



ADDENDUM NO. 1

TOWN OF HIGHLAND BEACH

JANITORIAL SERVICES FOR THE TOWN HALL COMPLEX

ITB NO. 2017-04

September 12, 2017

TO ALL BIDDERS AND OTHER CONCERNED:

Due to Hurricane Irma, the mandatory pre-bid meeting scheduled for tomorrow, September 13, 2017 at 2:00 p.m. has been canceled.

The mandatory pre-bid meeting is rescheduled for Wednesday, September 20, 2017 at 2:00 p.m.

Deadline for submitting bids has been changed October 12, 2017 at 2:00 p.m.

Please adhere to the following updated timeline:

The anticipated schedule for this ITB and contract approval is as follows:

- Registration Forms Due September 20, 2017 – 2:00 PM
- Pre-bid Meeting September 20, 2017 – 2:00 PM
- Questions from Potential Proposers Due September 27, 2017 - 2:00 PM
- Issue Final Addendum (if necessary) October 5, 2017
- Bid Response Due October 12, 2017 - 2:00 PM

Note: Bidders must acknowledge receipt of addendums on Bidder's Acknowledgement Form page 2-3.

Thank you,

Cale Curtis
Finance Director

EXHIBIT "C"

BIDDER'S ACKNOWLEDGMENT

SUBMIT ONE (1) EXECUTED ORIGINAL, FOUR (4) COPIES AND ONE ELECTRONIC COPY OF YOUR BID TO:

Town of Highland Beach
Clerk's Office
c/o Lanelda Gaskins, Town Clerk
3614 South Ocean Blvd., Highland Beach, Florida 33487

BID TITLE: Town of Highland Beach Invitation to Bid: Janitorial Services to Buildings located in the Town Hall Complex.

Bids must be received **PRIOR TO 2:00 p.m., Thursday, October 12, 2017**, at which time Bids will be opened.

Bidder's Name: _____

(Please specify if a corporation, partnership, other entity or individual)

Fed. ID# or SSN: _____

Address: _____

Telephone No.: _____ Fax Number: _____

Contact representative: _____

If returning as a "**NO BID**", please state reason: _____

By signing the foregoing, the Bidder agrees to furnish, unless otherwise provided, all implements, machinery, equipment, transportation, tools, materials, supplies, labor and other things necessary for the performance and completion of the work for the amount indicated above.

The undersigned Bidder hereby declares that:

1. This bid is made in good faith, without collusion or fraud and is fair and competitive in all respects.
2. The Bidder has carefully and to his full satisfaction examined the Invitation to Bid, together with the Exhibits, and Bidder has read all addenda issued, if any.
3. Bidder has made a full examination of the site and is familiar with the site conditions that may impact its performance.
4. Upon receipt of a Notice of Intent to Award the contract the Bidder shall: Certificate(s) of Insurance and such other documents as are required to commence the work.
5. Bidder agrees that, in case of failure on his/her part to execute a Contract and provide all required documents within ten (10) calendar days of receipt of the Contract for execution, the offer to contract may be withdrawn and the check, bond, or other security accompanying his bid, if any, and the money payable thereon, shall become the property of the Town, by forfeit as agreed liquidated damages.

7. The Bidder states that this bid is the only bid for this project in which Bidder is interested; and Bidder shall not be a sub-contractor or sub-subcontractor on this project.

8. The following officer, director or agent of the Bidder is also an employee of the Town of Highland Beach.
Name Address

10. The following employee(s) of the Town of Highland Beach, either directly or indirectly, own an interest of 10% or more of Bidder or its affiliates or subsidiaries:

Name Address

11. Bidder and all affiliates, suppliers, subcontractor or consultants who will perform the Work have not been placed on the Public Entity Crimes convicted vendor list maintained by the State of Florida within the 36 months immediately preceding the date of this Bid.

12. Bidder acknowledges that ADDENDA NO(S). _____ have been RECEIVED and are ATTACHED HERETO and are signed by a duly authorized officer of Bidder.

13. By signing and submitting this Bid, Bidder represents that all Bid Forms are fully complete and accurate.

14. Bidder acknowledges that the Bid may be rejected if all Bid Forms are not fully complete, not accurate or if forms are not signed by properly authorized signatures where required.

Failure to fully complete and sign this Bid Form may result in rejection of the Bid.

The undersigned authorized representative of the bidder agrees to all terms and conditions stated in the Invitation to Bid, and proposes and agrees that if this bid is accepted by the Town, the bidder will enter into a standard Town contract to provide all goods and services as stated in this bid and in accordance with the terms and conditions of the Invitation to Bid.

Authorized Representative's Signature

Date

Name

Position