

ADDENDUM No. 1

RFP No. 22-72

On-Site Occupational Medical Surveillance Services

Due: October 27, 2022 by 2:00 p.m. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes 2 pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment A - Itemized Bid Form**
- **Attachment B - Legal Status of Offerer**
- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: The fee schedule needs to be by itself in a separate envelope correct? I assume that is referring to attachment A? Nothing else should be in that envelope?

Answer 1: Correct. The RFP requests two copies of the fee proposal in a separate envelope.

Question 2: All other documents go into the other envelope? Including written proposal as outlined on page 16, and all other attachments

Answer 2: Correct. You should submit one paper copy of your proposal and one digital copy (USB/flash drive) in an envelope separate from the fee proposal.

Question 3: On page 27 I'm asked to fill in some information under "definitions". I'm not sure what to write in the blank spots

Answer 3: Vendors do not need to fill out the sample professional services agreement. The city shares our professional services agreement outlining our standard contract requirements within the RFP for your information. The successful bidder will be

expected to sign a completed copy of this document.

Question 4: Under the fee schedule it asks for a daily rate. We only charge a daily rate if the work to be performed doesn't meet our daily minimum. I'll make some notes directly on the form if that's okay

Answer 4: Vendors may provide additional or alternative pricing outside of the structure of those included in the fee proposal, but we would request you complete the fee proposal as is and then include a separate document outlining any additional fees.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.