

McHenry County Purchasing Department
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July 27, 2018

ADDENDUM #1

Bid/RFP #18-64 STENOGRAPHER – COURT REPORTING SERVICES FOR GRAND JURY PROCEEDINGS due August 8, 2018 by 2:00PM (CST)

Additions & Clarifications to RFP/Bid

Question #1:	I am wondering if I submit a bid, would it be something that might be negotiable? Or is that set in stone?
Response #1:	Bid awards are based on the lowest responsive/responsible submittal. There is no negotiation on a Bid.
Question #2:	The form asks for hourly rate as well as page rate. Last time had I submitted a "salary" rate. What would you like me to do this time?
Response #2:	Page 9 of the document states: <u>"SPECIFICATIONS</u> The State's Attorney's office is requiring a flat fee bid to cover the grand jury appearances and transcription of those proceedings. This is not a per appearance or per page bid. The flat fee cost would be for the appearances on the first Wednesday of every month and every Thursday of every month, and then to provide transcripts of those proceedings within 7 business days. Also, provide a cost for expedited transcripts that are required within 2 business days. Typically, the hours of the grand jury are from 8 am to 5 pm." Please submit a Flat Fee.

**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**