



**ADDENDUM NO. 1**  
**RFP # 20-04**  
**TOWN OF CUTLER BAY**  
**TREE PLANTING PROGRAM**

Addendum #1 form shall be part of the original RFP # 20-04: TREE PLANTING PROGRAM document and modifies the original RFP as noted below:

**REVISION TO ORIGINAL RFP DOCUMENTS BELOW:**

**“RED”**

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**TREE PLANTING PROGRAM**

**PROPOSAL DUE DATE AND TIME:**

~~Tuesday~~, December 2, 2020 at 10:00 AM

**“MANDATORY” PRE-RFP RESPONSE MEETING:**

~~Thursday~~, November 4, 2020 at 10:00 AM

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**TREE PLANTING PROGRAM**

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~~Wednesday~~, December 2, 2020 at 10:00 AM

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Sealed submittals including one (1) original and three (3) copies, and one (1) readable/reproducible flash drive completely duplicating the original proposal of the submittals must be received no later than **10:00 AM on ~~Tuesday~~, December 2, 2020** and be clearly marked on the outside, “**RFP No. 20-04 TREE PLANTING PROGRAM**”, by **Debra E. Eastman, MMC, Town Clerk, Town of Cutler Bay, 10720 Caribbean Blvd., Suite 105, Cutler Bay, Florida, 33189.**

A **Mandatory** Pre-RFP Meeting will be held on ~~Thursday, September 10, 2020~~ at **10:00 AM in the Town Hall Council Chambers, 10720 Caribbean Blvd., Cutler Bay, Florida 33189.**

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**4. MANDATORY PRE-PROPOSAL CONFERENCE AND SITE INSPECTION**

All Proposers or their representatives are required to attend a Mandatory Pre-RFP Meeting on ~~Thursday, November 4, 2020~~, at **10:00 AM**, Town Hall, Council Chambers (Suite 115), 10720 Caribbean Blvd., Cutler Bay, Florida. This information session presents an opportunity for the Proposers to clarify any concerns regarding the proposal requirements. Questions regarding the site and specifications will be answered, and Proposers will be able to familiarize themselves with conditions that may affect the proposal prices.

All Proposers shall be held responsible at this time to fully investigate the scope of work to be undertaken based on the Special Conditions and Proposal Detail Requirements included.

**5. SUBMISSION OF PROPOSAL**

Sealed submittals including one (1) original and three (3) copies, and one (1) readable/reproducible flash drive completely duplicating the original proposal of the submittals shall be submitted no later than ~~Tuesday, December 2, 2020~~ at **10:00 AM** to the Office of the Town Clerk, Town Hall, 10720 Caribbean Blvd., Suite 105, Florida 33189, in a sealed envelope which must be plainly marked on the outside:

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RFP No. 20-04

Town of Cutler Bay  
Office of the Town Clerk  
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