



# Board of County Commissioners Request for Quotation

THIS IS NOT AN ORDER

Date: 08/25/15

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**RFQ #2015000422**

Charlotte County Purchasing Division  
18500 Murdock Circle, Room 344  
Port Charlotte, Florida 33948-1094

Contact Person: Carole A. Smith, CPPB  
Senior Contract: Specialist  
Contact Phone: 941.743.1373  
Contact Email: [carole.smith@charlottecountyfl.gov](mailto:carole.smith@charlottecountyfl.gov)

FAX: 941.743.1384

Reply No Later Than: September 16, 2015

## ADDENDUM #1 – SOCIAL MEDIA SERVICES

**To: All Interested Quoters** - Quoters are hereby notified that this Addendum shall be made a part of the above named quote documents. This Addendum is issued to add to, modify, and/or clarify the quote documents. These items shall have the same force and effect as the original quote documents.

### QUESTIONS/ANSWERS

Q1. Can companies from outside USA can apply for this? (From India or Canada).

A1. Although the VCB has no prohibition against contracting with companies outside the U.S., our strong preference is to have the company located in close enough proximity to Charlotte County that face-to-face meetings can be arranged quickly. A part of the social media campaign would be Tweet-ups for various events. We would want the social media company to be present for those events. It is also critically important that the social media company be immersed in and understand the area and culture of Charlotte County and be able to work with and meet with our ad agency and public relations agency. There will be times during the year when we have strategic planning sessions. Again, it is our strong preference that these meetings are in person rather than conference call or Skype. We do not have sufficient budget to fly agency representatives to our destination.

Q2. Can we submit our proposals via email?

A2. Yes.

All other terms and conditions of the original quoting and contract documents remain the same. Please acknowledge receipt of this addendum by signing and returning by fax to 941.743.1384 or by email to the attention of Carole A. Smith.

Name of Quoting Firm \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name/Title of person authorized to bind the Company: \_\_\_\_\_

Signature of person authorized to bind the Company: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Page to be completed and returned)

(Fax acknowledgement of Addendum to 941.743.1384 or email to [carole.smith@charlottecountyfl.gov](mailto:carole.smith@charlottecountyfl.gov))