



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

Solicitation Addendum

Addendum No.: 2
Solicitation No.: 20-R074105AJ
Solicitation Title: Total Organic Carbon (TOC) Combustion Analyzer
Addendum Date: May 28, 2020
Procurement Contact: Abigail Jenkins

RFO No. 20-R074105AJ 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 RFO No. 20-R074105AJ.

CHANGE TO:

SECTION A, PARAGRAPH A.01, OFFER DUE DATE

The Due Date and Time for submission of Offers in response to this Request for Offers (RFO) is **June 3, 2020 by 3:00 P.M. ET**. It will be the responsibility of the Offeror to deliver its Offer to the Manatee County Procurement Division for receipt by the Due Date and Time, ~~regardless of the method of submission.~~

In response to the current COVID-19 pandemic, the Manatee County Administration building is closed, all Offer(s) should be submitted via email to:
abigail.jenkins@mymanatee.org.

SECTION A, A.02 SUBMISSION OF OFFERS

~~Offeror may submit its offer by either of the delivery method options below:~~

~~a. OPTION ONE BY COURIER OR HAND DELIVERY~~

~~The contents of the Offer package, if submitted by courier or hand delivery, must include:~~

- ~~• One (1) bound original identifying Offeror and marked "ORIGINAL" with all required information.; and~~
- ~~• One (1) electronic format "Original" copy(s) identifying Offeror. Electronic format copy should be submitted on a Universal Serial Bus (USB) portable flash memory~~

~~drives or compact disc (CD) in Microsoft Office® or Adobe Acrobat® portable document format (PDF) in one continuous file. Do not password protect or otherwise encrypt electronic Offer copies. Electronic copies must contain an identical Offer to the original.~~

~~Submit the Offer package with the following information clearly marked on the outside:
RFO No. 20-R074105AJ TOC Combustion Analyzer and Offeror's name and deliver to Manatee County Procurement Division at the following address:~~

~~Manatee County, Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205~~

b. ~~OPTION TWO— VIA EMAIL~~

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

- ~~• One (1) electronic format Original 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 No. 20-R074105AJ TOC Combustion Analyzer, and Offeror's name**. Electronic package is to be delivered to the Designated Procurement Contact via email at abigail.jenkins@mymanatee.org prior to the Due Date and Time.

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFO.

END OF ADDENDUM

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.

AUTHORIZED FOR RELEASE