



ADDENDUM No. 2	
RFP No.	22-015
RFP TITLE:	Customer Information System, Billing, and Customer Service Solution
ISSUE DATE:	May 20, 2022

To all potential offerors:

This Addendum is being issued to amend and or clarify certain information contained in the above named RFP. All information is binding on all Offerors who respond to this RFP. The following are changes and or modifications:

- 1. REVISE LINE 9 UNDER THE PROPOSAL FORMAT SECTION, ON PAGE 7 TO READ:
PROPOSAL FORM**
- 2. ATTACHED IS THE PROPOSAL FORM THAT MUST BE INCLUDED AS PART OF THE PROPOSAL
SUBMISSION**

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Acknowledgment

Name of the Firm:
Signature/Title:
Date:



REQUEST FOR PROPOSALS NUMBER 22-015

PROPOSAL FORM

THE FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS PROPOSAL MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS PROPOSAL FORM, AND ALL OTHER DOCUMENT(S) REQUIRED BY THE SOLICITATION TO BE SUBMITTED WITH THIS PROPOSAL FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDA, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON AUTHORIZED TO LEGALLY AND CONTRACTUALLY BIND THE OFFEROR, OR THE PROPOSAL MAY BE REJECTED:

SUBMITTED BY: (Legal Name Of Entity)	
FORMER NAMES: (Insert all other names that this entity has been known by in the past twenty (20) years)	
AGE OF THE ENTITY: How many Years this entity has been in business under the current name?	
PRINCIPAL PLACE OF BUSINESS:	
TELEPHONE NO.	FAX NO.
CORPORATE WEBSITE	
DUNS NUMBER:	
FORM OF ORGANIZATION: <input type="checkbox"/> CORPORATION; <input type="checkbox"/> GENERAL PARTNERSHIP; <input type="checkbox"/> UNINCORPORATED ASSOCIATION; <input type="checkbox"/> LIMITED LIABILITY COMPANY; <input type="checkbox"/> LIMITED PARTNERSHIP; <input type="checkbox"/> SOLE PROPRIETORSHIP	
WHERE THE ENTITY WAS FORMED: (INSERT NAME OF STATE) _____	
IDENTIFICATION NO. ISSUED TO THE FIRM BY SCC: If Offeror is exempt from the SCC authorization requirement, it shall include a statement on the entity's letterhead with its application certifying their exemption from this requirement. _____	
DEBARMENT, DISQUALIFICATION AND OR SUSPENSION: Is the entity or any of its principals are currently debarred, suspended or disqualified from submitting responses to the City, or any other state, local or federal entities? _____ YES; _____ NO	
OFFEROR'S STATUS PLEASE INITIAL ONE: <input type="checkbox"/> MINORITY OWNED; <input type="checkbox"/> WOMAN OWNED; <input type="checkbox"/> NEITHER	
NOTE: If the answers to any questions below are yes, use additional pages to provide detailed description of the situation and or provide full documentation	

<p>CLAIMS/FINAL RESOLUTION/JUDGMENTS Have any of the following actions occurred on, or in conjunction with, any project(s) performed by the Offeror, any affiliate, or their officers, partners or directors in the last five (5) years? "Legal Actions" shall include civil or criminal litigation, administrative; Proceedings, indictments, arbitrations or the like</p>	<p>_____ YES; _____ NO</p>
<p>TERMINATION/FAILURE TO COMPLETE Has the Offeror ever been terminated for work awarded to it? This includes termination for default (or cause) or for the convenience of the Owner? Has Offeror for any other reason failed to complete a project?</p>	<p>_____ YES; _____ NO</p>
<p>BREACH, DEFAULT, DEBARRED: Within the last five (5) years, has Offeror been disqualified, removed, or otherwise declared in material breach or default of any contract by a public agency, or debarred from participating in the RFP process for any contract? If yes, please explain the circumstances:</p>	<p>_____ YES; _____ NO</p>
<p>RELEASE FROM CONTRACT APPLICATION, PROPOSAL OR AWARD: Has the Offeror filed a request to be released from an Application, proposal, selection or award of any contract within the last five (5) years? If yes, please explain the circumstances.</p>	<p>_____ YES; _____ NO</p>
<p>FAILURE TO EXECUTE A CONTRACT: Has the Offeror ever been selected for award or awarded a contract in which the entity failed to execute the contract? This would include: the entity not signing the contract Document(s); an inability of the company to obtain insurance requirements; or failure of the company to submit required forms and attestations. If yes, please explain the circumstances:</p>	<p>_____ YES; _____ NO</p>
<p>BANKRUPTCY: Has the Offeror filed for bankruptcy in the last seven years or is your firm currently the debtor in a bankruptcy case? If yes, please explain the circumstances</p>	<p>_____ YES; _____ NO</p>
<p>CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES Provide the name and address of the person designated by the Offeror to receive notices and other communications (Refer to the Sample Agreement for further details):</p>	<p>_____</p>

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by an Offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Offeror must identify the data and materials that need such protection prior to submission of such data and material, and state the reasons why protection is necessary. Please mark one:

() **Yes**, the Application I have submitted **does** contain trade secrets and/or proprietary information.

() **No**, the Application I have submitted **does not** contain any trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the Application containing such data or materials:

STATE THE SPECIFIC REASON(S) WHY PROTECTION IS NECESSARY:

NOTE: If you fail to identify the data or other materials to be protected and state the reasons why such protection is necessary in the space provided above, you have not invoked the protection, accordingly, effectively the Application will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION:

The undersigned certifies that this Application is not the result of, or affected by, any act of collusion with another person(as defined in Code of Virginia Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia §18.2-498.1 et seq.).

CONFLICT OF INTEREST:

The undersigned certifies and warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest, which is defined as a situation in which the nature of work under the contract and the Offeror's organizational, financial, contractual or other interest are such that award of the contract may result in the Offeror receiving an unfair competitive advantage, or the Offeror's objectivity in performing the contract work may be impaired. The Offeror agrees that if after being awarded it discovers an organizational conflict of interest with respect to the being awarded, it shall make an immediate and full disclosure in writing to AlexRenew which shall include a description of the action which the Offeror has taken or intends to take to eliminate or neutralize the conflict.

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS PROPOSAL (I.E. PROJECT MANAGER):

NAME (PRINTED): _____ **TITLE:** _____

E-MAIL ADDRESS: _____ **TEL. NO.:** _____

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Application for Prequalification are true and correct.

The undersigned swears or affirms under the penalty of perjury that the Offeror, its agents, servants, and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of any contract resulting from this proposal.

NAME OF AND TITLE OFFEROR'S REPRESENTATIVE
