

**ADDENDUM NUMBER ONE (1)**  
HILLSBOROUGH COUNTY DEPARTMENT OF PROCUREMENT SERVICES  
P.O. BOX 1110  
TAMPA, FLORIDA 33601

DATE: October 12, 2009  
Page 1 of 3

**TO PROPOSER:** This Addendum is an integral part of the proposal package under consideration by you as a Proposer in connection with the subject matter herein identified below. Hillsborough County deems all proposals to have been proffered in recognition and consideration of the entire proposal package - **including all issued addenda**. For purposes of clarification, receipt of this present Addendum by a **Proposer should be evidenced by returning it (signed) as part of the Proposer's sealed proposal.**

If the Proposal has already been received by Hillsborough County Department of Procurement Services, Proposer should return this ADDENDUM in a separate sealed envelope which is clearly marked with the **PROPOSAL TITLE, PROPOSAL NUMBER AND OPENING DATE AND TIME**, stated as follows:

**PROPOSAL NUMBER: S-0242-09(JSW)**

**PROPOSAL TITLE: Home Health Care and Infusion Therapy Services**

**PROPOSAL OPENING DATE AND TIME: November 4, 2009 at 2:00 P.M.**

**PLACE:** Department of Procurement Services, 601 E. Kennedy Blvd., 18th Floor, Tampa, FL 33602.

THE INFORMATION INCLUDED HEREIN IS HEREBY INCORPORATED INTO THE CONTRACT DOCUMENTS OF THIS PRESENT REQUEST FOR PROPOSALS (RFP) MATTER AND SUPERSEDES ANY CONFLICTING CONTRACT DOCUMENTS OR PORTION THEREOF PREVIOUSLY ISSUED:

REASON FOR ISSUANCE OF THIS ADDENDUM:

1. This Addendum is being issued to revise sections of the RFP Document.
2. For the convenience of proposers, changes to the RFP document are indicated by shading.
3. Procurement Summary and Registration Form: Changed the procurement submittal deadline to November 4, 2009 at 2:00 P.M.
4. Part A, Instructions to Proposers, Page IP-1, Top of page and paragraph 2 (c), Changed the proposal opening date and time to November 4, 2009 at 2:00 P.M.

Receipt of this Addendum is hereby acknowledged by the undersigned Proposer.

\_\_\_\_\_  
AUTHORIZED SIGNATURE (Proposer)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE OF PERSON SIGNING ABOVE & TELEPHONE

\_\_\_\_\_  
NAME OF COMPANY

RFP/RPS: S-0242-09(JSW)	Approval	Date
Department	N/A	N/A
Procurement Services	<u>James S. Wunderle</u>	10/12/09
County Attorney	N/A	N/A

Hillsborough County Department of Procurement Services  
601 E. Kennedy Blvd. County Center. 18th Floor  
P.O. Box 1110  
Tampa, FL 33601

Telephone (813) 272-5790  
FAX (813) 272-6290

<http://www.hillsboroughcounty.org/procurementservices>

## PROCUREMENT SUMMARY AND REGISTRATION

This form provides a brief summary of this procurement and is to be used to register as a prospective bidder/proposer.

**In order to receive notice of any changes or addenda to these documents, you MUST register using this form. Please mail or FAX the completed form to the Department of Procurement Services as soon as possible.**

**Document Number:** S-0242-09(JSW)

**Title:** HOME HEALTH CARE AND INFUSION THERAPY SERVICES

**Description:** This document describes the requirements of the Hillsborough County Health and Social Services Department for the procurement of an experienced and well-qualified Contractor to provide home health care and infusion therapy services for a three-year period, to the Hillsborough County Health Care Plan (HCHCP), a county-wide indigent healthcare program.

**Pre-Bid/Proposal Conference:** September 30, 2009 at 10:00 A.M., County Center  
18<sup>th</sup> Floor Conference Room A  
Mandatory: Yes [ ] No [X]

**Procurement Submittal Deadline:** November 4, 2009 at 2:00 P.M.

**For additional information, contact:** James Wunderle  
Senior Procurement Analyst  
Telephone: (813) 301-7087

**Special Instructions:** If attending the Pre-Proposal Conference, bring a copy of this document to review and discuss.

*Hillsborough County supports the growth and development of small, minority and women owned businesses in the County's procurement and contracting activities. For more information contact the Economic Development Department at County Center, 13th FL, 601 E. Kennedy Blvd.; P.O. Box 1110; Tampa, FL 33602, (813) 272-5969.*

**BIDDER/PROPOSER REGISTRATION  
FAX OR MAIL THIS FORM BACK IMMEDIATELY**

**FAX: (813)-272-6290**

**Use this form to register as a potential bidder or proposer for this procurement. Only registered vendors will be faxed courtesy notices of changes or addenda to these procurement documents. Vendors will not receive addenda notification if they fail to provide a valid fax number. Carefully complete this form and mail or Fax it to the Department of Procurement Services. You must submit one form for each procurement that you are registering for. FAILURE TO INCLUDE AN ADDENDUM IN YOUR BID/PROPOSAL MAY RESULT IN THE REJECTION OF YOUR BID/PROPOSAL.**

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail (optional) \_\_\_\_\_

**PART A** **RFP NUMBER S-0242-09(JSW)**  
**INSTRUCTIONS TO PROPOSERS**

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Proposal for: **HOME HEALTH CARE AND INFUSION THERAPY SERVICES**

Pre- Proposal Conference: **September 30, 2009 at 10:00 A.M., Department of Procurement Services  
18<sup>TH</sup> Floor of the County Center, 601 East Kennedy Blvd.  
Tampa, Florida**

Proposal Opening Time: **November 4, 2009, 2009 at 2:00 P.M.**

Place Of Proposal Opening: **Department of Procurement Services  
18<sup>TH</sup> Floor of the County Center, 601 East Kennedy Blvd.  
Tampa, Florida**

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**GENERAL TERMS AND PROVISIONS**

**1. EXPLANATION OF COMPETITIVE SEALED PROPOSAL METHOD OF PROCUREMENT:**

**COMPETITIVE SEALED PROPOSALS DIFFER FROM COMPETITIVE SEALED BIDS IN SEVERAL AREAS:**

- (a) All criteria for evaluation will be set forth in the proposal documents in order of importance. Only these criteria will be used to determine the best proposal.
- (b) Discussions may be held with all responsible proposers after proposals are opened for purposes of clarification. **The County also reserves the right to request written clarifications from Proposers after the proposals have been opened.** Proposers will be given equal treatment with respect to discussions and all information obtained is to secure the best possible offers for the County.
- (c) Award shall be made to the responsible Proposer whose proposal is determined to be the most advantageous to the County taking into consideration only the evaluation factors set forth in the request for proposal.
- (d) **The County reserves the right to issue one or more call(s) for Best and Final Proposals if it is in the best interest of the County.**

**2. PROPOSALS**

- (a) The herein included Instructions to Proposers (Part A); the Specifications (Part B); The Proposal (Part C); and the Agreement (Part D); together with all the attached documents therein identified, and Exhibits, constitute the entire "proposal package" (Contract Documents) concerning this present proposal matter. Said proposal package must be the basis upon which all proposals are offered and the same (the entire proposal package) must be kept together and returned intact (sealed from public view) to the Hillsborough County Department of Procurement Services at the time and place therein specified. The Proposer must manually sign the Proposal (Part C) and should complete the attached document titled Equal Employment Opportunity/Affirmative Action Requirements, attached as Exhibit I of the Proposal (Part C).
- (b) Prices (proposals) must be quoted only upon the Proposal Form (Part C) herewith provided and no other Proposals will be accepted. Sealed Proposals may not be amended or otherwise changed by any writing placed outside the sealed Proposal package; except however, any such written "outside" communication by a Proposer shall be construed by Hillsborough County as indicating a withdrawal of the proffered sealed Proposal to which the communication relates (thereby causing the Proposer to have issued "No Proposal" for consideration by Hillsborough County). All prices quoted are to be F.O.B. job site in Hillsborough County, Florida where applicable.
- (c) As applies to this present proposal matter, the Proposer is hereby directed to cause delivery of his proposal to the Hillsborough County Department of Procurement Services, 601 E. Kennedy Blvd., County Center 18th Floor, Tampa, Florida 33602, prior to the proposal opening time which is: **2:00 P.M. on November 4, 2009.**