PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 2

PROJECT NAME: ITB B217411JA – Cafeteria Disposables for District Warehouse Operations (DWO)

DATE OF ISSUE: January 4, 2022

_____

The following information shall be included in the ITB documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

_____

Proposers' questions/issues and District answers (District answers are italicized):

Q1. Is there an instruction sheet for uploading the bid table to Bonfire? If so, where?

A1. The most important part of uploading a bid table or questionnaire in Bonfire is to make sure that your file matches the most up-to-date template provided. Uploading an incorrect template will result in errors and will prevent you from completing the upload. Pages 2 & 3 of this addendum contain snip its from Bonfire with instructions on uploading bid tables.

<u>*Please take notice of this reminder that questions regarding this solicitation are due by 2:00pm tomorrow, January 5, 2021.</u>**

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

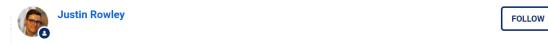***Thank you for your interest in The School District of Lee County.***

Joni Al-Shabibi

Joni Al-Shabibi
Procurement Agent

PROCUREMENT SERVICES

Why can't I upload a file for my submission?

Justin Rowley   FOLLOW

When preparing your submission in Bonfire there are a couple of reasons a file might not upload into an upload slot.

Here is a list of important things to keep in mind:

1. Are you uploading the correct file type that has been requested by the buyer?

2. Are you attempting to upload multiple files in a slot that only accepts one file?

3. When uploading a Questionnaire or BidTable Bonfire will only accept the **most up-to-date** filled-out vendor response template that you can download from Bonfire.

Note: At this time Questionnaires and BidTables can only be edited using **Microsoft Excel.**
Note: Project Owners may choose to update and replace BidTables/Questionnaire templates throughout the life of a project. If so, you will need to re-download these templates as you are only able to upload the **most up-to-date** template to Bonfire. Generally, a Public Notice will be sent out to notify vendors of any changes to these templates.

The screenshot below shows where to find out more information about what each upload slot will accept from the Vendor's prepare your submission page in Bonfire.

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

This slot will only accept a pdf file

Proposal
REQUIRED File Type: PDF (.pdf) # Files: Multiple   Upload File...

Certification
OPTIONAL File Type: PDF (.pdf) # Files: 1 ← This slot will only allow 1 file to be uploaded   Upload File...

Technical Drawings
REQUIRED File Type: CAD (.dwg, .dxf) # Files: Multiple   Upload File...

Shows if the file is optional or required to complete submission

Pricing (Q-69LR)
REQUIRED Questionnaire # Files: 1   Upload File...

This button will download the template to be used as this slot will not accept any other files

PROCUREMENT SERVICES

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.

Click Edit to enter a data or text answer.

Proposal
REQUIRED File Type: PDF (.pdf) # Files: Multiple   Upload File...

Appendix A
REQUIRED File Type: PDF (.pdf) # Files: Multiple   Upload File...

Appendix B
REQUIRED File Type: PDF (.pdf) # Files: Multiple   Upload File...

Appendix C
REQUIRED File Type: PDF (.pdf) # Files: Multiple   Upload File...

Do you have a WBE certification?
REQUIRED *Data Type* : Yes/No   Save Cancel
○ Yes ○ No

Paper Products Pricing Sheet (BT-02HR)
REQUIRED BidTable # Files: 1   ⬇ Upload File...

When uploading a BidTable or Questionnaire, ensure that your file matches the most up-to-date template provided by the Buyer. You can download BidTable and Questionnaire templates at this stage by clicking on the download icon.

NOTE: Uploading an incorrect template will result in errors and will prevent you from completing your submission.

Paper Products Pricing Sheet (BT-02HR)
REQUIRED BidTable # Files: 1   ⬇ Upload File...

Download Template

⬇ Upload File...

If a Requested Information slot is denoted by Data Type, fill in the information according to the corresponding Data Type (ex. Numeric, Text, True/False, and/or Yes/No).

Do you have a WBE certification?
REQUIRED *Data Type* : Yes/No   Save Cancel
○ Yes ○ No

Once you have uploaded all your documents and inputted your information successfully, you will receive green validation circles (found to the left of each Requested Information). If you still receive red validation circles, please review the corresponding error messages and update your information accordingly.