



ADDENDUM No. 1 TO ORIGINAL INVITATION TO BID

DATE: February 23, 2016

BID No.: 5372-2016 Lively Technical Center Industrial Paper Cutter

OPENING DATE OF BID: March 03, 2016 @ 2:00 P.M. EST (Addendum does not change the opening date of the bid)

This addendum is being issued to make the following changes, corrections, clarifications and additions to the bidding document. The information in this addendum modifies and changes the original bidding document and takes precedence over the original document. Receipt of this addendum shall be acknowledged by the bidder signing and dating below and submitting this document with your bid proposal form. Failure to acknowledge this addendum may preclude consideration of the bid proposal for award.

Replace:

ITB Cover Page to revise Required Submittal Checklist.

TO QUALIFY YOUR BID, OF WHICH THIS ADDENDUM BECOMES A PART, RECEIPT OF IT MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID.

VENDOR NAME

VENDOR ADDRESS

NAME

TITLE

SIGNATURE



INVITATION TO BID
Leon County School Board
Purchasing Department

Release Date: **February 10, 2016**
 ITB No.: **5372-2016**
 ITB Title: **Lively Technical Center Industrial Paper Cutter**
 Contact: **Remera Jones- Haynes**
 Phone: **(850) 488-12016**

The Leon County School Board ("School Board") solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. This sealed bid must be submitted to The Leon County School Board, Purchasing Department, 3397 W. Tharpe St, Tallahassee, Florida 32303, no later than **2:00 pm** EST on **March 03, 2016** and plainly marked **ITB No. 5372-2016**. Bids are due and will be opened at this time.

REQUIRED SUBMITTAL CHECKLIST - For each item below, insert bidder Authorized Agent initials verifying that forms are accurately completed, signed by an officer of the business and returned with the bid. Failure to provide all requested documents may result in your proposal being declared non-responsive.

- | | |
|--|--|
| <input type="checkbox"/> ITB – Bidder Acknowledgement Form – page 1 | <input type="checkbox"/> Vendor Questionnaire (Exhibit D) |
| <input type="checkbox"/> Dispute Contact – page 6, item 22 | <input type="checkbox"/> Drug Free Workplace Certification (Exhibit E) |
| <input type="checkbox"/> Bid Proposal Form – page 13 | <input type="checkbox"/> Certification Regarding Debarment (Exhibit G) |
| <input type="checkbox"/> Conflict Of Interest Certificate (Exhibit A) | <input type="checkbox"/> Sworn Statement / Jessica Lunsford Act (Exhibit G) |
| <input type="checkbox"/> Application for Vendor Status (Exhibit B) | <input type="checkbox"/> Affidavit For Claiming Local Purchasing Preference (Exhibit H) |
| <input type="checkbox"/> Customer Reference Form (Exhibit C) | <input type="checkbox"/> Indemnification and Insurance Requirements (Exhibit I) |

THE FOLLOWING MUST BE COMPLETED, SIGNED AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.

Authorized Representative's Name/Title		Authorized Representative's Signature		Date
Company's Name		Telephone Number		FAX Number
Address		City		State Zip Code
Area Representative		Telephone Number		FAX Number
Federal Employer's Identification Number (FEIN)			Email	

Signature of Authorized Officer/Agent: _____ Typed or Printed Name _____
(Bid must be signed by an officer or employee having authority to legally bind the bidder)

I certify that I have not divulged, discussed, or compared this proposal with any other Proposers and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this contract. I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

By signing and submitting this proposal, I certify that I am authorized to sign this bid for this vendor and further certify unconditional acceptance of the contents of this ITB, all Attachments, Worksheets, Appendices, Supplemental Materials, and the contents of any Addendum released hereto.

NO RESPONSE – I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASON(S) CHECKED BELOW

- | | | |
|--|--|--|
| <input type="checkbox"/> Remove our name from this bid list only | <input type="checkbox"/> Insufficient time to respond to the ITB | <input type="checkbox"/> Could not meet insurance requirements |
| <input type="checkbox"/> Our product schedule would not permit us to perform | <input type="checkbox"/> We do not offer the product or service requested. | <input type="checkbox"/> Could not meet specifications |
| <input type="checkbox"/> Keep our company on bid list for future bids | <input type="checkbox"/> Other | |