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## Solicitation Addendum

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Addendum No.: 1  
Solicitation No.: 24-R083377AF  
Solicitation Title: Elevator and Escalator Inspection Services  
Addendum Date: January 3, 2024  
Procurement Contact: Ashley Forrest

**Invitation to Quote (ITQ) No. 24-R083377AF is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of ITQ No. 24-R083377AF.**

**The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this ITQ is December 21, 2023 at 3:00 PM.**

### **REPLACE:**

#### **ATTACHMENT B, BIDDER'S SIGNATURE FORM**

Replace Attachment B, Bidder's Signature Form with Revised Attachment B, Bidder's Signature Form.

#### **ATTACHMENT F, CONFLICT OF INTEREST AFFIDAVIT**

Replace Attachment F, Conflict of Interest Affidavit with Revised Attachment F, Conflict of Interest Affidavit.

#### **ATTACHMENT G, QUOTE FORM**

Replace Attachment G, Quote Form with Revised Attachment G, Quote Form.

### **QUESTIONS AND RESPONSES:**

**Q1. Which elevator maintenance companies does the County work with to perform the inspections?**

**R1. ATIS.**

- Q2. Would it be possible to review the last inspection reports for the devices?**  
R2. Previous inspection reports can be provided to the awarded vendor.
- Q3. Does the contract waive the Professional Liability and/or Errors and Omissions (E&O) Liability Insurances?**  
R3. Refer to Section 9.0 Insurances.
- Q4. How many Traction Elevators are DUE for the CATEGORY 5 TEST in 2024, 2025 & 2026?**  
R4. Seven (7) Load Bank Category Five (5) tests are due in 2024 and 2025.
- Q5. Will Attachment G be updated to provide a Line Item for CATEGORY 5 Tests for the Traction Elevators?**  
R5. See attached Revised Attachment G, Quote Form.
- Q6. Attachment G Line Item H – Are you looking for the Hourly rate or the 4 Hr Minimum Rate entered in the Unit Price Per Inspection/Test/Event/Hour?**  
R6. Hourly Rate.
- Q7. Page 26 Question 1 does not provide a box to check for LLC – S Corp?**  
R7. See attached Revised Attachment B, Bidder’s Signature Form.
- Q8. Page 32 Attachment F – Is this form applicable in this Bid proposal if there is NO CONSULTANT involved?**  
R8. See attached Revised Attachment F, Conflict of Interest Affidavit.
- Q9. Can we negotiate a slight cost increase after one year, for the ability to extend an additional 4 years?**  
R9. This is at the discretion of the County.

**NOTE:**

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

**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

**REVISED ATTACHMENT B, BIDDER'S SIGNATURE FORM  
ITQ No. 24-R083377AF**

The undersigned represents that:

- By signing the bid, that he/she has the authority and approval of the legal entity purporting to submit the bid and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- All facts and responses set forth in the bid are true and correct;
- By submitting a bid and signing below, the Bidder agrees to all terms and conditions in this ITQ, which incorporates all addenda, appendices, exhibits, and attachments, in its entirety, and is prepared to sign the Contract as written. The Respondent understands that if it submits exceptions to the Contract in its Response, the Respondent's Response may be determined non-responsive; and
- The Bidder, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**Print or type Bidder's information below:**

Signature of Authorized Official/Date: \_\_\_\_\_

Printed Name of Authorized Signer: \_\_\_\_\_

Title of Authorized Signer: \_\_\_\_\_

Company Name: \_\_\_\_\_

FEIN Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

***Return this completed document with your bid.***

1. Bidding as:

individual    partnership    corporation    joint venture    s corporation

2. If a partnership, list names and addresses of partners; if a corporation, list names of officers, directors, shareholders, and state of incorporation:

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3. Has Bidder had any bankruptcy filings in the past five years? \_\_\_\_\_

4. Has Bidder been a party to any litigation in the past five years that would affect its ability to provide the goods or services required? If yes, provide summary details. If no, provide a statement to that effect.

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5. Has Bidder had a contract terminated prior to the expiration in the past five years? If so, state why, when, where, and provide a contact name, address, phone number.

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6. Does Bidder plan to subcontract any part of the work? If so, describe which portion(s) and to whom.

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7. What major equipment does Bidder own to accomplish the work? (A listing may be attached)

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***Return this completed document with your bid.***

**REVISED ATTACHMENT F, CONFLICT OF INTEREST AFFIDAVIT  
ITQ No. 24-R083377AF**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, this day personally appeared [INSERT NAME] \_\_\_\_\_  
\_\_\_\_\_, as [INSERT TITLE] \_\_\_\_\_ of [INSERT  
CONTRACTOR/CONSULTANT NAME] \_\_\_\_\_, with full authority to bind  
(hereinafter "CONTRACTOR/CONSULTANT"), who being first duly sworn, deposes and says that  
CONTRACTOR/CONSULTANT:

- (a) Is not currently engaged and will not become engaged in any obligations, undertakings or contracts that will require CONTRACTOR/CONSULTANT to maintain an adversarial role against the County or that will impair or influence the advice, recommendations or quality of work provided to the County; and
- (b) Has provided full disclosure of all potentially conflicting contractual relationships and full disclosure of contractual relationships deemed to raise a question of conflict(s); and
- (c) Has provided full disclosure of prior work history and qualifications that may be deemed to raise a possible question of conflict(s).

Affiant makes this Affidavit for the purpose of inducing Manatee County, a political subdivision of the State of Florida, to enter into this Agreement No. \_\_\_\_\_ for \_\_\_\_\_

\_\_\_\_\_  
DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
CONTRACTOR/CONSULTANT Signature

The foregoing instrument was sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_, by [NAME]\_\_\_\_\_, as [TITLE] \_\_\_\_\_  
\_\_\_\_\_ of [CONTRACTOR/CONSULTANT]\_\_\_\_\_.

He/She is personally known to me or has produced \_\_\_\_\_  
[TYPE OF IDENTIFICATION] as identification.

\_\_\_\_\_  
Notary Signature  
Commission No. \_\_\_\_\_

***Return this completed document with your bid.***

**REVISED ATTACHMENT G****QUOTE FORM****ITQ No. 24-R083377AF**

<b>Item</b>	<b>Item Description</b>	<b>Qty</b>	<b>Charged</b>	<b>Unit Price Per Inspection/Test/Event/Ho ur</b>	<b>Estimated Annual Cost</b>
<b>A.</b>	Traction Elevator Annual Inspection	17	Per Inspection	\$	\$
<b>B.</b>	Hydraulic Elevator Annual Inspection	19	Per Inspection	\$	\$
<b>C.</b>	Escalator Annual Inspection	2	Per Inspection	\$	\$
<b>D.</b>	Category 5 Inspection	7	Per Inspection	\$	\$
<b>E.</b>	Wheelchair Lift Annual Inspection	1	Per Inspection	\$	\$
<b>F.</b>	Traction Lift Annual Inspection (LULA Lift)	1	Per Inspection	\$	\$
<b>G.</b>	Callback Inspection	20	Per Inspection	\$	\$
<b>H.</b>	Generator and Elevator Testing during Normal Hours (8am to 5pm)	10	Per Hour	\$	\$
<b>I.</b>	Generator and Elevator Testing Outside of Normal Hours or on Weekends (4 hour Minimum)	10	Per Hour	\$	\$
<b>TOTAL AMOUNT FOR AWARD PURPOSES ONLY (GROUPS A through I)</b>					\$

**NOTE:** Bidder must bid on each line item in all the Groups (A through I) to be deemed responsive.**Bidder Name:** \_\_\_\_\_