



ADDENDUM # 1

BID # FY 2017-2018-014

CITY OF HALLANDALE BEACH POLICE DEPARTMENT UNIFORM PURCHASES

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org\solicitations.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM # 1 and provide with your Firm's response.

PLEASE NOTE: REVISED - BID SUBMITTAL FORMAT AS OF 6/27/2018, pages

The Bid Submittal Format found in Bid document, page 22 is no longer valid. All Firms must use the following "Revised" Bid Submittal Format to submit for this Bid. See below:

BID SUBMITTAL FORMAT – REVISED AS OF 6/27/2018

Items 1-5 represent the format which Firms must follow when submitting responses to the Bid.

1. Title Page

Provide the Bid # and title, the Firm(s) name(s); the name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided as the contact and will be contacted by the City. If the proposed submittal is made up of more than one (1) Firm, provide only one (1) contact person for the entire response.

2. Bid Price Sheets - pages 11-18

3. Minimum Qualification Requirements (MQRs) - pages 6-9

4. Scope of Work – pages 3-5

The proposing Firm must address in detail with the response:

- a. Proposer must have a facility within thirty (30) miles of the City limits of Hallandale Beach, Florida. Proposer must be open Monday through Friday from 8:00 am to 5:00 pm. Two (2) of those days, at Firm's choice, must have extended store hours from 8:00 am to 6:00 pm; holidays excluded. Hours are subject to change with thirty (30) days written notices as required by the City.
 - i. Provide confirmation that Firms location is within thirty (30) miles of the City limits of Hallandale Beach, Florida. Provide address of location.
 - ii. Provide confirmation that Firm will provide regular hours of operation and two (2) extended store hours from 8:00 am to 6:00 pm, holidays excluded.
- b. As part of the Bid, the awarded Firm shall provide the name, address and telephone number of at least two (2) customer service representatives assigned to the Contract. These persons shall be available to meet prior to Contract commencement and on a quarterly basis, if requested, and service the account, and take all measurements. All costs associated with the customer service representative shall be the responsibility of the awarded Firm. These individual(s) must respond to the Department's inquiries within eight (8) working hours of receipt of phone call and email.

5. Required Forms

- a. Proposal Submitted by Form
- b. Variance Form
- c. Legal Proceedings Form
- d. Public Entity Crime Form
- e. Domestic Partnership Certification form
- f. Conflict of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form
- h. Anti-Kickback Affidavit
- i. Reference Check Form(s)
- j. All Addenda

ADDENDUM # 1

PLEASE NOTE RECEIPT OF ADDENDUM # 1 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department