



**HIGHLANDS COUNTY  
BOARD OF COUNTY COMMISSIONERS  
(HCBCC)  
PURCHASING DIVISION**

DATE: March 5, 2021, 2021

BID NO. ITB 21-013 ADDENDUM No. 1

Project: Janitorial Supplies

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This addendum is being issued to answer questions received and provide additional information requested.

**Question and Answer**

1. Can you provide a copy of the last Bid Tab?

**Answer:** Attached is the bid tabulation from ITB 19-001

2. Your excel sheet does not list any Annual Usage Estimates- could you provide that info?

**Answer:** See attached Estimated Usage. The Sheriff and other agencies often piggy back this solicitation. Their quantities are not shown.

3. In your specs, I read that orders will be placed "as needed" and "no minimum per order" allowed (pg12, B/3), but on Pg 16, the form is asking for a Minimum order Requirement/Order (not per delivery location). Pls explain.

**Answer:** If your company has a minimum order quantity you must note it on the bid form.

4. Can we state a minimum order value- per stop- per order?

**Answer:** You can state that as an exception to the specifications. The County has the right to determine what is in the best interest of the county related to order minimums.

5. Will you purchase in Case Qtys?

**Answer:** Yes

6. What is the annual expenditure for this bid?

**Answer:** \$25,000

7. Item 45, Jumbo Tissue. Pls confirm this is the 12" rolls

**Answer:** Yes 12" covered

8. Item 46, pls confirm this is for Standard Roll Tissue. Do you want Open dispenser or covered disp? Side by side or "top/bottom"?

**Answer:** Covered, some side by side

9. Item 61, pls confirm this is for 12" tissue rolls

**Answer:** Yes

10. Item 104, can you pls provide more info on this item?

**Answer:** Foam hand soap dispensers for bathroom sinks.

11. I am reaching [out] for a tabulation from the last Janitorial Supplies bid. Please send me a copy or let me know where I can retrieve this document.

**Answer:** Please see answer to item #1 above.

12. Upon review, if there are bid terms and conditions Vendor may not be able to agree to, will Highlands County allow Vendor to include clarifications or exceptions as part of its bid submission?

**Answer:** A Vendor can use exceptions to note different terms & conditions. The County will determine if it is in the best interest of the county to accept other terms and conditions.

13. Specifically, if there are insurance requirements that Vendor may not be able to agree to will Highlands County consider exceptions to insurance terms and conditions?

**Answer:** Insurance exceptions can be considered by the county.

14. Will Highlands County waive the notary requirement? Due to Covid-19 and safety precautions, our employees are working from home during this pandemic and therefore do not have convenient access to notary signatures.

**Answer:** A remote notary can be used. Google search and this can be found.

15. Does Highlands County consider electronic signatures to be valid "original" signatures (i.e.: DocuSign)?

**Answer:** Electronic signature by docusign, adobe sign are acceptable.

16. Can Highlands County please provide vendors with the most recent bid tabulation for awarded pricing and Unit of Measure for the items in the current bid?

**Answer:** See answer to item #1.

17. Renewals

- Are renewals available?
- If there are renewal terms available, are they at the sole discretion of Highlands County or by mutual consent of Highlands County and Vendor?
- Are price increases permitted? If so, at what frequency?

**Answer:** Yes renewals are available with mutual agreement, No price increase.

18. Both the Public Entity Crimes document as well as the Scrutinized Companies Certification appear to require notarization in the state of Florida. Please confirm if this is accurate.

**Answer:** Notarized from any state will work and the form can be adjusted to reflect the state.

19. Is this intended to be a one-time purchase, or is Highlands County seeking to establish a specific contract period?

**Answer:** The term is for one year with mutual agreement the term can be extended annually up to 3 years.