



Administrative Office of the Courts

Operations

Amendment #1

Invitation for Bids

K21-0030-25

Disinfectant Wipes for COVID-19

This Amendment is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Offerors who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikeout (ex. ~~language deleted~~)

1. Modify Section 3-Bid Format/Basis for Award

3.1.1 The Bidder must submit a transmittal letter on the bidder's stationery. The sole purpose of the transmittal letter is to transmit the bid. It should be brief and signed by an individual who is authorized to commit the bidder to the services stated in this IFB. Submit the transmittal letter with the following documents to the Issuing Office prior to the submission deadline:

- Completed Bid/Proposal Affidavit (Attachment B)
- Bid Proposal Price Sheet (**Attachment E-D**) signed by authorized personnel.

Issued by: Valerie L. Mitchell
Procurement Officer
September 22, 2020