



ADDENDUM #1
Questions & Answers

1) QUESTION:

Does the 50 page maximum include the city's certification forms?

ANSWER:

The 50 page maximum does not include the certification forms.

2) QUESTION:

When payments are rendered for work, is there an alternative payment option or is it only by Purchase Card?

ANSWER:

Purchase cards are one form of payment. We also issue purchase orders. Please see the following terms and conditions:

PURCHASE CARDS: When accepted by the vendor, transactions totaling \$5,000.00 or less may be paid by purchase card. Purchase cards can be used as an alternate form of payment for contracted services which are a result of the competitive bidding process. The Contractor shall not charge a convenience fee or surcharge to the City for transactions paid by purchase card.

PURCHASE ORDERS are required by the City of Sebring when a contract/agreement is established as a result of the competitive bidding process. Once the contract/agreement is in effect, it will be the responsibility of the department to submit a request for a purchase order. The purchasing office will generate the purchase order, which is then emailed to the vendor at the email address provided by the vendor, as well as the department initiating the request.

ACKNOWLEDGEMENT

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response in the space provided on the Submittal Checklist included in the original solicitation document. Failure to do so may subject the bidder to disqualification.