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October 22, 2021

**ADDENDUM #2**  
**BL116-21, Purchase of Janitorial Supplies on a Six-Month Contract**

**Questions:**

**Q1. Is there a set quantity for each order made during this contract?**

A1. *Orders will be placed directly with the successful supplier with a purchase order issued by the individual user departments on an "as needed" basis. There is not a minimum or maximum quantity per order.*

**Q2. Does every line item have to be quoted to be considered for award?**

A2. *No, Award will be made to the supplier(s) submitting the lowest responsive and responsible bid. Gwinnett County reserves the right to make award of this bid by line item, by section, or to the overall low responsive and responsible supplier bidding the majority of items, and/or on the basis of uniformity as deemed in the County's best interest.*

**Q3. What should be written on the bid schedule if the item cannot be quoted?**

A3. *The line items that cannot be bid on can be written as, but not limited to N/B, No Bid, or left blank.*

**Q4. What does Vendor Product Code mean on the bid schedule?**

A4. *The vendor product code is the code/phrase used to find/order the product from the vendor's company catalogue.*

**Q5. What does Delivery A.R.O mean?**

A5. *Delivery A.R.O on the bid schedule means Delivery After Receiving Order. Gwinnett County is asking for the amount of time it will take the product to reach the user department after receiving the Purchase Order.*

This addendum should be acknowledged in the line provided on the Quote Schedule. Failure to do so may result in your quote being deemed non-responsive.

Thank you,

*Brittany Taylor*

Brittany Taylor

Purchasing Associate II