

**FOUR RIVERS SANITATION AUTHORITY
ADDENDUM NO. 1
RFP #24-208
MONTHLY BILLING STRATEGIC COMMUNICATION PLAN**

March 12, 2024

AD1-1 Notice

This Addendum No. 1, dated March 12, 2024, to the Request for Proposals, Monthly Billing Strategic Communication Plan supersedes all contrary and conflicting information in the above-mentioned instructions, specifications, and contract documents which are hereby supplemented or revised in certain particulars as follows:

AD1-2 General Information

The Authority submits Addendum No. 1 to answer questions.

AD1-3 Questions & Answers

Question 1: Is the bid bond required?

Answer 1: The bid bond requirement is waived for this RFP.

Question 2: There are many variables to the communication work to be done and the ultimate pricing will depend on the communication plan that is developed as part of the project scope. As a result, it's not possible to issue a fixed price for all work at this point in time. Will you accept an hourly rate?

Answer 2: We would accept an hourly rate with an estimate of the hours that may be needed. It is understood that the estimate may vary during the actual production. The final agreement would define a do not exceed dollar amount.

Question 3: Communications plans developed for clients are confidential work product and not able to be shared. Would samples of press releases or other public communications efforts be acceptable as work submitted?

Answer 3: Yes

Question 4: How many firms received the bid request and are they all located within the Four Rivers service area?

Answer 4: The RFP has been sent to fourteen firms as of the date of this addendum, each within the Four Rivers service area.

Proposer shall initial this Addendum No. 1 and include it with their proposal.

_____ Proposer's Initials