



Post Office Box 3005
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May 16, 2022

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR PROPOSAL 22-08

CARGO SALES AND BUSINESS CONSULTANT 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 bid.)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1 – *Questions received by E-mail and E-Builder*

Acknowledgment of the following addendum is hereby made:

Addendum #1, Dated: _____ Initials _____

Company: _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED ON THE BID FORM OR UPLOADED WITH BID PACKAGE IN E-BUILDER. FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF BID.

PLEASE VISIT [HTTPS://WWW.JAXPORT.COM/PROCUREMENT/](https://www.jaxport.com/procurement/) OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDITIONAL ADDENDA HAVE BEEN RELEASED ON THIS PROJECT.



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REQUEST FOR PROPOSAL 22-08 CARGO SALES AND BUSINESS CONSULTANT SERVICES

RESPONSE TO QUESTIONS

1. What percentage of time would be spent working on securing business myself as opposed to working in conjunction with your current sales force?

ANSWER: The Consultant will work largely independently, anticipate 90+ percent of their time working alone; every month or so, JAXPORT sales will travel to New York/New Jersey, at which time you will collaborate, but remainder of time you largely are working alone, along with regular email and phone contact with JAXPORT's sales team. The vast majority of Accounts to be serviced – 90% – are existing customers, and the Consultant's role is primarily to maintain relationships with these existing clients, with a much smaller percentage of time intended for new business development.

2. The position shows as a part time one, what would your ideal candidate's work week be like regarding time?

ANSWER: This consultant will spend time scheduling and holding meetings each week with existing JAXPORT customers in the New York/New Jersey area, with a focus on meeting with representatives from ocean carriers. To a lesser degree, the Consultant also will schedule and hold meetings with Non-Vessel Operating Carriers (NVO), forwarders and Beneficial Cargo Owners (BCO) based in the New York area. The Consultant also will attend industry events (e.g. lunches, occasional dinner, and/or special events) held in the New York/New Jersey area on behalf of JAXPORT. When not in meetings, the consultant will engage in business development work to help JAXPORT identify new cargo growth opportunities. In short, the Consultant will spend much of its time holding business meetings, to include occasional lunch and/or dinner meetings and industry events.

3. I am free to travel; will this position require much of that?

ANSWER: The vast majority of the Consultant time is anticipated to be spent in New York/New Jersey. It is anticipated the Consultant will travel less than 10 percentage of the time outside of the New York/New Jersey area with only occasional domestic travel and potential infrequent international travel. Expected or possible travel includes:

- *Consultant will be required to attend the JAXPORT Customer Appreciation event held in Jacksonville, Florida each March;*
- *There might be an occasional trade show - e.g., Pacific Maritime Conference – that JAXPORT might ask Consultant to attend;*
- *The Consultant might be asked to meet with an important BCO or NVO mostly likely somewhere east of the Mississippi: e.g. Charleston; Atlanta; Detroit; Charlotte; etc.; and*
- *International travel is very uncommon, however, during the contract period, the Consultant may perhaps have one or two overseas trips within a year lasting 5-10 business days each.*

4. How did this position become available?

ANSWER: The current Consultant providing these services is retiring and JAXPORT is seeking a replacement.

5. I would like to submit my proposal on this bid, but as an individual. How do I answer question on “company” in order to proceed?

ANSWER: It is perfectly acceptable that a sole individual responds to this RFP as long as they can meet the requirements and provide a Certificate of Insurance as indicated in the specifications; Proposers do not need to be part of a larger company/firm.

