



**Housing Authority  
of the  
City of San Buenaventura**  
(805) 648-5008 Fax (805) 643-7984  
Denise M. Wise, Chief Executive Officer

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**ADDENDUM No. 1**

**REQUEST FOR PROPOSAL  
TRANSLATION & INTERPRETATION SERVICES  
ISSUED: FEBRUARY 20, 2017**

Date: February 27, 2018

To All Potential Proposers:

This addendum is issued to modify the previously issued Request for Proposal documents, and/or to provide additional information. It is hereby made a part of the RFP documents. Please attach this addendum to the documents in your possession.

The Proposal Form has been modified. Please refer to page 2 of this addendum. You are now able to provide separate prices for each language.

All questions, documents, and addendums will be posted on the Agency's website ([www.hacityventura.org](http://www.hacityventura.org)) under "Doing Business With HACSB/RFP's/RFQ's/Bids".

Sincerely,

Nicholas Birck  
Policy & Community Affairs Manager

**ATTACHMENT "A"**

**PROPOSAL FORM**

Proposal: **TRANSLATION & INTERPRETATION SERVICES**

Vendor Name: \_\_\_\_\_

To: Housing Authority of the City of San Buenaventura  
 995 Riverside St.  
 Ventura, CA. 93001

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the Scope of Work in accordance therewith, for the rates of:

<i>Primary Services:</i>	<i>Bid For this Service (Yes/No):</i>	<i>Word Minimum (if applicable)</i>	<i>Price Per Minute/ Hour (specify)</i>	<i>Price Per Word/Page (specify)</i>
<u>Written Translation:</u> of the 8 languages listed Scope of Work, Section B		Spanish		
		Chinese		
		Arabic		
		Korean		
		Tagalog		
		Vietnamese		
		Thai		
		Hmong		
<u>On-Site Interpretation:</u>		Spanish		
		Chinese		
		Arabic		
		Korean		
		Tagalog		
		Vietnamese		
		Thai		
		Hmong		
<u>Sign Language</u>				
<i>Secondary Services:</i>	<i>Bid For this Service (Yes/No):</i>	<i>Word Minimum (if applicable)</i>	<i>Price Per Minute/</i>	<i>Price Per Word/Page (specify)</i>

				<i>Hour (specify)</i>	
<u>Telephone Interpretation:</u>		Spanish			
		Chinese			
		Arabic			
		Korean			
		Tagalog			
		Vietnamese			
		Hmong			
<u>Editing/Proofreading:</u> of the languages listed in Scope of Work,		Spanish			
		Chinese			
		Arabic			
		Korean			
		Tagalog			
		Vietnamese			
		Hmong			
<u>Desktop Publishing:</u> of the languages listed in Scope of Work,		Spanish			
		Chinese			
		Arabic			
		Korean			
		Tagalog			
		Vietnamese			
		Hmong			
<u>Comparison/Evaluation:</u> languages listed in Scope of Work,		Spanish			
		Chinese			
		Arabic			
		Korean			
		Tagalog			
		Vietnamese			
		Hmong			
<u>Rush Charges:</u> Please note: approximately 5% are rush requests.		Spanish			
		Chinese			
		Arabic			
		Korean			
		Tagalog			
		Vietnamese			
		Hmong			

**\*\*Please convert all tier rates to the requested rates per the chart above.**

2. In submitting this proposal, it is understood that the right is reserved by the Housing Authority of the City of San Buenaventura to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

**NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.**

Date \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Official Address) (By)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Contractors State License Number) (Telephone Number)