



December 14, 2016

TO: All Interested Quoters

SUBJECT: ADDENDUM #1 – RFQ #16-3260BLS
PROFICIENCY TESTING AND QUALITY CONTROL STANDARDS
Request for Quotation Due Date: December 19, 2016 @ 3:00pm

Quoters are hereby notified that this addendum shall be acknowledged within their quote and shall be made a part of the above issued Request for Quotation. This information is issued to add to, modify, and/or clarify the Request for Quotation documents. These items shall have the same force and effect as the original Request for Quotation. Quotes are to be submitted on the specified date and shall conform to the additions and revisions listed herein.

Question: Attachment B Page 28 and 29 of the file.
Regarding the Signatory Requirement stating: "this affidavit shall be executed by an authorized agent of the entity. ... In the case of a corporation, this affidavit shall be executed by the corporate president." Earlier in the RFQ document in the section regarding the quotation forms section A.02. Second paragraph: "If made by a corporation, the bid shall be executed by its President or other legally authorized corporate officer or agent.", then in the underlined text in the following paragraph, "Quote Forms must be executed by an authorized signatory who has the legal authority to make the Quote and bind the company."

Can the affidavit (Attachment B) and the quote forms be executed and signed by the legal representative appointed by the directors of our Company? I have attached documentation regarding our appointment of an Authorized Officer and will plan on sending this form as a part of our formalized bid. As our corporate president is located across the country from where we are located, the logistics of getting the document signed and returned to us may delay our response to after the bid close date?

Answer: An authorized officer / legal representative is acceptable.

- Question: Quotation Form for the Central Lab
A number of line items reference "Sets" (Metals Set, Nutrients Set...) indicating that a single cat# can be provided that would cover the following line items. If in fact no single cat# for "Sets" is available should a total of the following items be provided in this space? Or should these "Set" line items be left blank as our product offerings does not include a single cat# for "sets" of samples?
- Answer: If sets are not offered, indicate N/A in the corresponding cell and list the prices for the individual line items in the appropriate cell(s).
- Question: Quotation Form for the Central Lab
A number of line items reference quantities of N/A under the columns "PT/YEAR" and "RR/YEAR", am I correct in assuming that these items should not be included on our bid quote even though spaces are provided to denote their unit prices?
- Answer: N/A is an indication that the item is not required for Proficiency Testing or Rapid Return Compliance purposes, but may be ordered by the laboratory for internal Quality Control purposes. Please provide pricing.
- Question: Provide a Scope of Accreditation for your Manatee County WPT QC Lab?
- Answer: Scope of Accreditation for Manatee County Water Treatment Plant (WTP) Quality Control Lab is referenced on page C3.
- Question: Section C.08 states that part numbers are needed; where should this information be noted?
- Answer: Awarded quoters shall be required to submit an attachment / catalog(s) indicating part numbers.
- Question: Please explain the Flat Rate Upcharge for each Rapid Return.
- Answer: It is difficult to compare costs of "Rapid Return" services without knowing what other costs a vendor ordinarily includes for a "Rapid Return" order. These services are not catalog items.

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RFQ #16-3260BLS, Proficiency Testing and Quality Control Standards

Addendum #1

Question: Variations in some of the standards listed; these variations could save Manatee County money.

- For example, on page 4 & 5 for the WTP-QC lab after the QF-1 section
- Inorganics, Hardness, Nitrite, o-Phosphate are combined into 2 of our standards. How would we put the pricing for our 2 standards in the 5 unit price locations?

Could we provide an additional attachment with the info and noting this modification with an explanation (***), for example (see attached)?

Answer: Vendors are encouraged to quote all potentially relevant product formulations that may meet the laboratory's requirements. Pricing and details should be provided in a separate attachment.



Bonnie Sietman
Purchasing, Senior Buyer



Date

/bls