



Post Office Box 3005  
2831 Talleyrand Avenue  
Jacksonville, Florida 32206-0005  
[www.jaxport.com](http://www.jaxport.com)

April 30, 2020

**ADDENDUM NO. 03**  
**TO**  
**SPECIFICATIONS AND CONTRACT DOCUMENTS**  
**FOR**  
**REQUEST FOR PROPOSAL 20-01**  
**FORENSIC ACCOUNTING SERVICES**  
**FOR THE JACKSONVILLE PORT AUTHORITY**

The item(s) of this Addendum shall modify and become a part of the contractual documents for this project as of this date.  
*(Failure to acknowledge this addendum may be grounds for rejection of proposal.)*

**PHYSICAL CHANGES TO RFP SPECIFICATIONS**

*\*Changes by addition or deletion have been highlighted for ease of review*

JAXPORT continues to closely monitor developments with the COVID-19 (coronavirus). The port’s leadership is committed to doing everything possible to protect employees and its customers and maintain a healthy workplace.

In an effort to help reduce the threat of COVID-19 (coronavirus) and keep employees and business associates safe, JAXPORT will accept Electronic Bid Submissions for this solicitation. Please submit responses in **PDF format only** via E-Builder upload. *(submittal instructions under Attachment No. 2 of this Addendum).*

**Item No. 01**

Throughout the Specifications, any Posted Addendum(s), and all E-Builder Notifications regarding this RFP, **DELETE:** “Proposals Extended Due Date of **FRIDAY, MAY 8, 2020**” **REPLACE TO READ:** *Proposals Revised Extended Due Date is:*

***FRIDAY, MAY 15, 2020 at 2:00 PM (EST)***

**Item No. 02**

Reference to Specifications, **ARTICLE I - INSTRUCTIONS TO PROPOSERS**, **REMOVE** and **REPLACE SECTIONS: 1.02 - RECEIPT AND OPENING OF PROPOSALS; 1.03 - DELIVERY OF PROPOSALS** and; **1.08 - PREPARATION OF PROPOSAL** with “Revisions” as per Attachment No. 1 of this Addendum. Changes are highlighted for ease of use.

**ATTACHMENTS TO CONTRACT SPECIFICATIONS**

**Attachment No. 1** – Revised “**ARTICLE I - INSTRUCTIONS TO PROPOSERS**,” Sections 1.02, 1.03, and 1.08.

**Attachment No. 2** – **INSTRUCTIONS** – “How to Submit Your Bid Response in E-Builder”

**Acknowledgment of the following addenda is hereby made:**

Addendum #3, Dated: \_\_\_\_\_ Initials \_\_\_\_\_

Company: \_\_\_\_\_

**NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED IN E-BUILDER. FAILURE TO ACKNOWLEDGE ADDENDUM WILL BE GROUNDS FOR REJECTION OF PROPOSAL.**

PLEASE VISIT <https://www.jaxport.com/procurement/> OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDITIONAL ADDENDUMS HAVE BEEN RELEASED ON THIS CONTRACT.

**ARTICLE I  
INSTRUCTIONS TO PROPOSERS  
FORENSIC ACCOUNTING SERVICES  
FOR THE JACKSONVILLE PORT AUTHORITY**

*(Sections Revised 04/30/20)*

**1.02 RECEIPT AND OPENING OF PROPOSALS**

JAXPORT will receive Proposals until the Revised Extended Date of **FRIDAY, MAY 15, 2020** at **2:00 PM (EST)** from companies licensed, qualified and interested in providing **FORENSIC ACCOUNTING SERVICES**, as per specifications listed on this RFP. These proposals will be publicly opened via “Go to Meeting” at the stated time and date listed above.

**GOTOMEETING information:**

*Please join meeting from your computer, tablet or smartphone*

<https://global.gotomeeting.com/join/833645709>

You can also dial in using your phone.  
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 568 4106  
- One-touch: <tel:+18775684106,,833645709#>

United States: +1 (312) 757-3129  
- One-touch: <tel:+13127573129,,833645709#>

**Access Code: 833-645-709**

**1.03 DELIVERY OF PROPOSALS**

Proposals and all required supplemental material listed in Article III (items to be submitted with Proposal Form) must be electronically submitted in **PDF format only** through E-Builder. Proposal documents submitted through Email or Fax will not be accepted or considered. **Until further notice, JAXPORT is not accepting any bid packages submitted by Mail or Hand-Deliveries due to the current COVID-19 situation.** Please visit the JAXPORT’s website at [www.jaxport.com](http://www.jaxport.com) for more information and updates.

The PDF file name should read **“RFP 20-01 FORENSIC ACCOUNTING SERVICES.”** “How to Submit Your Bid Response in E-Builder” is provided as ADDENDUM NO. 03, **“ATTACHMENT NO. 2.”**. Additional instructions on how to navigate in E-Builder, click the below link to access the **“Bidders Portal Instructional Training Video”**:

<https://resources.e-builder.net/bidding/e-builder-bidders-portal-instructional-training-video>

Any Proposals received after the above stated time and date will not be considered. It is the sole responsibility of the Proposer to have its Proposal submitted to JAXPORT as specified herein on or before the above date and time. For the purpose of the RFP, a proposal is considered delivered when confirmation of delivery is provided by E-Builder. Proposer's must ensure that its electronic submission in E-Builder can be assessed and viewed at the time of the proposal opening. JAXPORT will consider any file that cannot be immediately accessed and viewed at the time of the proposal opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. Proposer's will not be permitted to unencrypt files, remove password protections, or resubmit documents after proposal opening to make a file viewable if those documents are required with proposal. All expenses for submitting Proposals to JAXPORT are to be borne by the Proposer and will not be borne, charged to or reimbursed by JAXPORT in any manner or under any circumstance.

## **1.08 PREPARATION OF PROPOSAL**

- A. Proposal will be submitted **via E-Builder Electronic Bid Submission** per the attached Proposal Form (Article III). All blank spaces must be complete and all the items fields acknowledged prior to submittal. Only the Proposal Form and applicable additional information should be submitted. ***DO NOT SCAN AND SUBMIT ANY OTHER PORTIONS OF THE ORIGINAL JAXPORT PROPOSAL PACKAGE.***
- B. **The uploaded** Proposals shall contain **no more than twenty-five (25) pages** (excluding staff resumes, covers, required attachments and tab sheets) that highlights its staff and capabilities in sufficient detail to allow a reasonable evaluation of the relative capability of respondents to serve the particular needs of JAXPORT and each of the key areas of the proposal that summarizes the proposer's case as to why such proposal should be selected by JAXPORT. Text and figures shall be printed on one side of the 8½ by 11 paper only. Proposals should be **uploaded** in the order of the evaluation criteria detailed in Article IV, 4.06 of the RFP, and tabs should be used to separate and label the sections according to the criteria. Information included in a letter of transmittal may not be taken into consideration while reviewing proposals. Only specific project staff resumes (*2-page limit*) should be used. Resumes should not be included for staff that is not material to the project work.
- C. Included in the twenty-five (25) pages limitation, proposals must contain an organizational chart and brief description of staff, as well as key staff of any sub Proposers proposed.
- D. Clear statements of experience related to the scope of work should be included for the firm, its management and key staff members proposed. A list of references should also be included. The list of references must include a contact person, phone number, email address and a brief description of services performed.
- E. A list of all sub Proposers proposed that are an integral part of the proposal from a technical aspect must be included with detailed information as required in C and D above.
- F. Included in the twenty-five (25) pages limitation, the Proposer must submit an overall schedule of availability of personnel as such exists at that time. Any significant commitment of listed personnel which could conflict with their availability for this project should be clearly shown, including all personnel who are not locally based.
- G. An authorized representative shall sign the proposal. If an individual makes the Proposal, he or she must sign his or her name therein and state his or her address and the name and address of every other person interested in the Proposal as principal. If a firm or partnership makes the Proposal, the name and address of each member of the firm or partnership must be stated. If a corporation makes the Proposal, an authorized officer must sign the Proposal or agent, subscribing the name of the corporation with his or her own name and affixes the Corporate Seal. Such officer or agent must also state the name of the State, under which the corporation is chartered, and the names and business address of the President, Secretary and Treasurer. If applicable, also provide evidence of registration with the Secretary of State of the State of Florida for doing business in the State of Florida.
- H. Failure to submit all information requested will result in a proposal being considered "non-responsive," and therefore will be rejected.

## **How to Submit Your Bid Response in E-Builder**




After reviewing the bid package invitation, use the Response Form tab to submit your bid response.

### **To submit your bid**

1. [Access](#) the bid package.
2. Click the **Response Form** tab.
3. On the **Step 1: Bid Form** tab, enter your pricing on the bid form line items.


Ensure that you provide pricing at the level of detail required by the bid manager. Some line items may be lump sum, and others may require quantities and unit prices.

- If there are areas that do not pertain to your trade, enter a zero (0) value in that line.
- The Summary box at the top of the page maintains a running total of your entries for reference.

4. Click  (Save). Ensure that your work is saved periodically.
5. *Optional:* To export the bid items to a spreadsheet that you can customize or that you can share with your team, click  (Download). After updating the spreadsheet, click  (Upload) to re-import it.
6. On the **STEP 2: Response Documents** tab, click **Attach Documents**, and upload any supporting document needed to support your bid.
7. On the **STEP 3: Additional Required Info** tab, complete any additional questions or qualification statements that have been established by the bid manager. If any addenda have been issued, you are required to acknowledge receipt of the addenda on this page before submitting your bid.
8. Review the entire Response Form and click **Submit**.
9. When prompted, enter your e-Builder portal password and click **Submit Bid**.

The date and time that you submitted your bid is stamped on your Response Form. You will also receive an email confirmation.

### **Additional Notes**

- After the bid due date/time has passed, the Submit button will be disabled. In some circumstances, the bid manager may allow late submissions and the button will continue to be enabled.
- If the bid manager adds or changes a bid item, or publishes an addenda, your bid will be set back to a Draft status. You will receive an email notification and will be required to reconfirm your bid and resubmit.
- When you need to step away from entering the quote, click  (Save). It is recommended that you save every 15 minutes. This will ensure that your changes are saved.
- If there are areas that do not pertain to your trade, enter a zero (0) value in that line item.
- If you have your qualifications in Word® or another program, copy and paste them into the qualifications.
- It is required that you acknowledge all the addenda, even if they do not pertain to your trade.
- It is recommended that you submit your quote at least 15 minutes before the due time so that you can rectify any errors. To submit the quote, you must complete all the fields and acknowledge the addenda items.