



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

311 East High Street, Room 200 | Jefferson City, MO 65101
Tel 573-634-9168 | Fax 573-634-8031
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To: All Interested Parties
From: Jennifer Prenger, Cole County Purchasing Agent
Date: July 30, 2018
Re: Addendum Two 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: Regarding:

3.4.1 Engage as an active member representing the County on any or all directed projects the County is currently working on or analyzing future opportunities;

- Provide more clarification on this item and more specifically please define what “active member” means; what the extent of “any and all directed projects” is; and the extent of services required for “analyzing future opportunities”.

A: An “active member” is someone that will work on projects as directed by the County.

2. Q: Regarding:

3.4.3 Develop a community relations plan for the County to work with the City of Jefferson, local Chamber and key influencer group officials to execute County priorities;

- Please define the meaning of a “community relations plan”? Is there some template the County is considering?
- Is there more information on the County’s priorities? Can you provide the County’s current priorities?

A: A community relations plan shall define how the respondent will communicate with the County, City, local chamber and other community partners. No template is being considered.

The identification of current and future priorities shall be the responsibility of the successful respondent.

3. Q: Regarding:

3.4.4 Develop a message strategy for media inquiries, draft press releases and work with media on any requests for County statements. Design, prepare and distribute community and County promotional materials;

- With regard to the development and procurement of marketing and print materials in all formats, will these types of “hard” costs be an expense to be included within the proposers bid, or will the County of Cole assume these costs separate from contract related funds?

A: Marketing materials design and digital formats shall be included; all print materials will be reimbursed.

4. Q: Regarding:

3.4.5 Write and submit grants on behalf of the County for state and federal opportunities as they arise with potential benefit to the County;

- What types of grant work should be considered?

A: Grants that pertain to Economic Development and infrastructure. Further, the successful respondent will be responsible for bringing other grant opportunities to the attention of the County so that County staff can submit grant applications.

5. Q: Regarding:

3.4.6 Develop a marketing strategy identifying growth areas of the County which then can be marketed state and nationwide;

- Is the above stated “marketing strategy identifying growth areas of the County” specific to identifying potential growth areas outside the city limit of Jefferson City and is it referring to commercial or industrial sites only?

A: It is specific to areas both outside and inside of Jefferson City refers to all sites-commercial, industrial and other.

6. Q: Regarding:

3.4.7 Participate in industrial relations, business development activities and community support and development;

- Please clarify the expectations of the word “participate”

A: Build relationships and be involved with all sectors of industry, business, state government and others for the growth and betterment of Cole County.

7. Q: Regarding:

4.10 **COMPENSATION.** The respondent shall provide a not-to-exceed annual fee for the Professional Governmental Consulting Services described herein. Any increases for subsequent renewal periods must be reflected in the cost proposal. The successful

respondent must receive approval from the County prior to performing any services outside of the scope of this invitation via change order (as described in Section 2.29) in order to receive payment for their services.

- Clarify that “Professional Governmental Services” is not the only services to be paid under this contract.

A: Payment will be made for all services defined under section 3.4

8. Q: Regarding:

REQUEST FOR PROPOSAL

2018-31 ECONOMIC DEVELOPMENT SERVICES

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, MO 65101 until 3:30 p.m. on Thursday, August 2, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law.

And;

1.0 OVERVIEW

1.4 BID OPENING. Submissions will be opened in closed session in the Cole County Commission Chambers at 311 East High Street, Room 200, Jefferson City, Missouri on Thursday, August 2 at 3:30p.m. local time. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

- Clarify whether the Bid Opening will be a closed bid.

A: The language in Section 1.4 is hereby replaced with the following:

1.4 BID OPENING. Submissions will be publicly opened in the Cole County Commission Chambers at 311 East High Street, Room 200, Jefferson City, Missouri on Thursday, August 2 at 3:30p.m. local time. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

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

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

Name of Company

Agent and Title

Authorized Signature