



THE CITY OF DAYTONA BEACH OFFICE OF THE PURCHASING AGENT

Post Office Box 2451
Daytona Beach, Florida 32115-2451

Phone (386) 671-8080
Fax (386) 671-8085

ADDENDUM NO. 4

DATE: March 25, 2020
PROJECT: ITB 20361
LANDSCAPE MAINTENANCE-MISC LOTS
OPENING DATE: April 16, 2020

This addendum is hereby incorporated into the Bid Documents for the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strikethrough~~.

1. Only online submittals will be accepted. No paper bids either mailed or otherwise hand delivered will be accepted. To submit an online bid visit <http://www.codb.us/841/Purchasing> and click "public solicitation", click your desired bid, finally "Submit Bid" at the top of the page.
2. Changes to Instructions to Bidders

2. COMPLETING THE BID. In order for the Bid to be considered complete:

- A. The Bid Proposal Letter, the Bid Schedule, and all other required Forms must be completed. All blank spaces must be completed filled with dark ink or via typing. ~~All corrections and erasures must be initialed by the party submitting the Bid on behalf of the Bidder.~~
- B. All information/documentation that is required to be submitted by this solicitation must be provided in the manner indicated.
- C. The Bidder is requested to submit only the Bid Proposal Letter and other Forms, documents, and information specifically required. Any extraneous documents or information submitted by the Bidder will be discarded. The Bidder be asked to sign a written contract only if the City awards a contract to Bidder.
- D. Where the Bid Schedule only calls for unit prices ~~Unless Special Instructions are included in this solicitation specifically allowing for partial or lot-by-lot bids where the Bid Schedule only calls for unit prices,~~ the Bidder must provide quotes for all unit prices and extended unit prices (if any) as set forth in the Bid Schedule unless Special Instructions are included in this solicitation specifically allowing for partial or lot-by-lot bids. If this solicitation allows for partial or lot-by-lot bids, the Bidder must comply with the Special Instructions in completing filling out the unit prices and extended unit prices set forth in the Bid Schedule.
- E. The Bid Price (including unit prices and extended prices if applicable), must be stated in numerals.

~~F. If this solicitation requires unit prices and there is a conflict between the unit prices and the extended totals, the unit price will take precedence. Likewise, discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.~~

G. The Bidder must not submit alternative bids unless this solicitation specifically authorizes alternate bids. If this solicitation specifically allows the submission of alternate bids, the Bidder must submit the standard and the alternative bid in order to be considered responsive.

H. The Bid may not contain qualifications or exceptions of any kinds.

I. All other submittal requirements stated herein must be met.

4. **REQUESTS FOR INTERPRETATIONS.** If the Bidder is in doubt as to the meaning of any of the Bid Documents or other Contract Documents included in this solicitation, the Bidder may submit a written request to the City for an interpretation, care of the Purchasing Agent at the address set forth in the Invitation for delivery of the completed bid or on-line through the Bid Platform. Such requests must be received **10 days** prior to bid opening in order to be considered. The City is not obligated to respond to such requests. Any clarification or interpretation issued by the City in the form of a written addendum or on-line response will be deemed to be a part of the Bid Documents.

No oral clarification or interpretation will be binding.

Questions may also be submitted online through the City's Bid Platform. Prospective bidders may ask questions which will be forwarded to the project manager. Any responses will be posted in the form of an addendum or replied to the public through the online Bid Platform. The bidder is responsible to view the online responses at the web site listed above before submitting their bid.

~~7. **BID ENVELOPE.** The Bid, including the Bid Proposal Letter, all other required Bid documents, and required bid security, must be returned in an opaque, sealed envelope. The envelope must display the name and address of the Bidder, the bid number and name of the bid/contract as set forth on the Invitation to Bid, and the date and time scheduled for bid opening. The envelope must be addressed to:~~

Purchasing Agent

City of Daytona Beach

Room 146

301 S. Ridgewood Avenue

Daytona Beach, FL 32114

7. **SUBMISSION OF ON-LINE BIDS.** The City will only accept on-line Bids for this solicitation through its Bid Platform. The City's only authorized Bid Platform is Vendor Registry, accessible through the City's website www.codb.us/841/Purchasing under the link to "Public Solicitation", then by selecting the proper bid and clicking "Submit Bid". No other forms of on-line bids will be accepted. Any reference in this document to "sealed bids" is hereby replaced with "sealed on-line Bids".

8. **AMENDMENT AND WITHDRAWAL OF BID.** The Bidder may amend or withdraw the Bid at any time prior to bid opening, ~~but only with prior written notice to the Purchasing Agent, submitted in the same manner as the Bid. The notice must be signed by a properly authorized agent of the Bidder.~~

Mere negligence on the part of the Bidder in preparing the Bid does not constitute a right to withdraw the Bid subsequent to bid opening.

~~Amendments may be made only through the submission of a complete Bid along with a written statement, signed by the same person who signed the Bid, that the submission is intended to fully replace the Bidder's earlier submission. The City is not required to honor an amendment that fails to comply with this Paragraph 10.~~

10. BID OPENING. Bid opening will be scheduled at the ~~location and on the~~ date and time specified by the Invitation for Bid, or by any applicable Bid Addenda or response that the City may issue. At bid opening, the City will open and record the Bid so long as it is proper and has been timely submitted. In recording the Bid the City will state the name of the Bidder and the Bid Price. The bid tabulation will be reviewed and verified by the Buyer after opening by the Purchasing Agent, or her designee.

The Bidder is solely responsibility to ensure that the Bid is submitted on-line time and date stamped by the Purchasing Agent prior to bid opening date and time. Late bids will be rejected ~~and returned unopened. The Bidder may be present at bid opening but is not required to be present.~~

14. BIDS AND PUBLIC RECORDS. Sealed bids received by the City pursuant to this solicitation will be temporarily exempt from disclosure in accordance with Florida's Public Records Laws. Thereafter, bids will be open for inspection by any person pursuant to Public Records Law.

If the Bidder believes that the Bid or any portion thereof is permanently exempt from disclosure under the public records laws, the Bidder must state the grounds for this position in CAPITAL LETTERS on a cover sheet accompanying the sealed bid in a certified letter addressed to the Purchasing Agent and received at least 3 days prior to the Bid Opening -. The Bidder will be contacted prior to the opening of the Bid and a determination will be made as to whether or not it is exempt prior to opening. If a determination is made that it is not exempt from disclosure, the Bidder may withdraw the sealed bid.

16. BID OPENING RESULTS. The Bidder may secure information pertaining to bid opening results on the Purchasing Division webpage under the "Expired Solicitations" link and selecting "Documents" to view the Bid tabulation, ~~by visiting the Purchasing Division Office Monday through Friday between 8:00 am and 3:00 pm, or by emailing a request to purchasing@codb.us. Copies of bid tabulation sheets will be furnished upon request and receipt of a valid email address or self-addressed stamped envelope.~~

3. All other terms and conditions remain the same.

The Bidder shall acknowledge receipt of this addendum on the Bid Proposal Form.

The City of Daytona Beach
Kirk Zimmerman, CPPB
Buyer

Posted online at <https://www.codb/841.us>