

September 23, 2019

TO: All Bidders under Request for Quotation No. 19-3003710

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 2

Request for Quotation (RFQ) No. 19-3003710, *Polyethylene Trash Bags*, is hereby amended as follows:

1. Please delete Note to Bidder No. 3, under the Quote Form, in its entirety and replace with Note 3 stated herein:

Note 3: Please submit, with the quote submittal, one sample of an exact (40" W x 46"H) or similar size and quality bag of another municipality or organization with their logo printed on one or both side(s) of the bag.

2. Vendor Reference Check Form will be added to the list of required documents and must be submitted with RFQ, see Attachment E.
3. Only the lowest, responsive and responsible vendor will be notified in writing by the County to provide 1 case of 100 bags with the **"DON'T TRASH DEKALB"** logo printed on one side of the bag, and 1 case of 100 bags with the same logo printed on both sides of the bag. The County is aware that vendors may require a lead time to produce the logo plate and to print the sample bags. Therefore, the County will only reimburse the contacted vendor for the cost of the logo plate, the sample bags, and shipping and handling of the sample bags. The contacted vendor must submit the sample bags to the County for review no later 5 weeks from date of notification by the County.
4. Please indicate below, the costs for the reimbursement:

- a. Cost to produce **"DON'T TRASH DEKALB"** logo plate: \$ _____
- b. Cost to produce the sample bags with white letters logo printed on one side: \$ _____
(Logo shall be printed proportionally centered on bags)
- c. Cost to produce the sample bags with white letters logo printed on both sides: \$ _____
(Logo shall be printed proportionally centered on bags)
- d. S&H of the sample bags: \$ _____
- e. **Total Reimbursement:** \$ _____

5. Please indicate the proposed letter size for “DON’T TRASH DEKALB”:

DON’T (State your proposed letter size here in inches) _____/inches

TRASH (State your proposed letter size here in inches) _____/inches

DEKALB (State your proposed letter size here in inches) _____/inches

6. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call Merenica Banks, Procurement Agent, at 404-371-6331 before the bids are due to confirm the number of addenda issued.
7. All other conditions remain in full force and effect.

Merenica Banks
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

Agent (initials) _____ Manager (initials) _____

ATTACHMENT E
REFERENCE FORM AND REFERENCE CHECK RELEASE STATEMENT

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the RFQ.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Name	

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____

(Authorized Signature of Proposer)

Company Name _____ Date _____