



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

RFP NO. 2018-06
ADDENDUM No. 002
Posted January 3, 2019

1. **Question:** Financial Information: What financials will be needed if this is a new business?

Answer: Copy of existing business bank statements, copy of the business licensing and city of Riviera Beach or any local municipality Tax receipts and copy of Sunbiz document affirming legal business entity. For existing business the following are mandatory.

- Last two years tax returns
- Copy of a completed W-9 form
- A copy of the balance sheet and Profit & Loss statement
- Copy of three most recent bank statements
- Copy of Business Licensing
- Copy of Sunbiz document affirming legal business entity

2. **Question:** What are the terms beyond the 3 years of the program?

Answer: This is a three-year program unless the Board agrees to grant an extension.

3. **Question:** When is the business readiness certification training/times and do all parties involved have to attend?

Answer: The date are TBD and times are usually 5:30p once a week. The principle owner of the company must attend.

4. **Question:** Do we get double points for being a double minority?

Answer: No

5. **Question:** Is there a particular format required for the business plan?

Answer: A Start up or continuing operations business plan would be the most applicable.

6. **Question:** Are there limitations to the fit-out dollars?

Answer: The Agency has allocated \$33,200.00 plus a 9% contingency to this project.

7. **Question:** Is there a beautification program - which we can take advantage of?

Answer: The Beautification Program will not be used on CRA property.

8. **Question:** Are there security grant programs available for emerging businesses?

Answer: No

Any amendments to this RFP will be posted on our website at <http://www.rbcra.com>. It is the vendor's sole responsibility to routinely check this website for any amendments that may have been issued prior to the deadline for receipt of RFP submittal packets.

Submissions will be opened and evaluated in the Riviera Beach CRA conference room at 2001 Broadway Suite 300, Riviera Beach, FL, 4:00 PM, **January 25, 2019**, or as soon thereafter as is practical by the evaluation committee.

This notice does not bind RBCRA to pursue further steps with any interested parties. Accordingly, RBCRA is not liable for any costs incurred in connection with the submittal of materials in response to this request.

The CRA reserves the right to reject any and/or all submissions and waive technicalities and/or any irregularities therein. The CRA further reserves the right to award a contract to that qualified proposer whose proposal best serves the interests of the CRA in the sole discretion of the CRA.

All responses must be complete upon initial submission. Faxed responses will **not** be accepted. Electronic versions will **not** be accepted. Submissions will be time and date stamped.

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