



MEMORANDUM

Business & Finance Services

William V. Husfelt, III, Superintendent - Jim Loyed, Chief Financial Officer

TO: Prospective Bidders

FROM: Dan Fuller, General Manager of Purchasing, Contracting & Materials Management

DATE: November 9, 2018

RE: RFP 19-03, Disaster Management Financial Recovery Assistance
ADDENDUM NO. 1

On page 5, Section 4.0 TIME SCHEDULE, the document stated that inquiries were due by November 6, 2018. The only inquiry was:

On page 8 of 21 in RFP 19-03, the following is stated under the proposed format section:

1) RFP COVER SHEET: Required response form (Page 1 of RFP) with all required information completed and all signatures as specified.

Could you please provide me with a little clarification on the "response form" mentioned here? I have page 1 of the RFP, but I do not believe there is anything on this page to complete or sign.

Attached please find our Response Form that was mentioned and left out in error.

All other specifications remain as originally published.

Sign and return this addendum with your response to RFP 19-03, Disaster Management Financial Recovery Assistance.

Firm: _____
Authorized Signature

Address: _____
Signer name (typed or printed)

Phone: _____ Fax: _____



Bay District Schools
 1150 West 17th Street
 Panama City, FL 32405
 850-767-4209

Request For Proposals (RFP)

DUE DATE: NOVEMBER 13, 2018 Bids must be submitted to the Purchasing Department and received on or before 3:00 p.m. CT on the date due. Bids may not be withdrawn for 90 days after due date. Faxed bids are not allowed and will not be considered. Only the names of Bidders will be read at bid opening. Bid prices <u>will not</u> be read at bid opening (Florida Statute 119.071 2.)	RFP NO.: 19-03	RELEASE DATE : NOV 1, 2018	POSTING DATE FOR AWARD RECOMMENDATION; (on or about) 11/20/18
	BID TITLE: Disaster Management Financial Recovery Assistance		

SECTION 1, Bidder Acknowledgement

IN ACCORDANCE WITH GENERAL CONDITION 1, THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE WHERE INDICATED BELOW AND SUBMITTED WITH THE BID. FAILURE TO PROVIDE THIS DOCUMENT, WITH THE BID, WILL RESULT IN BID BEING CONSIDERED NON-RESPONSIVE.

Bidder's Name and state "Doing Business As", where applicable:	"REMIT TO" ADDRESS FOR PAYMENT: If payment(s) is/are to be mailed to address other than as stated on left, please complete section below. Check this box if address is the same as stated
Address:	P.O. Address:
City:	
State: Zip Code:	City:
Telephone Number:	State: Zip Code:
Toll Free Number:	Contact:
Fax Number:	Telephone Number:
E-Mail Address of Authorized Representative:	Toll Free Number:
E-mail Address to Send Purchase Orders:	Fax Number:
Federal Tax Identification Number:	

I hereby certify that: I am submitting the following information as my firm's (Bidder) Bid and am authorized by Bidder to do so. Bidder agrees to complete and unconditional acceptance of the contents of all pages in this Request for Proposal (RFP) and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms and conditions contained in the Request for Proposal, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of Bid submitted; Bidder has not divulged, discussed, or compared the Bid with other Bidders and has not colluded with any other Bidder or party to any other Bid; **Bidder, its principals, or their lobbyists has not contacted any School Board Member, the Superintendent nor anyone in the District regarding this RFP except as authorized purchasing department representative identified herein.** Bidder acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this Bid are true and accurate.
 I agree that this bid cannot be withdrawn within 90 days from date due.

Signature of Authorized Representative (Manual)

Name of Authorized Representative (Typed or Printed)

Posting of Bid Tabulations: Bid tabulations with recommended awards will be posted for review by interested parties at the location where bids are opened and will remain posted for a period of 72 hours. Failure to file a protest of either the specifications or intended awards within the time described in and in accordance with Section 120.57(3) Florida Statutes and School Board Policies, or failure to post bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

SECTION 2: Submittal Requirements

SUBMITTAL REQUIREMENTS: In order to assure that your bid complies with bid requirements, please verify that the submittals indicated by the below have been submitted.

- Bid Bond
 Descriptive Literature
 Licenses
 Manufacturers Authorization

 References
 Bidder Questionnaire
 Other

Note: If your firm wishes to not submit a bid in response to the RFP, but remain on our bidder list, please complete and return, via mail or fax, this page of the RFP indicating "No Bid".