



Board of County Commissioners • Escambia County, Florida

Paul R. Nobles/Purchasing Manager  
Office of Purchasing

January 30, 2019

To: All Known Prospective Bidders

**Addendum Number 2:**

Re: Crockett Street & Crestfield Circle Drainage Improvements, Phase I;  
Specification Number PD 18-19.011

All:

We recently sent you an Invitation to Bid on the above-mentioned specification.

This Addendum Number 2 provides for:

**Changes to the Bidders Checklist and Important Notice - Page 1**

The attached revised Bidders Checklist and Important Notice replace page V and page 1 in the solicitation.

This Addendum Number 2 is furnished to all known prospective bidders. Please sign and return one copy of this Addendum, with original signature, with your bid as an acknowledgement of you having received same. You may photo copy for your record.

Sincerely,

A handwritten signature in blue ink that reads "Emily D. Weddington".

Emily D. Weddington, CPPB  
Purchasing Coordinator

Acknowledgement of Receipt of Addendum 2:

SIGNED: \_\_\_\_\_

COMPANY: \_\_\_\_\_

Attachments

**ESCAMBIA COUNTY FLORIDA  
INVITATION TO BID  
BIDDER'S CHECKLIST  
Crockett Street & Crestfield Circle Drainage Improvements, Phase I  
SPECIFICATION PD 18-19.011**

**HOW TO SUBMIT YOUR BID:**

- Please review this document carefully. Offers that are accepted by the county are binding contracts. **Incomplete bids are not acceptable.** All documents and submittals shall be received by the office of purchasing on or before date and hour specified for receipt. Late bids will be returned unopened.
- \* *Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents*

**THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH BID:**

- Solicitation, Offer, and Bid Form (Excel Spreadsheet Bid Tabulation Form printed), with Original Signature in indelible ink. Bids with photocopies, scanned, or digital signatures will not be accepted.
- ~~Excel Spreadsheet Bid Tabulation Form printed and via electronic format (CD or flashdrive)~~
- Bid Surety (Bond, Check, Etc.)

**THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID:**

- Letter from Insurance Carrier as Specified in the "Insurance Requirements."
- Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes, On Entity Crimes
- Drug-Free Workplace Form
- Information Sheet for Transactions and Conveyances Corporate Identification
- Certificate of Authority to Do Business from The State of Florida
- Occupational License
- Florida Department of Business and Professional Regulation – License(s), Certification(s) and/or Registration(s)

**BEFORE YOU SUBMIT YOUR BID, HAVE YOU:**

- Placed your bid with all required submittal items in a sealed envelope clearly marked for specification number, project name, name of bidder, and due date and time of bid receipt?

**THE FOLLOWING SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:**

- Certificate of Insurance
- Payment and Performance Bonds

**HOW TO SUBMIT A NO BID:**

If you do not wish to bid at this time, please remove the bidder Solicitation, Offer and Bid Form from the bid solicitation package and enter No Bid in the "**Reason for No Bid**" block, your company's name, address, signature, and return the bidder Solicitation, Offer and Bid Form in a sealed envelope. This will ensure your company's active status in our bidder's list.

**This checklist is for your convenience to assist in filling out your bid only.**

**DO NOT RETURN THIS CHECKLIST WITH YOUR BID.**

**\*\*\*IMPORTANT NOTICE\*\*\***

**THE BID FORM FOR THIS SOLICITATION IS NOW LOCATED ON THE ATTACHED EXCEL SPREADSHEET:**

**“PD 18-19.011 Bid Form for Crockett Street & Crestfield Circle Drainage Improvements, Phase I”**

**BIDDERS ARE REQUIRED TO COMPLETE THE BID FORM ON THE EXCEL SPREADSHEET AND PRINT IT FOR SIGNATURE.**

**THE PRINTED BID FORM MUST BE SUBMITTED WITH AN ORIGINAL SIGNATURE OR THE BID WILL NOT BE ACCEPTED. ~~OR THE BID WILL NOT BE DEEMED NON-RESPONSIVE~~**

**THE EXCEL SPREADSHEET MUST BE COMPLETED AND SUBMITTED VIA ELECTRONIC FORMAT (CD OR FLASH DRIVE). FAILURE TO SUBMIT VIA ELECTRONIC FORMAT WILL NOT BE CAUSE FOR THE BID TO BE REJECTED.**