

August 19, 2022

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM #1
CS 20-667
HEAVY DUTY EQUIPMENT & TOOL RENTALS**

This addendum is issued to clarify, add to, revise and/or delete items of the Continuing Services documents. This Addendum is a part of the Contract Documents and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: revisions to **SCOPE of WORK** and **SPECIFICATIONS**.

Sincerely,

Danielle Rose

Senior Procurement Analyst
Procurement Division

This Addendum should be signed and emailed to daniellerose@polk-county.net or faxed to 863-534-6789. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

CS 20-667
HEAVY DUTY EQUIPMENT & TOOL RENTALS
ADDENDUM #1

Revision to Scope of Work (effective August 1, 2021):

DELETE IN ITS ENTIRETY:

By submitting a Submittal, Vendor is acknowledging that they agree to the Terms and Conditions of this Continuing Service. Vendor will provide “as needed” heavy duty equipment & tool rentals for in-house projects for Polk County. Vendor shall provide Polk County a minimum 10% discount off the rental retail/catalog price or rental sale price whichever is less, on purchases made by Polk County employees on behalf of the County. Invoices must be detailed and include the discount off as a separate item to ensure the discount has been applied to the rental. Excluded from the minimum 10% discount are any fees assessed due to damage, fuel or cleanup upon return of item. This discount does not apply to employee personal purchases. Vendors will be held accountable for their adherence to the established percent discount or sale price, as applicable, or be subject to removal from the Awarded Vendor List, as defined below. Purchases may be made by Polk County employees utilizing their County purchasing card or through the issuance of a purchase order.

REPLACE WITH:

By submitting a Submittal, Vendor is acknowledging that they agree to the Terms and Conditions of this Continuing Service. Vendor will provide “as needed” heavy duty equipment & tool rentals for in-house projects for Polk County. Vendor shall provide Polk County a minimum 10% discount off the rental retail/catalog price or rental sale price whichever is less, on purchases made by Polk County employees on behalf of the County. Vendor shall provide documentation to the County of the current published price (catalog, sales ad, screen shot of web page, etc.). All invoices must be detailed and if no documentation is provided of the current published price, then the invoice must include the discount off as a separate item to ensure the discount has been applied to the rental. Excluded from the minimum 10% discount are any fees assessed due to damage, fuel, delivery, pickup, or cleanup upon return of item. This discount does not apply to employee personal purchases. Vendors will be held accountable for their adherence to the established percent discount or sale price, as applicable, or be subject to removal from the Awarded Vendor List, as defined below.

Purchases may be made by Polk County employees utilizing their County purchasing card or through the issuance of a purchase order.

Revision to SPECIFICATIONS (effective August 1, 2021):

DELETE IN ITS ENTIRETY:

The County will hold vendors accountable for all aspects of this program including but not limited to quality of materials and commitments.

2. Vendor acknowledges that County employees must provide a copy of the current published price (catalog, sales ad, screen shot of web page, etc.) along with their receipt showing the actual charge and 10% or more discount was received. Accordingly, Vendor must provide an itemized receipt with

a detailed description of each item purchased, which includes the regular retail price, along with the sale or discounted price actually charged.

3. For purchases made through Purchase Order, all prices shall include delivery and transportation charges.

4. Vendors must be able to offer a variety of heavy-duty equipment & tool rentals. Vendor must supply each County Division that is using this solicitation with a full catalog and updates as new catalog lines are issued.

REPLACE WITH:

1. The County will hold vendors accountable for all aspects of this program including but not limited to quality of materials and commitments.

2. Vendor acknowledges that County employees must provide a copy of the current published price (catalog, sales ad, screen shot of web page, etc.) along with their receipt showing the actual charge and 10% or more discount was received. Accordingly, Vendor must provide an itemized receipt with a detailed description of each item purchased, which includes the regular retail price, along with the sale or discounted price charged when this information is not properly detailed within the Vendor's provided published price (catalog, sales ad, screen shot of web page, etc.).

3. For purchases made through Purchase Order, all prices shall include delivery and transportation charges.

4. Vendors must be able to offer a variety of heavy-duty equipment & tool rentals. Vendor will be responsible for supplying each County Division that is using this solicitation with a full catalog and updates as new catalog lines are issued, when applicable.