



Post Office Box 3005
2831 Talleyrand Avenue
Jacksonville, Florida 32206-0005
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June 2, 2021

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR PROPOSAL 21-08
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 PROPOSAL.

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



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ATTACHMENT NO. 01

**REQUEST FOR PROPOSAL 21-08
CARGO SALES AND BUSINESS CONSULTANT SERVICES
RESPONSE TO QUESTIONS**

1. Please clarify if items included as business promotion expenses such as local conference registrations, and business lunches, dinners, customer entertainment are reimbursable or should they be included in the proposed monthly retainer?

ANSWER: *Routine office set-up related expenses (phone, internet, equipment, supplies, etc.) are to be included in the retainer. Travel and customer related expenses (local included) will be in addition to the retainer. This will include conferences, customer visits, customer meals and entertainment, etc. All travel and customer related expenses must be pre-approved by JAXPORT and in compliance with JAXPORT's Travel Policy (EXHIBIT "D" of RFP 21-08).*