

DISCLAIMER

PUBLIC PURCHASE

The City of Leesburg uses Public Purchase (www.publicpurchase.com) as its' official on-line bid management system. All formal solicitations and related documents are posted to Public Purchase.

Vendors can register with Public Purchase at NO COST. Registration allows you to view all City of Leesburg solicitations as well as other government agencies. Registration also provides for automatic notification of bid opportunities that match the goods and services your company can provide.

Please refer to the document titled 'OnLineRegistrationNotice' for the full details of Public Purchase and a step-by-step guide of the registration process.

FTP SERVER

<ftp://ftp.leesburgflorida.gov/bids-purchasing/>

The City of Leesburg posts all public solicitation documents to our FTP Server for the convenience of those entities that do not wish to register with Public Purchase. Posting these documents to the FTP Server is also an efficient method to meet public records requests related to solicitations.

Vendors are not, and cannot be notified when new documents are posted to the FTP Server.

Use of the FTP Server as a source for solicitation documents is done at the parties risk. The Purchasing Division does not guarantee all documents will be posted to the FTP Server. The Purchasing Division will make a best effort to insure all documents posted to the Public Purchase website are also posted to the FTP Server. The Public Purchase website is the official site for all documents as previously state.

ADDENDA

The Purchasing Division may issue an addendum in response to any inquiry received, prior to bid opening, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. **It is the bidder's responsibility to ensure receipt of all addenda and any accompanying documentation.** The bidder is required to submit with its bid a signed "acknowledgement of Addenda" form when any addenda have been issued. Failure to acknowledge each addendum may prevent the bid from being considered for award.