening date is extended to 2:00PM, February 23, 2023.**
2. Does the City currently use a 3<sup>rd</sup> party payment processor for online payment. Will the City consider alternative 3<sup>rd</sup> party payment processors? **The City will consider alternative payment processors, of course they must be PCI compliant.**
3. Does the City have a preference for a hosted or on-premise solution? **On-Prem is preferred but not required.**
4. Please explain the City's expectations for integration with Pay Guardian. **Pay Guardian is software used by our current payment processor. It is preferred but not required.**
5. Does the City currently use a voice response system that an integration with is required? **No.**
6. How many concurrent users will be accessing the solution? **Could be as many as 30-40**
7. How many named users will be accessing the solution? **40-45**
8. How many building inspectors will need field access? **7**
9. How many code enforcement inspectors will need field access? **3**
10. Does the City complete License inspections in the field? **Yes**
11. How many Bluebeam users does the City currently have? **15 true application and 20 Studio Prime Free applications**
12. Will the City consider using our Cashiering solution for payments or is integration with Tyler Cashiering a must? **Integration with Tyler Cashiering is preferred but not required**
13. Does performance and payment bonds apply to this project as it is not about construction? **YES, BONDS ARE REQUIRED FOR THIS PROJECT**
14. What are the terms and conditions under which the vendor forfeits the bond money? **A BID BOND ENSURES THAT THE VENDOR CAN BE BONDED AND CONVERTS TO A PERFORMANCE AND PAYMENT BOND WHICH ENSURES THE WORK IS COMPLETED IN ACCORDANCE WITH THE SCOPE**
15. Would the City be okay with an alternative for the performance bond where no payment is made unless the City accepts and approves deliverables **NO, THE CITY WILL, HOWEVER, ACCEPT A CERTIFIED CHECK IN THE CONTRACT AMOUNT IN LIEU OF BOND TO BE HELD IN ESCROW UNTIL THE PROJECT IS COMPLETED**
16. Please clarify if a Proposal Bond and/or a Performance Bond is required since this will be for software and services. It states on page, 8 the following: "If Proposal is greater than \$200,000, and is for services, Proposal Bond and Payment and Performance Bond is required." **YES, PROPOSAL AND PERFORMANCE BONDS REQUIRED**

**CITY OF FERNANDINA BEACH, FLORIDA**

**ADDENDUM NO. 1**

**For RFP 23-01**

**PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS**

17. Is it acceptable to acknowledge an electronic signature versus being “sworn in the presence of a notary” on Attachment B (Public Entity Crimes Statement), Conflict of Interest (Exhibit F), and the Non-Collusion Affidavit (Exhibit G). **NOTARY ACKNOWLEDGMENT CAN BE OBTAINED ONLINE AND COMPLETELY ELECTRONIC, AND YES, A NOTARY ACKNOWLEDGMENT IS REQUIRED**
  
18. Is there another document that should have been posted with specific detailed requirements? **No**