



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Diane Rodenkirk, Purchasing Agent
Proposal: Merchant Card Services, Dated: June 25, 2009
Subject: Addendum #1 (1 page)
Date: June 29, 2009

Please note the following specification changes/additions/clarifications relative to the above Request for Bid.

- 1) **Question:** Is the City of Cedar Rapids and/or current system currently charging a convenience fee and if so, what is being charged?
Answer: Currently the only department that is charging a convenience fee is the parking department. They charge 50 cents per ticket for on line transactions. The rest of the departments are absorbing the fees.
- 2) **Question:** Could you please send the proposal document and signature page out in a Word format also, so we can respond directly in the document format proposed?
Answer: The RFP document is attached as a Word document.
- 3) **Question:** Page 10 of the RFP references an Attachment E, however, I did not see an Attachment E in the e-mail packet.
Answer: Attachment E was missed during the original communication. It is attached as a Word document.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (page 11). The deadline for sealed proposals is Friday, July 10, 2009, at 1:30 pm CDT at the Office of the City Clerk.