



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division  
1800-3 Blair Stone Road  
(corner of Miccosukee and  
Blair Stone Roads)  
Tallahassee, Florida 32308  
(850) 606-1600

### Commissioners

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County Administrator

**HERBERT W.A. THIELE**  
County Attorney

October 29, 2012

RE: Bid Title: Competency Restoration Services for Leon County Courts  
Bid No: BC-11-01-12-16  
Opening Date: Thursday, November 1, 2012 at 2:00 p.m. Eastern Time

### ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

This addendum revises the bid document as follows:

1. All references to the "6-month status hearing and/or emergency hearing" are deleted in their entirety and replaced with "status hearing."
2. The definition of a "status hearing" is clarified to include any type of status hearing, which occurs a minimum of once every 6 months. Status hearings may be requested by the vendor based upon their reporting of defendants that are ready for a competency hearing to determine their status. In cases where such hearings are requested, and if the defendant's case is disposed by the Court prior to the 6-month status hearing, the vendor will receive both the status hearing payment and the final payment upon receipt of the final report.  
**NOTE: Payment will be made for one status hearing only.**
3. Section IV. BID SUBMISSION REQUIREMENTS, is revised to add the following paragraphs, immediately following the section title:

**An ORIGINAL, five (5) printed copies, and an electronic copy (on a flash drive or CD) of the Bid must be received by the Purchasing Division by no later than the Opening Date (date and time). Bids will be retained as property of the County. The ORIGINAL of your Bid must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual (Bidder). All other copies may be photocopies. The contents of the Bid of the successful Bidder will become part of the contractual obligations.**

The Bids are to be submitted bound by binder clips only. No manner of plastic, comb or wire bindings or staples are acceptable. As part of Leon County's sustainability program, Leon County is trying to reduce the excess packaging, binders, and waste associated with submittals.

The responsibility for submitting the Bid to the Leon County Purchasing Division, and for the Leon County Purchasing Division receiving such Bid by no later than the Opening Date, is solely that of the Bidder. Leon County will in no way be responsible for delays in mail delivery or delays caused by any other occurrence.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

  
Shelly Kelley, PMP  
Purchasing Director

SWK