



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

Q-24-772  
ADDENDUM NO. 1  
REQUEST FOR QUOTE

BOARD OF ZONING APPEALS –PROFESSIONAL LEGAL SERVICES

DATE: Wednesday, February 21, 2024

QUOTES DUE: Wednesday, March 6, 2024  
3:00 P.M.(EDT/EST)

To Bidders:

This Addendum is hereby made a part of the Request for Quote (RFQ) Documents on which all quotes will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of one (1) page.

**NOTE:** All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their quote and/or to attend the Pre-Quotation Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace, or any other chemical defense sprays; and Illegal substances.

**ITEM NO. 1:** *Inquiry:* Would you please address how many hours per month are required for the current contract? In other words, how many hours per month does the current vendor spend on legal services?

*Response:* Due to the solicitation only requiring an annual lump sum amount, we cannot determine what the current vendor estimated for their hourly rate or hours per month. The required hours per month will vary depending on the number of cases being heard within the month.

By Authority of:

Rick F. Curry, CPPO  
Director of Purchasing

*(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)*

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