

July 22, 2022

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM #4  
CS 18-824  
Pharmaceuticals for Fire Rescue**

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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 18-824**  
**PHARMACEUTICALS FOR FIRE RESCUE**  
**ADDENDUM #3**

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Revision to Scope of Work (effective April1, 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 “as needed” pharmaceutical supplies for Polk County. Vendor shall provide Polk County a minimum 20% discount off the retail/catalog price or sale price whichever is less, on purchases made by Polk County employees on behalf of the County. Invoices must be detailed and include the 20% off as a separate item to ensure the discount has been applied. This discount does not apply to 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.

**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” pharmaceutical supplies for Polk County. Vendor shall provide Polk County a minimum 20% discount off the retail/catalog price or sale price whichever is less, on purchases made by Polk County employees on behalf of the County. This discount does not apply to 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.

Revision to SPECIFICATIONS (effective April1, 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. Vendor acknowledges that County employees must provide a copy of the current published price (catalog, sales ad, screen shot of web page, etc.) along with their receipt showing the actual charge and 20% or more discount was received. Accordingly, Vendor must provide an itemized receipt with a detailed description of each item purchased, which includes the regular retail price, along with the sale or discounted price actually charged.
3. All Prices shall include delivery and transportation charges, F.O.B. Polk County Fire Rescue Warehouse, 2472 Clower Lane, Bartow, Florida 33830.
4. Vendors must be able to offer a variety of pharmaceuticals. Vendor must supply Fire Rescue Department Coordinator with a full catalog and update as new catalog lines are issued.

**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. Vendor must provide an itemized quote or other price sheet that, at a minimum, provides the retail/catalog price and discounted price to ensure that it has been applied.
3. Invoices must be detailed and provide a description of each item, the quantity, the discounted unit cost, and the extended cost.
4. All Prices shall include delivery and transportation charges, F.O.B. Polk County Fire Rescue Warehouse, 2472 Clower Lane, Bartow, Florida 33830.
5. Vendors must be able to offer a variety of pharmaceuticals. Vendor must supply Fire Rescue Department Coordinator with a full catalog and update as new catalog lines are issued.