

April 13, 2020

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA  
ADDENDUM # 4  
BID 20-470, Utilities Computerized Maintenance Management System  
(CMMS)**

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: Mandatory Pre Submittal Meeting, Question and answer.

All prospective bidders that are interested in submitting their bids electronically must attend the virtual Pre Submittal Meeting to be held on **Wednesday, April 22, 2020**, 2:00 p.m. to learn Polk County's new electronic bid submittal process. Bidders that do not attend this virtual training will not be granted access to submit their bids electronically.

The electronic bid submittal meeting will be held using the Zoom video conferencing application. Bidders may join the Zoom meeting by clicking on the meeting link: <https://zoom.us/j/684091184> and use the Zoom application. If you need assistance accessing this website due to ADA or any other reason, please email Michael Guerrero at [michaelguerrero@polk-county.net](mailto:michaelguerrero@polk-county.net). Bidders that do not have a Zoom account will be prompted to download the application to join the meeting. When prompted, enter Meeting ID: 684 091 184. If you have any questions regarding the Zoom meeting, please call Michael Guerrero, Senior Procurement Analyst, at (863) 534-6416 for assistance no later than 4:00 p.m., Tuesday, April 21, 2020.

A video tutorial has been produced to assist with the electronic bid submittal process. It can be found by clicking here: <https://youtu.be/FhLHbB01Khk>. If you need assistance accessing this website due to ADA or any other reason, please email Michael Guerrero at [michaelguerrero@polk-county.net](mailto:michaelguerrero@polk-county.net).

While the County is closed to the public, we are also still accepting sealed bid submittals at the north entrance of the Polk County Administration Building located at 330 West Church St., Bartow, FL 33830.

When you arrive at the north entrance, you will see a sign which states that the County is still accepting packages. Please dial the number on that sign, which is (863) 534-6757. The person answering the phone will meet you just outside of the doors and accept your sealed solicitation. Please ensure you arrive in time to drop of your sealed bid before the receiving date and time.

Michael Guerrero

*Michael Guerrero*

Senior 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:

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**RFP 20-470,  
Utilities Computerized Maintenance Management System (CMMS)  
Addendum #4(Continued)**

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QUESTIONS AND ANSWERS

Question 1: Does PCU have a defined budget for the project, and can you share that information?

Answer 1: The County anticipates the total cost of the project including software, hardware, implementation services, and five years of support & maintenance to be between 2 and 3 million dollars.