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|  | City of Rocky Mount Addendum 1 |
| Refer <u>ALL</u> Inquiries regarding this RFP to: Ramona Plemmer Purchasing Manager | RFP #320-261022RP City of Rocky Mount Broker Services |
| | RFP Due Date: 12/19/2022 1:00 pm |
| | Contract Type: Services |

****DATE CLARIFICATION****

ADVERTISEMENT FOR BIDS
CITY OF ROCKY MOUNT, NORTH CAROLINA

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed proposals endorsed “RFP 320-261022RP-City of Rocky Mount Broker Services” will be received by the City of Rocky Mount until 1:00 pm on Monday, December 19, 2022, at the Fredrick E. Turnage Administrative Complex, 331 S. Franklin St. Rocky Mount, NC 27804.

The City of Rocky Mount is seeking proposals from qualified firms duly licensed to provide the services listed under the scope of work in the specifications of the bid document.

Instructions for submitting bids and complete specifications for the work, equipment, supplies, or services desired may be obtained online at <http://www.rockymountnc.gov/services-finance bids/> and www.ips.state.nc.us.

The City of Rocky Mount reserves the right to reject any and all proposals. The City of Rocky Mount will not discriminate against any company submitting a bid because of race, creed, color, national origin, or handicap.

CITY OF ROCKY MOUNT

Ramona Plemmer
 Purchasing Manager

2.1 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The city will make every effort to adhere to this schedule.

| Event | Responsibility | Date and Time |
|-------------------------------|----------------|----------------------------------|
| Issue RFP | City | Wednesday 11/16/2022 |
| Submit Written Questions | Vendor | Friday 11/21/2022 3:00 pm |
| Provide Response to Questions | City | Friday 12/2/2022 |
| Submit Proposals | Vendor | Monday 12/19/2022 1:00 pm |
| Contract Award | City | TBD |

TIMELINE OF BROKER SELECTION PROCESS

| Activity | | Target Date |
|----------|---------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1. | Post formal announcement of RFP to various websites and send courtesy notification to potential bidders | November 16, 2022 |
| 2. | Questions from Brokers due by 3:00pm EST | November 21, 2022 |
| 3. | Response to Brokers' questions (addendum) | December 2, 2022 |
| 4. | Qualifications and responses received from Brokers | December 19, 2022 at 1:00 pm EST |
| 5. | Notification to Brokers who will be interviewed | January 4, 2023 |
| 6. | Interviews to be held at City of Rocky Mount | Week of January 16, 2023 |
| 7. | Selection of broker | Mid-February 2023 |
| 8. | Effective date of program | July 1, 2023 |