


Vendor: \_\_\_\_\_

|   |   |                               |
|---|---|-------------------------------|
|  | <b>City of Rocky Mount<br/>Addendum 1</b>   |                               |
|   | Refer <b><u>ALL</u></b> Inquiries regarding this RFQ to:<br>Jalisa Staton<br>Purchasing Clerk | RFQ #320- 220921JS            |
|   |   | RFQ Due Date: 11/09/2021 4P.M |
| Contract Type: <b>Goods/Services</b>  |   |                               |

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

**RFQ Schedule Reminder**

| Event                                     | Responsibility | Date and Time      |
|---|----------------|--------------------|
| Issue RFQ                                 | City           | 10/26/2021         |
| Hold Pre-Bid Meeting <b>OR</b> Site Visit | City           |                    |
| Submit Written Questions                  | Vendor         | 10/29/2021         |
| Provide Responses to Questions            | City           | 11/02/2021         |
| Submit Quotes                             | Vendor         | 11/09/2021 BY 4P.M |
| Contract Award                            | City           | TBD                |

**Question and Answer**

**Question 1:** How many attendees in each class?

**Answer 1:** It will vary from as little as 15 to as many as 35

**Question 2:** How many topics per month?

**Answer 2:** If all six divisions can afford to participate, 6 topics. Some of these topics may be the same between divisions.

**Question 3:** How many training hours per month?

**Answer 3:** Approximately 6-8, again if all six divisions participate.

**Question 4:** Are all listed training topics in section 5.1 a) expected to be covered?

**Answer 4:** Yes. Each division will request the topics they wish to train on in advance.

**Question 5:** Will City of Rocky Mount provide all required safety equipment need to conduct training?

**Answer 5:** No need to bring equipment for the most part.

**Question 6:** How many times per month instructor will need to be on-site?

**Answer 6:** The number of times per month will vary based on customer's scheduling

**Question 7:** Can training classes be schedule on the consecutive days?

**Answer 7:** Yes

*Vendor:* \_\_\_\_\_

**Question 8:** How many hours per day?

**Answer 8:** It will vary on the subject matter