

## ADDENDUM NO. 2

The following addition is for the Luzerne County 9-1-1 Engineering and Surveying Services-Tower Site Design for Harris Pond RFP. Under Section I.A.2, Proposal Format, the RFP states that “proposals should be submitted in the format outlined in Section III, “Proposal Document Instructions.” This addendum presents Section III for proposal document instructions.

### **III. PROPOSAL DOCUMENT INSTRUCTIONS**

#### A. General Requirements

Proposals should include the following:

1. Title page, including:
  - a) The name, address, and phone number of the bidder’s contact person
  - b) The name and address of the vendor
2. Table of contents
3. A cover letter, including:
  - a) A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work, and a statement as to why the vendor believes it to be the best qualified to perform the engagement.
  - b) A signature of the person authorized to commit the vendor.
4. Body of proposal – see below

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the vendors seeking to provide ENGINEERING AND SURVEYING SERVICES - TOWER SITE DESIGN FOR HARRIS POND for the Luzerne County 9-1-1 Center’s next generation radio project in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation.

The qualifications proposal should demonstrate the qualifications of the vendor and staff to be assigned to this engagement. It should also specify an approach that will meet the requirements of the request for proposals.

The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the request for proposal.

1. Licensed in Pennsylvania

An affirmative statement should be included indicating that the vendor is properly registered/licensed to operate in Pennsylvania.

2. Vendor Qualifications and Experience

- a) The proposal should state the size of the company, how many technical staff it employs and location of the office from which the vendor conducts business.
- b) The proposal should also discuss how long the vendor has been in business and its capabilities to provide radio communications service
- c) The proposal should also include organizations for which the vendor provides similar services and references from those organizations. It should also describe any experiences as a service provider that would be pertinent to potentially working for LC 9-1-1.

3. Cost -The proposal should contain all pricing information relative to performing the duties as described in this request for proposals.

4. Equipment-Vendor must list what equipment it has to access the site.