

August 13, 2026

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
BID # 26-351, Printing Business Cards for Polk County**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: questions and answers received.

Respectfully,

Colin Burke

Colin Burke
Procurement Analyst
Procurement Division

**This Addendum sheet should be signed and submitted with your
bid submittal. This is the only acknowledgment required.**

Signature _____
Printed Name: _____
Title: _____
Company: _____

BID # 26-351, Printing Business Cards for Polk County

Addendum # 1

Question 1: Is there any way you could tell me the total number of business cards that were printed last year for the \$13,000 figure?

Answer: Polk County does not track the total number of individual business cards ordered and does not guarantee any amount of usage. However, the analysis for prior Bid 23-414 includes the previous unit pricing for each business card line item and has been uploaded to the FTP site for reference.

To retrieve the prior bid analysis on the FTP site, please use the following directions: Go to <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**Bid 26-351, Printing Business Cards.zip**", select "Open" or "Save As" to download the documents.

Question 2: Are out-of-county and out-of-state businesses without physical locations in Polk County eligible to obtain the required Polk County Local Business Tax Receipt and bid on this solicitation?

Answer: Yes. Businesses do not need a physical location in Polk County to obtain a Polk County Local Business Tax Receipt or bid on this solicitation.

Question 3: Does the Polk County Local Business Tax Receipt need to be obtained prior to submitting the bid, or would it only be required prior to award?

Answer: Please refer to page 37 of the bid package, Qualifications, Item #2. A copy of such license must be provided to the Procurement Division before award is made to the successful vendor.