



1112 Manatee Avenue West
Bradenton, FL 34205
purchasing@mymanatee.org

Solicitation Addendum

Addendum No.: 1
Solicitation No.: 21-R077623TB
Solicitation Title: Native Plants
Addendum Date: November 24, 2021
Procurement Contact: Brooke Baker, CPPB, Procurement Team Leader

Request for Offers (RFO) No. 21-R077623TB is amended as set forth herein. Responses to questions posed by prospective Offerors are provided below. This Addendum is hereby incorporated in and made a part of the RFO.

The deadline to submit all inquiries concerning interpretation, clarification, or additional information pertaining to the RFO was November 17, 2021.

CHANGE:

DESIGNATED PROCUREMENT CONTACT

Brooke Baker, CPPB, Procurement Team Leader
(941)748-4501, Ext. 3039, Fax (941) 749-3034
Email: brooke.baker@mymanatee.org
Manatee County Financial Management Department
Procurement Division

CHANGE:

SECTION A, INSTRUCTIONS TO OFFERORS; A.02, SUBMISSION OF OFFERS; B, OPTION TWO – VIA EMAIL

The contents of the Offer package, if submitted via email, must include:

- One (1) electronic format “Original” copy identifying Offeror and containing all information required.

Email submission should be submitted in Microsoft Office® or Adobe Acrobat® Portable Document Format (PDF) in a single document. Do not password protect or otherwise encrypt electronic Offer submission. Submit the electronic Offer via email with the following information in the email ‘Subject Line’: RFO 21-R077623TB, Native Plants and Offeror’s

name. Electronic package is to be delivered to the Designated Procurement Contact via email at brooke.baker@mymanatee.org prior to the Due Date and Time.

CHANGE:

EXHIBIT 2, OFFER RESPONSE REQUIREMENTS; 2.02, OFFER FORMAT

The Offeror shall submit one (1) original Offer in electronic format, identifying Offeror, and containing all required information. The electronic Offer shall be in one (1) continuous file that includes all of the required Tab Sections listed below. Do not submit the Offer in separate files for each Tab Section. Do not password protect or otherwise encrypt the electronic Offer. The electronic Offer shall be submitted via email with the following information in the email 'Subject Line': RFO No. 21-R077623TB, Native Plants, and Offeror's name. The electronic Offer shall be delivered to the Designated Procurement Contact via email to brooke.baker@mymanatee.org prior to the Due Date and Time for submission of Offers in response to this RFO.

QUESTIONS AND RESPONSES:

Q1. Do you want a listing of all plants we offer listed alphabetically or do you want them broken down the way we have our price list which I am attaching?

R1. Refer to the RFO; Attachment E, Fees Form; Instructions to Offerors.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFO.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE