



# PURCHASING DEPARTMENT

## COLE COUNTY COMMISSION

311 East High Street, Room 200 | Jefferson City, MO 65101  
Tel 573-634-9168 | Fax 573-634-8031  
jprenger@colecouny.org

To: All Interested Parties  
From: Jennifer Prenger, Cole County Purchasing Agent  
Date: February 1, 2018  
Re: Addendum One to Cole County Bid No. 2018-15: Exercise Equipment

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. Q: Please tell me if it acceptable to submit bids electronically for the: 2018-15: Exercise Equipment. What is correct contact for the information to be sent?

**A: The following is hereby added to Cole County Bid No. 2018-15 as Section 1.6:**

**1.6 SUBMISSION REQUIREMENTS. Responses, which are to include the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda, shall be submitted according to the following requirements:**

- Responses must be submitted in a sealed box or envelope identified by bid number, bid title, and bid opening date/time;
- Responses must be complete and signed by an official authorized to obligate the agency or company submitting the bid;
- Response submissions must include one (1) complete original response, which shall be so marked, and two (2) exact duplicates.

**It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be considered. Responses will be time and date stamped; those received late or at a place other than the stated address will be determined non-responsive and will be returned unopened to the sender without exception.**

**The bid receipt date and time HAVE NOT BEEN CHANGED; submissions will be received until Friday, February 9 at 3:30 p.m. The deadline for questions is Friday, February 2.**

I/We have received Addendum Number One to Bid No. 2018-15 and have fully considered the information provided in preparing a response.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Agent and Title

\_\_\_\_\_  
Authorized Signature