

Addendum #1 to Town of Truro RFP for Short-Term Rental Monitoring Software

DATE: December 29, 2025
SUBJECT: RFP addendum Questions and Answers

The Town has received several inquiries relating to the RFP issued December 22, 2025, for Short-Term Rental Monitoring Software. The inquiries and the Town's responses are below. Please note that **the deadline for additional questions is January 6, 2026, and all addenda must be acknowledged in submitted proposals.**

Q1: Given the holiday season and limited capacity during this time, will the Town kindly consider extending the submission deadline (Proposal Opening) to January 27, 2026?

A1: Due to operational and time constraints, the Town is unable to extend the submission deadline.

Q2: Will the Town please consider accepting electronic (emailed) proposals in lieu of hard copies and USB drives?

A2: Procurement law requires hard (paper) copies of both the technical and price proposals. Electronic (emailed) proposals do not meet this requirement.

Q3: Certification Forms: We noticed the Certificate of Non-Collusion, Authority, and Tax Compliance were listed as required but not included in the PDF. Could you please provide these templates, or should we use standard Massachusetts forms?

A3: The following forms should be used. *(templates attached below).*

Q4: Notary Requirement: Do the required certifications need notarization, or are authorized signatures sufficient? And do these need to be in ink or is DocuSign acceptable?

A4: Authorized signatures are sufficient; notarization is not required. DocuSign is acceptable; inked (wet) signatures are not required.

END OF ADDENDUM #1

**TOWN OF TRURO, MASSACHUSETTS
CERTIFICATE OF CORPORATE AUTHORITY**

The principal, officer, or person to sign below pledges under penalties of perjury, that he or she has been designated by the Owner(s) or the Board of Directors of the below named firm as an authorized representative.

Date: _____

Signature of individual submitting bid or proposal: _____

Printed Name of Person signing the bid or proposal: _____

Title of Person signing the bid or proposal: _____

Name of Business: _____

Business Address: _____

Business Phone: _____

MUST BE SIGNED AND RETURNED WITH RESPONSE

**TOWN OF TRURO, MASSACHUSETTS
CERTIFICATE OF NON-COLLUSION**

The undersigned hereby certifies under the penalties of perjury that its bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word person shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Authorized Signature_____

Printed Name_____

Title_____

Company Name_____

Company Address_____ Zip Code_____

Telephone #_____ Date_____

**TOWN OF TRURO, MASSACHUSETTS
CERTIFICATE OF TAX COMPLIANCE**

Tax Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Chapter 151A, Section 19A, the undersigned business certifies under penalty of perjury that, the business is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

**** Signature of Individual**

Federal Taxpayer ID #

By: _____ Date: _____

Corporate Officer

* The provision in the Attestation of relating to child support applies only when the contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.