

August 23, 2021

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM #1  
CS 20-1111  
JANITORIAL 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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Notification of revision: (Effective May 1, 2021 \_\_\_\_\_)

CS 20-1111 Bid Package Specifications number 6 is being replaced in its entirety and replaced with the following:

Vendor must provide an itemized quote, invoice, or 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 (if applicable)

*Ken Brush*

Ken Brush  
Procurement Contracts Manager  
Procurement Division

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**THIS ADDENDUM SHEET MUST BE SIGNED AND FAXED TO  
863-534-6789. THIS IS THE ONLY ACKNOWLEDGMENT REQUIRED.**

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

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

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

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