

April 2, 2025

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM #3  
CS 20-667  
HEAVY DUTY EQUIPMENT & TOOL RENTALS**

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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.

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Contained within this addendum: revisions to **SCOPE of WORK (Effective January 1, 2024)**.

Sincerely,

**Brad Howard**

Senior Procurement Analyst  
Procurement Division

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**This Addendum should be signed and emailed to [bradhoward@polk-county.net](mailto:bradhoward@polk-county.net). This is the only acknowledgment required.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**CS 20-667**  
**HEAVY DUTY EQUIPMENT & TOOL RENTALS**  
**ADDENDUM #3**

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Revision to Scope of Work (effective January 1, 2024):

**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. 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, 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 or rental sale price whichever is less, on purchases made by Polk County employees on behalf of the County.

County staff will contact the vendor and request a quote prior to the equipment being delivered. The quote must provide:

- The name of equipment needed
- The price of the equipment rental plus the 10% discount
- The dates of service (start and end date)
- The delivery fee and pick up fee (discount does not apply to this item)

**NOTE:** A copy of the quote must be attached to the requisition and purchase order. If paying by county purchasing card, both the quote and invoice must be attached to the Expense report.

All invoices must be detailed and must include the discount off as a separate item to ensure the discount has been applied to the rental cost only. Any additional fees for damage to the equipment, fuel or cleanup should be itemized on the invoice.

Vendor may invoice for the delivery fee at the time of delivery, however the pickup fee cannot be invoiced/paid until the equipment has been picked up.

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.