



# **ESSEX COUNTY**

## **OFFICE OF THE MANAGER**

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Daniel L. Palmer  
County Manager

Linda M. Wolf  
Purchasing Agent

**TO:** All Bidders

**FROM:** Linda Wolf, CPA, Purchasing Agent

**DATE:** December 4, 2019

**SUBJECT:** Addendum #1 JANITORIAL/FOOD SERVICE SUPPLIES 1/1/20 – 6/30/20

**This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Janitorial/Food Service Supplies Bid Opening December 18, 2019.***

Please note that bidders now must bid on 25% of the items on each proposal or the bid will not be accepted.

**Please see attached revised Specifications.**

## **Specifications for Supplies for the Essex County Janitorial Department**

See attached list of supplies for the Janitorial Department and other Essex County Departments - to be ordered on an as needed basis.

Prices should include delivery to various Departments in Elizabethtown, NY and Lewis, NY.

Prices are to be bid by the unit size your company sells each product for (i.e. each or case) with case the quantity indicated.

Only one bid will be accepted for each line item. If multiple bids are received for a single line item, all bids for that line item from that bidder will be rejected.

Bidder must bid on 25% of items or bid will not be accepted.

Prices are to include delivery.

Prices are to be effective from: January 1, 2020 – June 30, 2020

Payment will be made after receipt of products and within 30 days of receipt of invoice for same. If there is a discrepancy on the invoice amount with the awarded amount, payment will be delayed.

**Specifications for Food Service Supplies for the  
Essex County Nutrition Department and/or  
Essex County Jail**

See attached list of Food Service Supplies for the Nutrition Department and/or Essex County Jail - to be ordered on an as needed basis.

Prices should include delivery to each of the following sites:

- 1) Nutrition Center, 74 Fairground Way, Westport, NY 12993; and,
- 2) Essex County Public Safety Building, 702 Stowersville Road, Lewis, NY 12950.

Prices are to be bid by the unit size your company sells each product for (i.e. each or case) with case the quantity indicated.

Only one bid will be accepted for each line item. If multiple bids are received for a single line item, all bids for that line item from that bidder will be rejected.

Bids will be awarded on a per item basis, unless indicated otherwise.

Bidder must bid on 25% of items or bid will not be accepted.

Prices are to include delivery.

Prices are to be effective from: January 1, 2020 – June 30, 2020

Payment will be made after receipt of products and within 30 days of receipt of invoice for same. If there is a discrepancy on the invoice amount with the awarded amount, payment will be delayed.