



**Leon County**  
**Board of County Commissioners**  
 301 South Monroe Street, Tallahassee, Florida 32301  
 (850) 606-5302 www.leoncountyfl.gov

Purchasing Division  
 1800-3 Blair Stone Road  
 (corner of Miccosukee and  
 Blair Stone Roads)  
 Tallahassee, Florida 32308  
 (850) 606-1600

Commissioners

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 County Administrator

HERBERT W.A. THIELE  
 County Attorney

October 15, 2012

RE: Bid Title: Request for Proposals for Bond Counsel to Leon County  
 Bid No: BC-10-23-12-06  
 Opening Date: Tuesday, October 30, 2012 at 2:30 p.m. Eastern Time

**ADDENDUM #1**

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

1. Section II., A., Schedule of Events, Table 1, has been revised to change the opening date and time to October 30, 2012, no later than 2:30 p.m. Eastern Time.
2. Section IV., A. Submittal Requirements, first sentence is hereby revised to read:

**One (1) ORIGINAL, eight (8) hard copies, and one electronic copy (on a CD or thumb drive)** of the Proposal must be received by the Leon County Purchasing Division in a separate sealed package(s) at the following address location by no later than the Opening Date, as identified in the Schedule of Events.

3. Section IV., B. Proposal Requirements, is revised to add the following subsection:
  9. Tab 8 – Diversity/Minority Business Plan: Proposers shall describe its plan/methods to encourage diversity and utilize minority and women business enterprises in the performance of the services (including commodities, support, and ancillary services) described in this solicitation.
4. Section V., D. Evaluation Criteria, Rating System table, is hereby revised to read:

Rating System	
Evaluation Criteria	Maximum Rating Points*
1. Firm's Past Experience, Demonstrated Ability and Performance	40
2. Firm's Ability to Serve as Bond Counsel	10
3. Sufficiency of the Proposal	15
4. Firm's Fee	25
5. Local Preference	5
6. Diversity/Minority Business Plan	5
7. <b>Maximum Points Allowed</b>	<b>100</b>
*Actual rating for each criteria may range from zero (lowest rating) to the maximum rating points for that criteria	

5. Section V., D. Evaluation Criteria, Definitions of the Evaluation Criteria, subsection 4, is hereby revised to read:

4. Firm's Fee: This criterion considers the firm's proposed fees, as described in the Respondent's Cost Proposal (Attachment #1). The firm with the lowest average percentage rate for the Bond Counsel will receive 25 points. Firms with greater average percentage rates will receive fewer points, on a pro-rata basis, using the formula below:

$$\frac{L}{P} \times 25$$

Where:

L = Lowest average percentage rate among all proposers

P = Proposer's average percentage rate

6. Section V., D. Evaluation Criteria, Definitions of the Evaluation Criteria, is hereby revised to add subsection 6:

6. Diversity/Minority Business Plan: This criterion considers the firm's proposed plan and/or methods to encourage diversity and utilize minority and women business enterprises in the performance of the services (including commodities, support, and ancillary services) described in this solicitation.

7. Replace Attachment #1, Cost Proposal, with Revised Attachment #1, Revised Cost Proposal. The Revised Cost Proposal form is attached to this addendum.

8. Questions submitted by a vendor are answered below for your consideration.

**Question #1:** The Bond RFP states the electronic copy states it should be on a thumb drive and the Disclosure RFP states it could be on a thumb drive or CD. Could the Bond RFP also be on a CD?

**Answer:** Yes. Please see the revision in this addendum.

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**Question #2:** Bond and Disclosure RFP: Question 5.i.v. Brief summary describing recommendation of Respondent's qualifications. **Please clarify what you are looking for in this question.**

**Answer:** A brief description of the relationship to the reference or work performed for reference.

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**Question #3:** Bond and Disclosure RFP: Question 6.a.i. and 6.c. **What is the difference between these two questions? They both ask for litigation within the past 5 years.**

**Answer:** The difference is that section 6.c. is not limited to litigation related to public finance work and relates to any litigation settled for more than nominal amounts.

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**Question #4:** Bond and Disclosure RFP: Question 8. Provide a copy of all required licenses and registrations. **Please clarify which licenses and registrations you would like submitted.**

**Answer:** A copy of any license or registration that is required to perform the work specified in this RFP.

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**Question #5:** Bond and Disclosure RFP: Firm's Fees: **Please explain how you will score the fee portion because Attachment #1 ask for a per bond fee which is customary; however, the RFP's states:** The form with the lowest three-year hourly rate for the Bond Counsel will receive 25 point. There is no examination as to how the per bond fee will be scored.

**Answer:** Please see the revision in this addendum.

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Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Shelly Kelley, PMP  
Purchasing Director

SWK  
Enc.

Revised Attachment #1  
**REVISED COST PROPOSAL**

Firm's Name: \_\_\_\_\_

Item	Type of Bond	Fee per Bond as a Percentage of Bond
1	General Obligation Bonds or Notes	%
2	County Issue Fixed Rate Revenue Bonds or Notes	%
3	County Issue Variable Rate Revenue Bonds or Notes	%
4	General Obligation Refunding Bonds or Notes	%
5	Refunding County Revenue Bonds or Notes	%
6	Lease-Purchase Bonds Or Certificates of Participation	%
Subtotal (Sum of Items 1 – 6)		
		÷ 6
<b>Average Percentage per Bond Fee (Subtotal ÷6)</b>		= %

**NOTE:** The Average Percentage per Bond Fee is for bidding and award purposes only. The awarded contractor will be paid the actual percentage per Bond Fee for each specific bond type.

**Hourly Rates:** Enter the hourly rate Leon County will be charged for year one, and for two one-year optional extensions, for other services, such as attendance at meetings; attention to any litigation that may occur; or coordination with potential purchasers, bond insurers, registrar, paying agents and similar parties. Additionally, the County reserves the right, in its sole option, to compensate the Respondent, including but not limited to the Sole/Primary Bond Counsel, as set forth below.

	Year 1	Year 2	Year 3
Sole/Primary Bond Counsel	\$ /hr	\$ /hr	\$ /hr
Tax Counsel			
Partners			
Junior Partners/Senior Associates			
Associates			
Paralegals and Law Clerks	\$ /hr	\$ /hr	\$ /hr

**PRICING INFORMATION (use additional sheets as necessary)**

Billing Address	Time-Keepers (List by Name)	Professional Status	Hourly Rate

Respondent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_