



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 2

SOLICITATION NAME: ITB No. B237456JA – Specialty Diet Food

DATE OF ISSUE: June 13, 2023

---

The following information shall be included in the ITB documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

---

***When planning for the shipment of samples, we wanted to make you all aware of two days that the District offices will be closed - no one will be available to accept your packages.***

- ***Friday, June 16, 2023***
- ***Monday, June 19, 2023***

***In addition, our summer hours fluctuate a bit from week to week.***

***If mailing/shipping your items, the receiving dock hours are as follows:***

- ***June 14 & 15: 7:00am - 4:00pm***
- ***June 20 -23: 7:00am - 3:30pm***
- ***June 26 & 27: 7:00am - 4:00pm (note items are due by 2:00pm on the 27<sup>th</sup>)***

***If you are delivering the samples yourself, we can accept your items at the main reception area:***

- ***June 14 & 15: 7:00am – 5:15pm***
- ***June 20 – 23: 7:30am – 4:15pm***
- ***June 26 & 27: 7:00am – 5:15pm (note items are due by 2:00pm on the 27<sup>th</sup>)***

***Per item #3 in the Specifications (page 15,) IMPORTANT: Each sample submitted shall be clearly marked with Bidding Company Name, ITB Number, Item Number & Description.***

There are no other changes/questions at this time. Please acknowledge this addendum via Fillable Forms, Attachment B - Addenda Acknowledgement Form, in your submittal.

Thank you for your interest in The School District of Lee County.

Joni Al-Shabibi  
Procurement Agent