



**ADDENDUM # 2**  
**RFP # FY 2021-2022-020**  
**BUILDING DIVISION SERVICES**

**REVISED SCOPE**

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Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

**PLEASE NOTE: ORIGINAL SCOPE, 'COST ADJUSTMENTS', PAGE 5**

Beginning year three (3) of the initial contract period, any increases which may be approved by the City shall be subject to an adjustment up to 2% maximum only if the Contractor can provide documentation proving that their operational costs to provide services have increased significantly. No more than one (1) cost increase will be accepted during any renewal period.

**PLEASE NOTE: **REVISED** SCOPE, 'COST ADJUSTMENTS', PAGE 5**

Beginning year three (3) of the initial contract period, any increases which may be approved by the City shall be subject to an adjustment up to 2% maximum only if the Contractor can provide documentation, **including but not limited to the CPI Index**, proving that their operational costs to provide services have increased significantly. No more than one (1) cost increase will be accepted during any renewal period.

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**PLEASE NOTE: ORIGINAL SCOPE, 'QUALIFICATIONS OF PERSONNEL/CERTIFICATION REQUIREMENTS', PAGE 6**

Additional Staff Requirements:

- Clerical staff to intake and route plans and applications, prepare certificates, scan all documents including plans in keeping with the established procedures.

**PLEASE NOTE: REVISED SCOPE, 'QUALIFICATIONS OF PERSONNEL/CERTIFICATION REQUIREMENTS', PAGE 6**

Additional Staff Requirements:

- Clerical staff to intake and route plans and applications, prepare certificates, scan all documents including plans in keeping with the established procedures. **The City will retain employment of permit technicians. The contractor will be required to supplement the City staff, if it is deemed necessary to maintain the level of service.**

**PLEASE NOTE: REVISED SCOPE, 'ADDITIONAL INSPECTIONS PERFORMED', PAGE 11**

**Additional Inspections performed**

**Time is billable based on the rate for the position performing the inspection as long as the technical knowledge of position is commensurate with and does not exceed the knowledge required for the inspection. Ex. Sending a BO/ABO to perform a special event inspection.**

**PLEASE NOTE RECEIPT OF ADDENDUM # 2 BY COMPLETING 'FORM P: ACKNOWLEDGEMENT OF ADDENDA' WITH YOUR FIRM'S SUBMISSION.**

Code of Ordinances, Chapter 23 Procurement, Section 23-14 Cone of Silence – imposes a Cone of Silence for City purchases of goods and services. The Cone of Silence means prohibition on any communication regarding a particular RFP, RFQ, ITB, RFLI, or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the city's staff including, but not limited to, the city manager and his/her staff; the evaluation/selection committee; the mayor; and the city commission and their respective staff. The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the Commission/Board of Directors takes any other action which ends the solicitation. Should any firm contact you, please direct the communication to the Procurement Department at (954) 457-1333.