

ADDENDUM No. 1

Bureau of General Services - Procurement Section
Florida Department of Environmental Protection
3800 Commonwealth Blvd, MS93
Tallahassee, Florida 32399-3000

January 25, 2019

Addendum To: DEP Solicitation No. 2019008, entitled "Media Services"

In accordance with Section 2.08, the Department hereby formally amends the Solicitation No. 2019008. The amended sections are as follows:

- Section 1.02 Timeline of Events
- Section 2.13 Submittal of Bid
- Solicitation Acknowledgement Form

1.02 Timeline of Events. [Addendum No. 1](#)

The following schedule will be strictly adhered to in all actions relative to this Solicitation. The Department reserves the right to make adjustments to this schedule and will notify participants in the Solicitation by posting an addendum on the Vendor Bid System (VBS). It is the responsibility of the Bidder to check VBS on a regular basis for such updates.

EVENTS	DATES	TIME	LOCATION/METHOD
ITB Advertised	January 10, 2019		Vendor Bid System
Vendor Questions Due	January 21, 2019	3:00 PM	Email to Procurement Officer
Questions & Answers Addendum, on or about Addendum No. 1	January 24, 2019 January 30, 2019		Vendor Bid System
Sealed Bids Due Addendum No. 1	February 4, 2019 February 11, 2019	3:00 PM	<u>Mail to Department:</u> ITB 2019008 Bureau of General Services, Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
Public Opening Addendum No. 1	February 5, 2019 February 12, 2019	10:00 AM	Conference Room 153 3800 Commonwealth Blvd Tallahassee, Florida 32399-3000
Intent to Award, on or about Addendum No. 1	February 18, 2019 February 25, 2019		Vendor Bid System

***All times referenced in this solicitation are current local times in Tallahassee, Florida**

2.13 Submittal of Bid. **Addendum No. 1**

NOTE: This section supersedes Section 2.00, General Instructions to Bidders (PUR-1001) Paragraph 3, Electronic Submission of Responses.

Bid must be received in accordance with VBS and Timeline of Events. Sealed Bid must be executed and submitted in a sealed envelope. **The face of the envelope shall contain the Bid number (#2019008) and opening date.** All Bids are subject to the conditions specified herein. Those that do not comply with these conditions shall be considered nonresponsive and therefore rejected.

Using the instructions outlined below, the Bidder must complete all forms and provide the detail information as requested in the ITB. If a portion of any section is omitted, or incomplete, the Bid may be deemed nonresponsive and rejected at the discretion of the Department.

Bid submission shall include one (1) hard copy (Original) and one (1) electronic copy of the entire Bid. The electronic copy must be submitted on CD, DVD, or USB-compatible memory stick. One (1) CD/DVD/USB containing all documents is preferred, but multiple CDs/DVDs/ USBs are acceptable. **Each CD/DVD/USB must indicate the Bidder's name, ITB number, and a title (if separated).**

The content and page sizes contained on the electronic copy must be identical to the hard copies. Files included on the CD/DVD/USB must be uncompressed and submitted in a format readable by Microsoft (MS) Word 2013®, MS Excel 2013®, MS Power Point 2013®, or Adobe Acrobat®, or later, as applicable. Hidden fields, comments, macros, etc. must be omitted, and read passwords on files must not be used. Files must be consistently and uniformly named; inclusion of company name or abbreviation is acceptable.

Documents submitted electronically must be in their native format and, when printed, must match the original paper submittal. In the event there is a conflict between the content found in a paper submittal and an electronic copy, the paper submittal marked "original" will take precedence.

Respondents are advised to assure electronic files are not corrupt prior to mailing, as any material which is not readable will not be considered and may be grounds for rejection from further consideration.

The bid package shall contain the following:

- The Solicitation Acknowledgement Form (page 1 of ITB);
- Price Sheet (Section 6.00);
- Vendor Rate Schedule(optional);
- Vendor Principal Place of Business Attestation;
- Vendor Drug-Free Workplace Attestation;
- Bidder/Contractor or (Team, If Not Subcontractor) Summary Form;
- Vendor Financial Attestation;
- Vendor Responsibility Disclosure; and
- Vendor Conflicts of Interest Attestation.

If you assert that any portion of your Bid is exempt from disclosure under the Florida Public Records law, you must submit a redacted version of the Bid along with the unredacted version. The redacted copy shall be clearly titled "Redacted Copy."

CAUTION: Responses received at the office designated after the exact time specified for receipt will not be considered.



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
SOLICITATION ACKNOWLEDGEMENT FORM
INVITATION TO BID (ITB)
CONTRACTUAL SERVICES**

PAGE 1 OF 50	SUBMIT BID TO:	Bureau of General Services - Procurement Section Florida Department of Environmental Protection 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
January 10, 2019		

SOLICITATION TITLE: Media Services	SOLICITATION NO.: 2019008
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BIDS ARE DUE: February 4, 2019 at 3:00 PM Addendum No. 1 - February 11, 2019 at 3:00 PM
BIDS WILL BE OPENED: February 5, 2019 at 10:00 AM Addendum No. 1 – February 12, 2019 at 10:00 AM

RESPONSES MUST BE VALID FOR A PERIOD OF: **180** Days

VENDOR NAME:	AUTHORIZED SIGNATURE (MANUAL) *AUTHORIZED SIGNATURE (TYPED), TITLE *This individual must have the authority to bind the respondent.
VENDOR MAILING ADDRESS:	
VENDOR CITY-STATE-ZIP:	
PHONE NUMBER:	
TOLL FREE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	
FEID NO.:	

TYPE OF BUSINESS ENTITY (CORPORATION, LLC, PARTNERSHIP, ETC.):

I certify that the material terms and the proposed prices contained in this response to this Invitation to Bid (this ITB) have been kept confidential by the Bidder (and all people and entities affiliated with this Bidder who have or may have had knowledge of the same) and that, to the best of my knowledge, they have not been disclosed to any third party including, but not limited to, any other bidder to this ITB. Further, I certify that the prices proposed herein were arrived at and submitted without prior understanding, agreement, or in cooperation with any other entity submitting a response to this ITB, or to induce an entity to forbear from filing a response, and that this response is in all respects made without collusion or in an effort to perpetrate a fraud on the agency.

I certify that I am authorized to sign this response to this ITB for the Bidder and that the Bidder is in compliance with all requirements of this ITB; including, but not limited to, the certification requirements contained in this ITB as well as those contained above. In submitting this response, the Bidder offers and agrees that if the response is accepted, the Bidder will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders' final payment to the Bidder.

Bidder agrees to abide by all conditions of this Response and, if selected, to perform in accordance with all terms of the ITB and any contract arising there from.

BIDDER CONTACTS: Please provide the name, title, address, telephone number, and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings, as may be appropriate regarding the ITB schedule.

PRIMARY CONTACT:		SECONDARY CONTACT:	
NAME, TITLE:		NAME, TITLE:	
ADDRESS:		ADDRESS:	
PHONE NUMBER:		PHONE NUMBER:	
FAX NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:		EMAIL ADDRESS:	