



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITN No. N197368ES – Printing Services

DATE OF ISSUE: October 25, 2019

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

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### Proposer' questions/issues and District answers:

Addition to the specifications of this ITN:

- Q1. I do have a couple of questions since this is proposal has added item that I am not sure what they are: 1. Letter of Transmittal, 2. Corporate Overview (would that be a letter stating what we do) and 3. Service Offerings.
- A1. See attached Exhibits 3, 4 and 5 for EXAMPLES of what the District is looking for.**
- Q2. We were on the list to quote about 3 years ago and when you renewed we were in the middle of moving and I missed the email, so I was just wondering if you have the old versions of who use to quote?
- A2. The information of our current solicitation for Printing Services can be found in our website as well <https://www.leeschools.net/cms/One.aspx?portalId=676305&pageId=1856111#bids-p>**
- Q3. We would like to submit a proposal for your student planners when those are available to bid. However, we won't be competitive from this distance (North Dakota) for your general print services. What information do I need to fill out on this particular form in order to be eligible to bid on student planners?
- A3. This ITN includes student planners. Proposers may submit a response for one, some or all products/services. As stated in Page 17 of this Solicitation: "Attachment A – Proposal Response Form (Pricing): Submit proposed prices. For products or services not offered by the Proposer, insert N/A in the cost column."**
- Q5. Just double checking are these to be submitted on line or in person or emailed? Please advise so we make sure we handle this correctly.
- A5. Sealed Proposals are to be submitted IN PERSON.**

**ADDITIONAL INFORMATION.....**

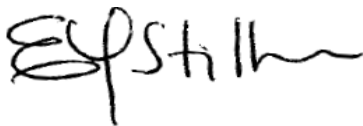
Preference given printing within the state – Statue 283.35. - When awarding a contract to have materials printed, the agency, university, college, school district, or other political subdivision of this state awarding the contract shall grant a preference to the lowest responsible and responsive vendor having a principal place of business within this state. The preference shall be 5 percent if the lowest bid is submitted by a vendor whose principal place of business is located outside the state and if the printing can be performed in this state at a level of quality comparable to that obtainable from the vendor submitting the lowest bid located outside the state. As used in this section, the term “other political subdivision of this state” does not include counties or municipalities.

**Please include (attached) Attachment H-a (PRINCIPAL PLACE OF BUSINESS)** - All Proposers shall complete Part A of the Principal Place of Business form. All out-of-state Proposer (Proposer with a principal place of business outside the State of Florida) shall have Part B of the form completed by an attorney representing the Proposer. Forms with incomplete information shall cause the bid to be deemed non-responsive. The District may accept a copy of a previously completed form that was submitted as part of a District or other Florida school district bid, if the form was submitted to the District or another Florida school District within one (1) year of the due date of the current bid, at the District’s sole discretion.

**REMINDER:** All proposals and client references (3) must be submitted to The School Board of Lee County, Department of Procurement Services, 2855 Colonial Boulevard, Fort Myers, Florida, 33966-1012, **no later than 2:00 p.m. local time on November 7, 2019** and plainly marked **ITN No. N197368ES. Proposals are due and will be opened at this time.**

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

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



***Edith Stiller,  
Procurement Agent***

**Exhibit 3**  
**c. Letter of Transmittal Example**

**Individuals authorized to make representations for ABCD, LLC:**

- i. Name: John Douglas**  
**Title: Owner**  
**Address: 2855 Colonial Boulevard, Forts Myers, FL 33966**  
**Email: [john.douglas@abcd.com](mailto:john.douglas@abcd.com)**  
**Office: (123) 456-7891**  
**Cell Phone: (123) 456-7892**

**Name: Ava Douglas**  
**Title: Sales Representative**  
**Address: 2855 Colonial Boulevard, Forts Myers, FL 33966**  
**Email: [ava.douglas@abcd.com](mailto:ava.douglas@abcd.com)**  
**Office: (123) 456-7891**  
**Cell Phone: (123) 456-7893**

- ii. There are no variances to the specifications or terms and conditions.**

**Sincerely,**

**John Douglas**  
**Owner**  
**ABCD, LLC**  
**213-456-7891**  
**[John.douglas@abcd.com](mailto:John.douglas@abcd.com)**

**Exhibit 4**  
**Corporate Overview Example**

**ABCD, LLC was founded in 1991 to address printing services needs in the local market of Fort Myers, Florida. ABCD, LLC is located at 2855 Colonial Boulevard, Fort Myers, FL 33966.**

**John Douglas is the owner of the company. There are three Sales Representatives, including Ava Douglas, which would be the leader of this account, eight operative personnel and two administrative personnel.**

- I. Date of inception for MEI is 07/01/1991.**
- II. We service primarily Lee, Collier and Charlotte Counties with strategically chosen large multi-sites customers throughout the State of Florida.**
- III. We take utmost care to protect our customers and their information.**
- IV. Litigation: None**
- V. Ethics: ABCD, LLC as a small family owned business does not maintain a formal written ethics policy. The business values emanate from ownership. As a second generation of printing services offering. ABCD, LLC maintains a philosophy of putting the customer first. This is the best exemplified through our numerous references.**
- VI. Safety: All Operative Personnel is expected to take every precaution to maintain a safe and clean jobsite. Management is typically on site and are tasked with teaching, correcting, or (sometimes) removing employees that do not conduct themselves in a safe professional manner.**
- VII. ABCD, LLC previously operated as WXYZ, LLC.**

**Exhibit 5**  
**Service Offering Example**

ABCD, LLC offers the following printing services:

- **Banners**  
Size: 2 ft x 4 ft, 2 ft x 6 ft, 2 ft x 8 ft, 3 ft x 5 ft  
Color options: Full Color Front, Two Color Front, One Color Front.  
Finishing: Grommets, Pockets – Top & Bottom, Pockets – Left & Right, None.  
Wind Slits: No – Yes
- **Brochures/Flyers**
- **Business Cards:**  
EDGE Business Cards  
Silk Cards  
Spot Color Business Cards  
Low Price Business Cards  
Full Color Business Cards
- **Business Forms**  
Towing Dispatch Books  
Laser/Inkjet Check
- **Carbonless Forms**  
Blank Carbonless Forms  
Carbonless Legal Forms – Generic Order Form  
Cash Receipt Books – CRB 110  
Cash Receipt Books – CRB 114, 119 and 120

Sincerely,

John Douglas  
Owner  
ABCD, LLC  
213-456-7891  
[John.douglas@abcd.com](mailto:John.douglas@abcd.com)

**ATTACHMENT H-a - PROPOSER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS  
AND OPINION OF OUT-OF-STATE BIDDERS'S ATTORNEY ON BIDDING PREFERENCES**

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**PART A. TO BE COMPLETED BY ALL BIDDERS – STATEMENT OF PRINCIPAL PLACE OF BUSINESS**

Name of Firm/Individual Bidding: \_\_\_\_\_

Identify the State in which the Bidder has its principal place of business: \_\_\_\_\_

Identify the political subdivision in which Proposer has its principal place of business: \_\_\_\_\_

\_\_\_\_\_  
Signature of Legally Authorized Proposer's Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Legally Authorized Proposer's Representative

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**PART B. TO BE COMPLETED BY OUT-OF-STATE PROPOSERS (Proposers with a principal place of business outside of Florida)**

**OPINION OF OUT-OF-STATE PROPOSER'S ATTORNEY ON BIDDING PREFERENCES**

*(Sections I and II must be completed by the Attorney for an Out-of-State Proposer)*

**NOTICE:** Section 287.084(2), Florida Statutes provides that "a vendor whose principal place of business is outside this State must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Florida Statutes.

**Section I. LEGAL OPINION ABOUT STATE BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The Proposer's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_\_ The Proposer's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in the state: (Please describe applicable preference(s) and identify applicable state laws(s)): \_\_\_\_\_

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**Section II. LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The Proposer's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_\_ The Proposer's principal place of business is in the political subdivision of \_\_\_\_\_ and the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in the political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]: \_\_\_\_\_

\_\_\_\_\_  
Signature of out-of-state Proposer's attorney: \_\_\_\_\_

\_\_\_\_\_  
Printed name of out-of-state Proposer's attorney: \_\_\_\_\_

\_\_\_\_\_  
Address of out-of-state Proposer's attorney: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number of out-of-state Proposer's attorney: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Email address of out-of-state Proposer's attorney: \_\_\_\_\_

\_\_\_\_\_  
Attorney's state of bar admission: \_\_\_\_\_