



City of Sanibel

ADDENDUM NO. 1 July 25, 2025

RE: Exotic Vegetation Removal (RFP-NR-002-2025/BS) Proposal due date: August 21, 2025 @ 2:30PM

FROM: City of Sanibel
800 Dunlop Road
Sanibel, FL 33957

TO: Prospective Bidders and Others Concerned

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original document.

A. Questions and Answers

Question No. 1: I would like to know what is involved to get a Sanibel tax receipt?
Response No. 1: As requested, please see the step-by-step instructions below to apply for a Sanibel Business Tax Receipt or via the email attachment.

- City Website: www.mysanibel.com

[Sanibel, FL | Official Website](http://www.mysanibel.com)

Join us all summer long in protecting Sanibel's nesting shorebirds and endangered sea turtles. Read on...
www.mysanibel.com

- Click; Permits and Licenses (on the left corner).
- Click; **"Login or Register"** from here either login or register for a new account by clicking "Don't have an account yet; Click here." This process does take up to 24 hours to be approved, you may then log into your portal to apply.
- Click; **"Apply"** once you have logged in.
- Type in the type of business you are looking for in the search engine.

Please see below.

Question No. 2: Are there any other licenses required other than the State of Florida Natural areas license?
Response No. 2: The Exotic Vegetation Removal (RFP-NR-25-002/BS) request for proposal specifications were posted and are available via Demandstar, including the scope of work and general conditions. Aside from having one (1) working supervisor who is licensed by the State of Florida Department of Agriculture

as a Pesticide Applicator and all other required licensing and insurance as described in the proposal documents, vendors are also required to obtain a City of Sanibel Business Tax Receipt (BTR) prior award of contract

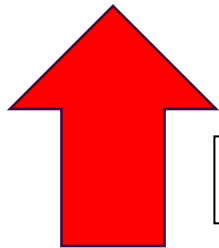
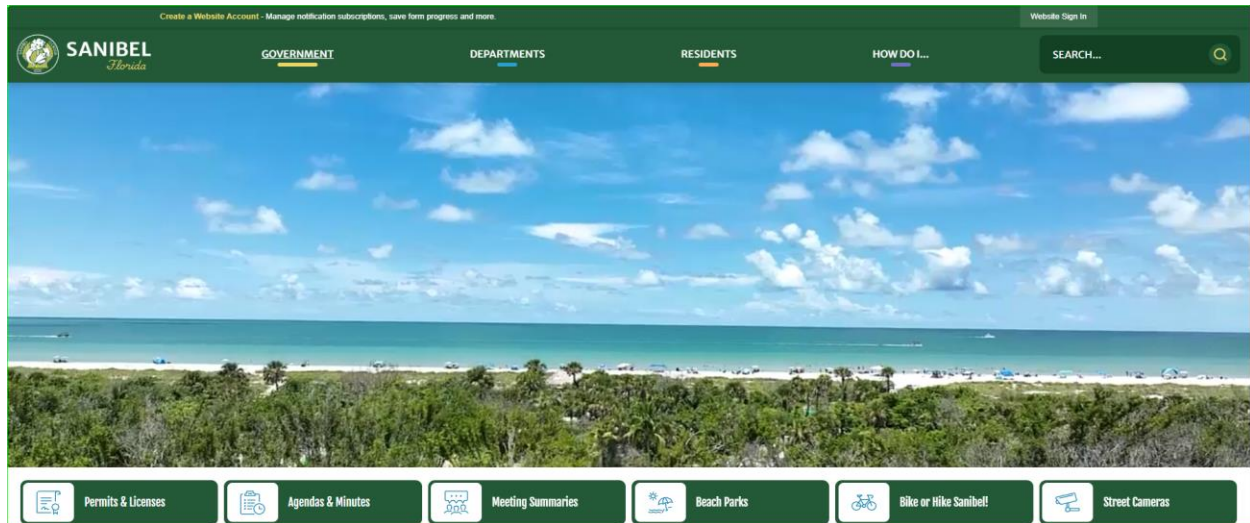
A. ACKNOWLEDGEMENT OF ADDENDA

- a. The Bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of bid.
- b. All other terms, conditions and specifications of RFP-NR-002-2025/BS remain the same.
- c. Receipt acknowledged by:

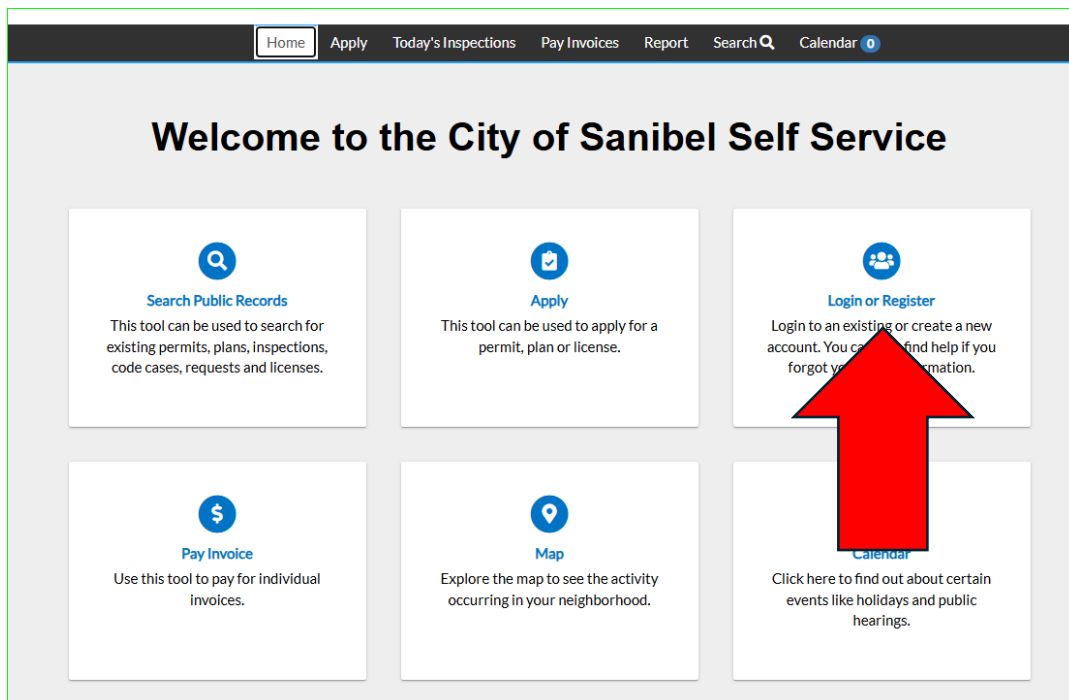
Authorized Signature & Date Signed

Title

Name of Firm



Click; Permits and Licenses



Click; Login or Register- If you do not have an account, you must register first, this process can take up to 24 hours to be approved. You must log into your portal before applying.

Welcome to the City of Sanibel Self Service



Search Public Records

This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.



Apply

This tool can be used to apply for a permit or license.



My Account

Click here to access your account information.



Pay Invoice

Use this tool to pay for individual invoices.



Map

Explore the map to see the activity occurring in your neighborhood.



Calendar

Click here to find out about certain events like holidays and public hearings.

Click; Apply

Application Assistant

Search for application names and keywords



All



Trending



My History



LICENSES



PERMITS



PLANS

[Show Categories](#)

[Show My Templates](#)

No trending application to display.

Type in the Business Tax Receipt you are looking for (Example, Handyman, Merchant Retail Sales. etc.).

If you are looking for the Rental Dwelling license Type in DWELLING- “Unlimited in resort district” is for a condo, “Limited to 4 weeks” is for a house. “> Over 6 months” is for an annual rental property.

Application Assistant

Search for application names and keywords Q

[All](#) [Trending](#) [My History](#) [LICENSES](#) [PERMITS](#) [PLANS](#)

[Show Categories](#) [Show My Templates](#)

Emergency Building Hurricane Category Name: SAN Building Emergency Description: Hurricane Ian Emergency Building Repairs Like for Like.	Apply
Emergency Roof Hurricane Category Name: Roof Description: Hurricane Ian Emergency Roof Re-Roofing	Apply
Bus Tax(Lic) Apartments, Rental Units Category Name: Services Housing Description: Apartments, Rental Units	Apply
Emergency Electrical Hurricane Category Name: Electrical Description: Hurricane Ian Emergency Electrical Repairs Like for Like.	Apply

Then Choose “apply” for the BTR you want to apply for.

Select Company Type ▼

Create New Business During Application

+

Always choose the top drop-down box if it lets you, then choose the plus sign.

Dashboard Home Apply My Work Today's Inspections Pay Invoices Report Search🔍 Calendar 0

Apply for License - Bus Tax(Lic) Apartments, Rental Units REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

RENEWAL

Do this with each step. DO NOT skip over the contact step, which is step 3 highlighted in yellow, if you do, It will say “Billing Contact Required” at the end of the application and it will not allow you to submit the application (See below).

✓ ✓ 3

Locations Type Contacts

CONTACTS

With contact types, sometimes the system automatically defaults yours select this Tile and add other Contacts. If it does not create an automati the Add Contact Tile and clicking on the plus sign.

The customer will simply click on the ADD button. Multiple contact typ

Select Type

Add Contact

+


Back Create Template

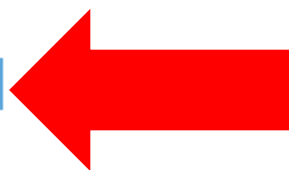
[Back to Application](#)

Add Contact

Add Contact As Owner

Search My Favorites

Search 




Type your name in and then click the magnified glass.

[Back to Application](#)

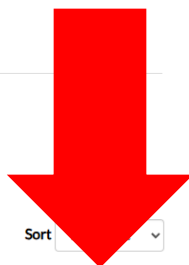
Add Contact



Add Contact As Owner

Search My Favorites

Search 

Sort ▼



Favorite	First Name	Last Name	Address	Company	Email	Action
			110 PERIWINKLE WAY SANIBEL FL 33957	CITY OF SANIBEL		Add
			930 DONAX ST SANIBEL FL 33957	CITY OF SANIBEL		Add

Click add on your contact information

STEP 5 ATTACHMENTS:

For any off-Island business, you must upload your SUNBIZ Documents and your Lee County Business Tax Receipt.

On Island Businesses you must upload your Sunbiz documents and any supporting documents for your type of business. Applications will not accepted that are incomplete.

Once you pay and submit your application please e-mail BUSINESSTAX@MYSANIBEL.COM we will then look over your application and require any additional information at that time.