



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

DATE: January 2, 2020

BID NO. ITB 19-055 ADDENDUM No. 2

Project: Parkway Mowing Ph III

This addendum is being issued to revise the bid deadline and to answer questions received.

1. The Bid deadline has been revised to January 10, 2019 at 3:30 p.m.

Questions and Answers:

1. For ITB 18-028...Can you tell me what the acreage was for that bid?

Answer: 66 acres. This information is also available on the Vendor Registry site under expired bids and the ITB 18-028. Please note this bid was not for the same roadway.

2. Could we get a copy of the current bid tab?

Answer: There is not a bid tabulation at this time. This is a new road and this is the first time the mowing for this road has been solicited for bids.

3. Will invoices be do and paid after each cut are billed out at the end of the month with a net 30 days?

Answer: The County will follow the Local Prompt Payment Policy in accordance with the solicitation documents Section IV. I. See attached Payment Policy. Invoices shall be submitted within 5 days of the completion of the work for processing.

4. The areas in red on the map what is the definition of a few times a year?

Answer: It is anticipated that the red area on the map will require mowing 4 times a year.

Highlands County Purchasing Manual, Section 16. Item D.

D. Payment Procedures

1. Prompt Payment Policy

a. Purpose

The Highlands County Board of County Commissioners ("Board") reaffirms its commitment to ensuring that vendors and Contractors who provide goods and/or services requisitioned by the Board and its Employees for Highlands County, a political subdivision of the State of Florida ("County"), receive payment for such goods and/or services on a timely basis pursuant to this Prompt Payment Policy and the Local Government Prompt Payment Act, Part VII of Chapter 218, Florida Statutes ("Local Government Prompt Payment Act"). This Prompt Payment Policy is adopted in an effort to:

- i. Provide requirements to ensure that the County issues prompt payment of a proper invoice to a vendor or Contractor;
- ii. Provide requirements for action by the County upon receipt of a payment request or invoice;
- iii. Provide invoicing requirements for vendors and Contractors to ensure invoices contain sufficient detail; and
- iv. Establish and provide procedures for the dispute resolution process with vendors and Contractors concerning payment of payment requests and invoices.

b. Scope

This Prompt Payment Policy applies to all operations of the Board.

c. Generally

The Board hereby establishes this Prompt Payment Policy in accordance with the Local Government Prompt Payment Act; provided, however, that this Prompt Payment Policy shall supersede the Local Government Prompt Payment Act to the extent the standards of this Prompt Payment Policy are more exacting.

d. Authority

The Board hereby delegates to the County Administrator, or his or her designee, the responsibility for execution of this Prompt Payment Policy.

e. Receipt of Payment Request or Invoice

All payment requests or invoices received by the Board shall be marked as received on the date on which it is delivered to the agent, Employee, facility or office of the Board designated in the contract, agreement or

Purchase Order, or, if otherwise undesignated, the payment request or invoice shall be delivered to:

Highlands County Board of County Commissioners
Attn: Business Services Director
600 South Commerce Ave.
Sebring, FL 33870

f. Requirements of a Proper Invoice

The requirements of a proper invoice ("Proper Invoice") shall be set forth in the agreement or contract governing the purchase. However, no invoice shall be considered a Proper Invoice unless the invoice is an original invoice, is delivered to the Board in accordance with the contract, agreement or Purchase Order, and sets forth the following information:

- i. The invoice shall set forth the name of the business organization that is recited in the County Purchase Order; and
- ii. The invoice shall set forth the date of its preparation; and
- iii. The invoice shall set forth an identifying number to facilitate identification of the invoice; and
- iv. The invoice shall set forth a description of the goods or services or property provided to the County; and
- v. The invoice shall set forth the part or item number for each item or part delivered; and
- vi. The invoice shall set forth the delivery terms set forth within the County's Purchase Order; and
- vii. The invoice shall set forth the location and date of delivery of the goods or services or property to the County; and
- viii. The invoice shall set forth the quantity of the goods or services or property provided to the County; and
- ix. The invoice shall set forth the unit price of the goods or services or property provided to the County;
- x. The invoice shall set forth the extended total price of the goods or services or property provided to the County;
- xi. The invoice shall set forth all applicable charges and discounts; and
- xii. The invoice shall not request or charge sales tax.

2. Issuance of Payment

- a. All payments will be charged against the respective Purchase Order, where applicable.
- b. When mailed invoices, credit memos, monthly statements, etc., are received by a department, the department/division shall promptly forward

- them to the Purchasing Division with a General Receiving Report or Purchase Order.
- c. When an invoice is received from a vendor in excess of the Purchase Order, the receiving department/division must resolve the differences. After the differences have been resolved, the invoice shall be submitted to the Purchasing Division along with the General Receiving Report or the Purchase Order.
 - d. For a Bid or contract, the Bid or contract price is the firm payment limit, unless a change order has been issued, except for Annual Bids. Purchasing from an Annual Bid is on as-needed basis.
 - e. Upon receipt of a General Receiving Report or Purchase Order, the Clerk's Payables Department will process it for payment in accordance with their procedures. The Clerk's Office will maintain all invoices and payment documents, in accordance with Chapter 119, Florida Statutes.