



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

June 25, 2018

ADDENDUM 2

TO: Vendors
FROM: Vianka Colin, Purchasing Director
**RE: INVITATION TO BID NUMBER ITB/DA-18/19-02
JANITORIAL SERVICES**

This addendum is to provide all potential bidders with answers to questions received in reference to Invitation to Bid ITB/DA-18/19-02. **Deletions are struck through, and additions are highlighted.**

Question / Answer

1. **Are consumables (toilet paper, hand towels, hand soap) to be included in the pricing submitted by the vendors for all facilities noted in the Invitation to Bid?**

See SCOPE on page 9 of the bid. The bidder shall provide **all labor, materials, supplies**, proper supervision, necessary tools and equipment to perform nightly janitorial services for the sites listed herein between the hours of 6:00 p.m. and 11:00 p.m., Monday through Friday (excluding state recognized holidays).

2. **The bid opening date was extended per A. The required submittal forms are dated at the top of each page with the original bid due date. Please advise if the bidders should make a manual *date correction* on the forms to indicate June 29th instead of June 21, 2018, or if the Department will issue updated submittal forms via another addendum.**

The Department will not issue updated submittal forms to change the date on the forms. It is not necessary for the contractor to change the date.

3. **ITB, bottom of page 19, Bid Price Sheet indicates that two (2) copies of all bid documents must be submitted, please advise if the submittal should include: a) 2 original copies of the submittal (meaning: both originals signed in ink), or b) 1 original (signed in ink) and 1 copy of the original.**

The contractor shall submit one original (signed in ink) and one copy.

4. **Since we mail out our proposals two days prior to bid due date to ensure timely delivery, we would like to know when would be the estimated last day for issuance of addenda.**

There is no set date.

ADDENDUM 1

June 25, 2018

Page 2

5. **In regards to the vehicle insurance coverage amounts, are we required to maintain this coverage on vehicles that would not be assigned to the support of this account?**

This only applies to vehicles assigned to this contract.

To the extent this addendum gives rise to a protest, failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All other terms, conditions and specifications of this Invitation to Bid will remain the same. If you have any questions regarding this addendum, please feel free to contact this office at (850) 617-7181.