



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jennifer Prenger, Cole County Purchasing Agent
Date: July 25, 2018
Re: Addendum One to Cole County Bid No. 2018-31: Economic Development Services

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. Q: Will there be any evaluation criteria posted before the bid? I.e. the relative weight of the particular scope of work items in 3.4 and the weight of the evaluation of cost vs. experience vs. response??

A: No weighted evaluation values will be posted.

The County Commission will begin the evaluation process with a preliminary examination to verify the overall completeness of responses received. Incomplete, invalid or substantially non-responsive offers will be identified and rejected, removing said offers from further consideration.

The remaining offers will be evaluated based on ability to meet the needs of the County; short-listing procedures will narrow the list of candidates to the two or more best-qualified respondents as determined by the Commission. The County may use references for verification of dependability and quality of service. Each of the selected respondents may then be invited to an interview at which time each they will be given an opportunity to further discuss their capabilities and cost proposal.

Proposals will be evaluated using, but not limited to, the following criteria: overall cost; company history, expertise and proven experience; and references.

The bid receipt date and time HAVE NOT BEEN CHANGED. Submissions will be received until Thursday, August 2 at 3:30 p.m. The deadline for questions is Thursday, July 26.

I/We have received Addendum Number One to Bid No. 2018-31 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature