



REQUEST FOR PROPOSALS No. 20-0020  
WATER MITIGATION AND MOLD REMEDIATION  
ESTIMATE REVIEW SERVICES

SEPTEMBER 15, 2020

Citizens Property Insurance Corporation (Citizens) hereby formally amends the above referenced solicitation. The purpose of this Addendum is to answer questions received from Vendor(s) prior to the deadline in Section 1.8, Calendar of Events.

**ANSWERS TO QUESTIONS:**

1. Attachment F: Price Sheet, Section I: Report Fees. When referring to report type 1, 2, and 3, is there a standard or estimated square foot area so we can use it as a range of reference or is each job standard measurement?  
**Answer:** Each job has its own standard measurement. Citizens will pay a flat fee per report regardless of the size of the job.
2. Attachment F: Price Sheet, Section I: Report Fees. When going over the report fee weighted costs, what are you referring to when it says weighted at 50%, weighted at 20% and weighted at 30%?  
**Answer:** The numerical value that will populate in Columns D and F (Report Fee Weighted Costs), is calculated using the percentage weight listed under the Report Type. Citizens placed a varying percentage value (weight) on each of the Report types listed. For example, the weight specified is multiplied against the fee provided in Columns C and E to calculate the value in Column D or F. The 3 report types in Column D are added together to determine the Report Fee Weighted Costs Total.
3. Section II: Additional Expert Analysis Rate. When going over the formula given (Lowest Hourly Rate / Reply Total Hourly Rate) x points = Score - How do I find the reply total hourly rate which is needed in the equation to figure out the score?  
**Answer:** Reply Total Hourly Rate is automatically calculated from the responding Vendor's Service Rates (Initial and Renewal Term Hourly Rate) in cells D29 and E29.
4. How many companies are you planning to engage for the new contract?  
**Answer:** Citizens intends to award one contract to a Vendor for performance of all Services. Other Vendors may be awarded a contract on a contingent basis. (Please see Section 1.1 of the RFP).
5. In which cases the "vendor" can bill peer review estimate as T&E?  
**Answer:** It is not anticipated that the flat rate Peer review estimate will be billed as T & E. Please see section 3.2.4 of Attachment G to the ITN.
6. Are the current companies working under the current contract get assignments equally?  
**Answer:** Currently Citizens assigns work to Lynx Services.
7. How are you going to distribute the assignments to the vendors chosen in regards to volume?  
**Answer:** The decision whether to initiate or make an Assignment will be at the sole discretion of Citizens. At the same time, the goal of the Assignments will be to maintain fair and objective opportunities for primarily contracted Vendor to receive Assignments.

8. How will the assignments be sent or assign to vendors?  
Answer: Assignments are sent through Citizens Generic Assignment Module system. Vendor will receive email notifications of the assignment.
9. Will the review performed by the “vendor” include a full estimate in all cases?  
Answer: Yes.
10. Will the review performed by the “vendor”, can be sent with a simple statement in a Word format?  
Answer: It is unclear what is meant by “simple statement”. All requirements are set forth in Attachment G to the RFP.
11. In which format does the report needs to be sent to citizens, if a new estimate needs to be done? Xactimate?  
Answer: All of Citizens comparative analysis by the Vendor needs to be completed in Xactimate.
12. Can the peer estimate review be done in Excel format?  
Answer: Yes, if the format is consistent with all the reports generated from the Vendor and includes ISC standards. See the Service Requirements of Section 3 of Attachment G.
13. On page 7 of the solicitation, Paul Davis Restoration and Lynx Services are currently contracted by Citizens for services. Can we have a copy of the Price sheets/Tabulation reports for those companies?  
Answer: Citizens’ contracts with Lynx Services and Paul Davis Restoration of Broward, and all amendments, are posted on Citizens’ website at [www.citizensfla.com/contracts](http://www.citizensfla.com/contracts). Please note that Paul Davis Restoration of Broward was awarded a contingent contract.
14. On page 11, Redacted copy of proposal. What format needs to be used (MS Word or Adobe PDF)? Please clarify.  
Answer: Citizens does not have a redacted copy format preference.
15. Attachment F: Price Sheet, Report Fee Weighted Costs. Could you please explain the term and give samples, if possible?  
Answer: Please see Question 2 above.
16. I have a question concerning this advertisement, our area of business is in SW Florida. Will the proposed opportunities include this area?  
Answer: Estimates for review involve property insured by Citizens, located throughout and within the state of Florida. The reviews of these estimates are part of the Services requested from a Vendor in this RFP. (Attachment G – Section 3).
17. Could you please provide me with more information on the property you would like us to bid.  
Answer: Citizens is a property insurer for property located solely within the state of Florida.
18. Where is the project located?  
Answer: Please see response to Question 17.
19. What city is the property located in?  
Answer: Please see response to Question 17.
20. Is this bid for an analyst to review bids for the insurance company? It’s not to bid on a mold and water job correct?

Answer: This is a solicitation looking for a Vendor to review third party water mitigation estimates for Citizens, not to bid on a specific project.

21. Can you please resubmit my former package that resulted in my being the backup vendor. It would save me a ton of time.

Answer: No, the pervious proposal and the resulting contracts are separate from this solicitation and will expire in August 2021. To be considered eligible for future business following the current contact's expiration, the incumbent must respond to this solicitation.

22. Can you please attach the specifications?

Answer: The solicitation and all supporting attachments can be found at: <https://www.citizensfla.com/solicitations>.

***FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 627.351 (6)(e), F.S., CONSTITUTES A WAIVER OF PROCEEDINGS. SEE SECTION III, WITHIN THE SOLICITATION DOCUMENT FOR DETAILS REGARDING HOW AND WHERE TO FILE A PROTEST.***