



**PURCHASING DIVISION
ROOM 210 CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450-8022**

**RAWLE DUMMETT
PURCHASING OFFICER**

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**NOTICE TO BIDDERS
ADDENDUM #001**

TO THE BID FOR: B024-34 Janitorial & Paper Products for Meriden Public Schools

FOR: City of Meriden

BID DUE DATE: December 20, 2023 at 11:30 AM

Questions on Invitation to Bid :

1. Within the bid packet on Page 10, where it says special instructions, there is a line stating "Bidders may bid on any item in any section". My question is if I only wanted to bid on the items 6 and 7 for the garbage bag liners am I able to do that without having to bid on every other item within the request? **Answer; Bidders can bid on the items they are able to provide.**
2. On page 14, where it is relating to statements on city based business this statement is the opening line: " Bidders are specifically advised that the City of Meriden has adopted Section 3-14 of the Code of the City of Meriden which requires, but is not limited to, a local preference requiring, in part, that a "City-based business" shall mean a business with its principal place of business located within the boundaries of the City of Meriden". My question does the "not limited to line" mean that any business outside of the Meriden, but within the state of Connecticut can still apply for this bid?
Answer; All qualified bidders regardless of location can participate in the bid.
3. Page 21. There is a question in related to Pcard payment. If a business who is bidding for this solicitation does not except P card payment what are the other options for payment if the solicitation is Won? **Answer: P Cards are not the exclusive method of payment. The city will receive invoices for the items sold with a period of 30 days to process payments.**
4. There is request for samples for each item, Are the samples only to be mailed in for review or is physical drop off a option as long as it's within business hours and by appt at the location provided within the documents for sample review? **Answer: Samples can be mailed or hand delivered to the address provided.**
5. This statement on page 6 "Thirty (30) days prior to the expiration of the resulting contract, the parties may, by mutual agreement, extend the contract for up to three (3) years. Any extension must be in writing, executed by both parties" . My question is what is the length of the initial contract ? Is it a 1 year with a potential three-year extension? or does it start at a three years contract and you can potentially extend on another three years? **Answer; the initial contract is one year with the option to extend up to three years upon mutual agreement.**

Please acknowledge receipt of all addenda in your Bid Submission.

Bid Delivery – Proposals may be dropped off prior to December 20, 2023, either in person or by courier service. At this time the City does not have the infrastructure to accept electronic proposals and therefore bids will only be accepted as directed in the Bid documents.

Rawle Dummett
Purchasing Officer
Dated: December 08, 2023