



Procurement Management Department  
 2115 Second Street, 1<sup>st</sup> Floor  
 Fort Myers, FL 33901  
 Main Line: (239) 533-8881  
 Fax Line: (239) 485-8383  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

**Posted Date:** March 7, 2023

**Solicitation No.:** RFP230113CMR

**Solicitation Name:** VCB- Meeting Sales Promotion Representative – Northeast USA

**Subject:** Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**1. QUESTIONS/ANSWERS**

1.	Whether companies from Outside USA can apply for this? (like, from India or Canada)
<b>Answer</b>	<b>Please see solicitation document, page 20 article 3.3. states: “ The Vendor shall be home-based, and it is preferred they reside in, or close to, the Washington DC metropolitan area.”</b>
2.	Whether we need to come over there for meetings?
<b>Answer</b>	<b>Yes, the Vendor will be required to periodically travel to Fort Myers for various destination tours and meetings.</b>
3.	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
<b>Answer</b>	<b>Please see solicitation document, page 20 article 3.3. states: “ The Vendor shall be home-based, and it is preferred they reside in, or close to, the Washington DC metropolitan area.”</b>
4.	Can we submit the proposals via email?
<b>Answer</b>	<b>No, we do not accept electronic proposals. All proposal shall be at the office of the Procurement Management Director, 2115 Second Street, 1<sup>st</sup> Floor, Fort Myers, FL 33901, prior to 2:30PM on Monday, March 20<sup>th</sup>, 2023.</b>

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Carolina Rodriguez*  
 Carolina Rodriguez  
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 Lee County Procurement Management