

August 12, 2022

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM #1  
CS 21-380  
VARIOUS MEDICAL RELATED SUPPLIES**

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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** and **SPECIFICATIONS**.

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) or faxed to 863-534-6789. This is the only acknowledgment required.**

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

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

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

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

**CS 21-380**  
**VARIOUS MEDICAL RELATED SUPPLIES**  
**ADDENDUM #1**

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Revision to Scope of Work (effective May 1, 2022):

**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 and deliver “as needed” medical/surgical, Over the counter (OTC) stock medicine (med), and nutritional supplement supplies for Polk County. Vendor shall provide Polk County a minimum 25% discount off the store retail/catalog price on purchases made in all categories 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. This discount for Polk County 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 and deliver “as needed” medical/surgical, over the counter (OTC) stock medicine (med), and nutritional supplement supplies for Polk County. Vendor shall provide Polk County a minimum 25% discount off the store retail/catalog price on purchases made in all categories by Polk County employees on behalf of the County. This discount for Polk County 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 May 1, 2022):

**DELETE IN ITS ENTIRETY:**

1. The County will hold vendors accountable for all aspects of this program including but not limited to quality of materials and commitments.
2. Vendors must be able to offer a variety of medical/surgical supplies and/or OTC stock medicine supplies, and/or nutritional supplement supplies. Vendor must supply each County Division that is using this solicitation with a full catalog and updates as new catalog lines are issued.
3. Vendor must provide an itemized quote & receipt with all purchases:
  - The Continuing Service contract referenced

- Purchase order number if applicable
  - A detailed description of each item purchased
  - Regular retail price
  - The sale or discounted price actually charged
  - Total to include all delivery and transportation charges.
4. Vendor acknowledges that County will still purchase from approved vendor list based on best overall price, delivery, and reliability.
  5. Vendor acknowledges that they must send an updated Certificate of Insurance upon expiration of the certificate of Insurance on file with the county in order to remain on the approved vendors list.

**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. Vendors must be able to offer a variety of medical/surgical supplies and/or OTC stock medicine supplies, and/or nutritional supplement supplies. Vendor must supply each County Division that is using this solicitation with a full catalog and updates as new catalog lines are issued.
3. Vendor must provide an itemized quote or other price sheet that, at a minimum, provides the information below:
  - description of item
  - retail/catalog price
  - discounted price
4. Invoices must be detailed and provide, at a minimum, the information below:
  - description of item
  - quantity of item
  - item discounted price
  - item extended cost
  - grand total to include all delivery and transportation charges
5. Vendor acknowledges that County will still purchase from approved vendor list based on best overall price, delivery, and reliability.
6. Vendor acknowledges that they must send an updated Certificate of Insurance upon expiration of the certificate of Insurance on file with the county in order to remain on the approved vendors list.