

**SUMMARY OF QUESTIONS PROVIDED TO BID RFP #01182019:**

1. Can you please confirm if a performance/payment bond will be required for this RFP (page # -8 1.12,1.14, 1.59 )  
**Not required for this RFP.**
2. Can you please provide the “City of Miami Local Office Certification form”? One of the questions in the RFP is re: local office and it requires the vendors to complete and submit form (page 19 1.48)  
**The Local Office Location Affidavit is located on page 44 of RFP 01-182019. This Affidavit must be completed in full, signed and notarized ONLY if your office is located within the corporate limits of the City of Miami. Respondents must include a copy of the company’s Miami-Dade County local business tax receipt.**
3. What accounting software is currently in use at Wynwood BID?  
**QuickBooks**
4. Approximately how many monthly tax roll receipts and payments will need to be entered?  
**The Wynwood BID processing over 400 tax roll payments on a yearly basis and works with the City of Miami to coordinate the removal of liens, if applicable. Please note that due to the BID being in existence for over five years of existence, there are over 100 outstanding tax files (2013-2018) that are outstanding and will need to be brought up to date via lean removal and reconciliation in tandem with the City of Miami Attorney’s office.**
5. On average, approximately how many checks will need to be issued on a weekly basis?  
**Approximately 15-20 checks will need to be issued on a weekly basis and delivered to the Wynwood BID office by Thursday afternoon.**
6. How many bank and/or credit card accounts does the Wynwood BID currently have? And, on average, approximately how many pages are the monthly statements?  
**The Wynwood BID currently has two bank accounts and a third scheduled to come online later this year. We have a regular banking account, a Parking Trust Fund account and a Public Benefit Trust Fund account at Bank OZK. On average, the Wynwood BID general account monthly statement is 6 to 8 pages. On average, the monthly statement for the Wynwood Trust Fund is 2 pages.**