



THE SCHOOL DISTRICT OF LEE COUNTY

PROCUREMENT SERVICES DEPARTMENT

Lorie Nein, Procurement Agent

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITB No. B197362LN – Promotional Products including Awards, Banners, Name Tags and Trophies

DATE OF ISSUE: May 28, 2019

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

Bidders' questions/issues and District answers:

Q1. In reviewing the subject invitation to bid, I see that there is a requirement for automobile liability insurance. My company has no vehicles so I would like to know if this particular requirement is one with any flexibility

A1. *Yes. Attach a notarized statement with the following information:*

1. *Company does not own or utilize company vehicles for their business.*
2. *Vendor will not be using any vehicles to provide services for this solicitation. If this should change, a copy of the Certificate of Insurance must be provided immediately.*

Q2. If you can clarify or explain the following statements. I would like to make sure I put the correct information.

- 1) Balance of line percentage discount (BOL). from page 21
- 2) Balance of Line: - from page 21 & 22 under the Catalog/Manufacturer, Minimum percentage discount area.

A2. *Q2.1. Any item in the catalog not listed in the above percentage discount.*
Q2.2. Any item in the catalog not listed in the above percentage discount.

Q3. I have works comp, and general liability insurance and of course auto insurance, but what is other insurance? I have a personal umbrella policy, should that work?

A3. *Yes.*

Q4. Also, what do you guys need for indemnification?

A4. *As stated on Attachment C (Section 3-Indemnification) – Vendors signature validates this requirement. No other information is required for indemnification.*

Q5. What do you mean by Lee County school board should be named as certificate holder?

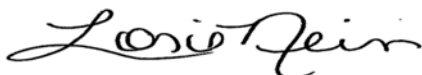
A5. *The School Board of Lee County shall be listed on the Certificate of Insurance as a Certificate Holder.*
Example:

| CERTIFICATE HOLDER |
|--|
| The School Board of Lee County, Florida Attn: Procurement Services 2855 Colonial Boulevard Fort Myers, FL 33966 |

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

REMINDER: This bid must be submitted to The School District of Lee County, Department of Procurement Services, 2855 Colonial Boulevard, Fort Myers, Florida, 33966-1012, **no later than 2:00p.m. local time on June 6, 2019** and plainly marked **ITB No. B197362LN**. Bids are due and will be opened at this time.

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



Lorie Nein | Procurement Agent