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REQUEST FOR BID No. 17-022 Addendum No. 3 30 October 2017

PEACH COUNTY GEORGIA

Removal of Storm Debris From Public Rights-of-Ways

PURPOSE: Address Written Questions

ADDENDUM 3:

- Question:** Page 2 starts instructions to bidders. Number 2-4 seem like they need to be included in the proposal but the rest are instructions.
 - How is the proposal to be set up?
 - Do we need 3 tabs: Qualifications of Bidder, References and Contact Information or do we just need to make sure all that information is included in our proposal along with the required forms?

Answer: There is no predefined format for bid proposals to be submitted. Bidders are free to present the bid proposal any way they deem appropriate as long as all information requested is included. Any bid proposals submitted without all information requested and required documentation can be considered non-responsive and eliminated from consideration.

- Question:** Page 5 states that our proposals need to be permanently bound. Are plastic binder combs acceptable? If not, what is acceptable?
Answer: Yes. Any method of binding is permissible as long as no individual sheet can be removed from the bid proposal. Examples of unacceptable methods to bind the bid proposal are black spring clips, paperclips or other temporary binding solutions.
- Question:** Page 31 Form B says to complete and submit, but it is blank. How do we proceed?

Answer: Form B the “Peach County Vendor Form” was left out due to technical issues. Submit bid Proposals without this form. The winning bidder will be asked to fill out this form as part of the agreement.

4. **Question:** Page 32 is the W9 form. Do we need to use the County’s Form or can we submit our own W9?

Answer: Yes, you may use your own version of the W9 form, or you may use the County W9 form. Please be sure that all information on the County form is included with your form.

5. **Question:** The advertisement says to address sealed bids to April Hodges and page 5 of the RFB says to address sealed bids to Janet Smith. Which is correct?

Answer: The County recognizes the discrepancy between the advertisement and the bid documents. Bids addressed to either April Hodges or Janet Smith will be accepted. Be sure that the RFB No. 17-022 is annotated on the outside of the envelope.

6. **Question:** Page 9 states that we are to submit the following forms completed and notarized and lists all the forms.

- a. Are we to notarize all forms, even the ones without a notary spot?
- b. If they all need to be notarized, are we allowed to alter forms to add in the notary information?

Answer: Only those forms that have notary seal requirements printed on the form are required to be notarized. No form should be altered from the original format in the RFB.