



Procurement Management Department  
 2115 Second Street, 1<sup>st</sup> Floor  
 Fort Myers, FL 33901  
 Main Line: (239) 533-8881  
 Fax Line: (239) 485-8383  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

**Posted Date:** January 25, 2024

**Solicitation No.:** B240082CFC

**Solicitation Name:** Annual Printing Contract

**Subject:** Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**1. UPDATED BID SCHEDULE:**

The Bid Schedule has been updated and a new Revised Bid Schedule has been uploaded to the solicitation webpage on the Lee County Procurement website.

Please ensure that your firm has downloaded the Revised Bid Schedule and have been able to successfully use the Excel format. Any firm having compatibility issues or difficulty downloading the Bid Schedule needs to contact the Procurement Analyst for this project at their earliest convenience. Do not wait until submission day to download. Procurement is not required to extend a closing due to Contractor delay or difficulty in receipt of download of documents.

**Bidders MUST use the new Revised Bid Schedule Excel Form when submitting their bid. Failure to do so will result in Bidder being deemed non-responsive and therefore ineligible for award.**

**2. ATTACHMENTS**

- **Attachment 1 – Sample LeeWay Application Instructions (for informational purposes only)**
- **Attachment 2 – Sample LeeWay Application and License Agreement (for informational purposes only)**

**3. QUESTIONS/ANSWERS**

1.	On Item 4.6, how many pages are in the LeeWay Application and Instructions Booklet?
Answer	<b>A revised Bid Schedule has been provided with this addendum. Item 4-11 LeeWay Application Instructions is 1 page, double sided document. See attachment 1 to this addendum for a sample of the LeeWay Application Instructions. Item 4-12 LeeWay Application and License Agreement is 1 page, double sided document. See attachment 2 to this addendum for a sample of the LeeWay Application and License Agreement.</b>
2.	On page 17 Technical Specifications; 9:1 Business cards, What's the quantity being requested? 9.2 & 9.2.5, What's the quantity for Envelops without and with windows? 9.3 Brochures; How many?
Answer	<b>This Solicitation is for an annual contract. There are no specific quantities being requested. The estimated quantities provided in the Bid Schedule are for evaluation purposes only. Quantities within the Bid Schedule are not guaranteed.</b>

	<b>The department will order on an as needed basis per the unit of measure established in the Bid Schedule.</b>
3.	Do you have any samples of any of the above items?
<b>Answer</b>	<b>The specifications provided in sections 1 through 3 are the typical market standard for the items being requested. At this time, no samples will be provided for these items.</b>
4.	What I don't see i your Invitation is the itemized form to fill out with bid pricing.
<b>Answer</b>	<b>The Bid Schedule is an Excel spreadsheet that is available for download on the same page as the solicitation documents.</b>
5.	Do you require this bid to be mailed in or can it be emailed?
<b>Answer</b>	<b>Submittals shall be received in a sealed envelope, prior to the time scheduled to receive Bid(s), and shall be clearly marked with the solicitation name, solicitation number, bidder name, and contact information as identified in these solicitation documents. Bids shall be mailed to the office of the Procurement Management Director, 2115 Second Street, 1st Floor, Fort Myers, FL 33901 prior to 2:30 PM on Tuesday, February 20, 2024. Electronic or emailed bids will not be accepted.</b>

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Cledwin Chin*

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Analyst Name  
 Procurement Analyst Direct Line: 239-533-8830  
 Lee County Procurement Management