



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITB No. B247489DO Paper Products for District Warehouse Operations

DATE OF ISSUE: September 5, 2024

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.

Proposers' questions/issues and District answers (District answers are italicized):

Q1. Can you please provide the estimated annual usage for each line item?

A1. *This information is not available at this time.*

Q2. Any way to provide an excel or word doc attachment of the bid line items, that we can share with vendors?

A2. *3. B247489DO – Bid Response Form (Reference for Bid Table) has been uploaded to Public Files and is available for download. Please make sure you are completing the Bid Table in Bonfire, as that is the version that will be evaluated.*

Q3. Is delivery only to your warehouse?

A3. *Yes.*

Q4. Please advise what type of proof we can provide for "Fleet Vehicle List." What do you need exactly?

A4. *A list showing that your firm has sufficient vehicles to deliver items to our warehouse*

Q5. May we state the pallet quantity per Liner, in hopes that you would order in pallet quantities?

A5. *Minimum 250 cases per pallet.*

Q6. Do I need to watch the video for both submissions or is just the one time OK?

A6. *One time is ok. The tutorial video is not mandatory, but is recommended as I explain where and how to submit.*

Q7. Can we get the bid list of items for both ITBs in excel or is there a way to download them for our pricing teams?

A7. *3. B247489DO – Bid Response Form (Reference for Bid Table) has been uploaded to Public Files and is available for download. Please make sure you are completing the Bid Table in Bonfire, as that is the version that will be evaluated.*

Q8. Can you please provide an annual usage history for the 10 paper products listed in the ITB?

A8. *This information is not available at this time.*

Q9. Can you please confirm on page 2 of the fillable forms that that "5. Other Insurance as indicated below : a) Professional Liability \$1,000,000.00" would not be a requirement because it is not relevant to the sale of paper products?

A9. *Yes. Once notified of award, the awarded vendor(s) must provide the Certificate of Insurance within 5 business days.*

Q10. Can you please provide us with the type of award for the Bid?

A10. *This Invitation to Bid will be a multi award per the line item.*

Q11. Please provide us with an estimated quantity for this bid.

A11. *This information is not available at this time.*

For Clarification:

The District reserves the right to order from another awarded vendor when items are delayed in shipment.

If product is not available, the awarded vendor must respond within 2 business days with an alternative or item unavailable to fill. Should the item be unavailable, the District reserves the right to order from another awarded vendor.

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.

A handwritten signature in black ink, appearing to read 'Derek Ochoa', with a long horizontal line extending to the right.

Derek Ochoa
Procurement Agent