



"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION
401 Clematis Street, 5th Floor
West Palm Beach, FL 33401
TEL: (561) 822-2100
FAX: (561) 822-1564

Addendum No. 1
RFQ 11-12-301

EXECUTIVE SEARCH FIRM FOR CHIEF OF POLICE

This addendum shall modify, clarify, change or add information and become part of the above referenced Request for Quotation.

Each recipient of this Addendum No. 1 acknowledges all of the provisions set forth in the Request for Quotation and agrees to be bound by the terms thereof.

This addendum is to respond to questions received.

Questions and Answers:

Question 1:

The Request for Quotation references that the total cost of the search "cannot exceed 10% of the negotiated salary." Can you please provide the current salary range for the Chief of Police?

Answer 1: \$156,000.00

Question 2:

Does the "total cost" include Professional Fee + Expenses?

Answer 2: Total cost includes all costs to provide this service.

Question 3:

Is the search fee structure based on potential contract for a Retained Firm or Contingent Firm?

Answer 3: Based on the responses received, the City will decide whether a Retained or Contingent structure based contract will be used.

Question 4:

We assume that expenses can be billed as received for payment, but can the professional fee also be billed in portions based on timeline and/or meeting specific tasks, or is the entire professional fee only billable and payable upon final placement?

Answer 4: The entire fee to provide this service is billable and payable upon final placement.

Question 5:

How many copies of the proposal are needed?

Answer 5: One original and three copies.

Bidders must acknowledge receipt of this Addendum No. 1 in the space provided below.
This Addendum forms an integral part of the bid documents and therefore must be executed.
Failure to return this addendum with your bid submittal may be cause for disqualification.

Issued By: City of West Palm Beach
Procurement Division
October 21, 2011

Issued By: Althea Pemsel
Althea Pemsel, MA, C.P.M.
Procurement Official

BIDDER: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____

End of Addendum No. 1