

1. Submittal Format Requirements (**Page 16**) – I generally fill out the Road Materials section, with price.
  - a) Do I need to create a separate cover sheet?  
A cover sheet with the Respondent’s name should be created by the Respondent.
  - b) And for each material bid?  
Respondent does not need to create a sheet for their material bid. They should use the Bid Sheet included in the RFP.
  - c) Or is what’s in the packet enough as usual.  
The bid sheet on pages 17-20, along with the bid sheet on Addendum #1, will be completed by the Respondent for the items they wish to bid on, which will follow the lone cover sheet prepared in 1) a).
  
2. Disclosure of lobbying activities (**Page 31**) – None of this applies to us. Can I X this entire page or do you need me to sign this at all?  
If none of this form applies to you as a respondent, you will only complete the section in the bottom right that says Signature, Print Name, Title, Telephone No. and Date.
  
3. Systems for Award Management (**Page 32**) – No idea what this is. Please advise.  
If Respondent is registered with the Systems for Award Management, please include a copy of your registration with your bid packet.
  
4. Seat Belt Use Policy (**Page 33**) – Do I need to find this online, print and sign?  
This page is in the bid packet so the Respondent will be aware that this wording needs to be a part of the contract. The Respondent will not need to directly acknowledge this policy in your bid submission.
  
5. Text Message Policy (**Page 34**) – Same question as #4 above.  
This page is in the bid packet so the Respondent will be aware that this wording needs to be a part of the contract. The Respondent will not need to directly acknowledge this policy in your bid submission.
  
6. Sample Contract (**Page 38-39**) – Are you needing us use this as a template and submit a formal contract?  
Respondents can use the sample contract as a template to prepare a contract, or use one that the company already has prepared to submit with this RFB.
  
7. Bid Copies (**Page 3**) – 5 TOTAL must be submitted. Also, can I submit them together in the same, sealed envelope?  
Respondent will prepare a total of five (5) bids to be submitted to the county – one (1) identified as the original and four (4) copies. All five (5) bids can be submitted in one sealed envelope, with RFB #2023-04 written on the outside of the envelope.

8. Will you allow or consider a fuel surcharge on the bid listed in the subject line?
  - a. Awarded vendor(s) may add fuel surcharge to invoice price, which will be the bid price of product, plus bid price of freight, plus fuel surcharge at time of delivery.
  - b. Fuel surcharge shall be based upon information from the Energy Information Administration's Gulf Coast Region (PADDIII), DFW Region TX OPIS (Oil Price Information Service) Petrostat Net Price, or an authorized agency monitoring fuel prices.
  - c. The applicable fuel surcharge shall be determined on a bi-weekly basis according to the results of the survey for diesel fuel pricing conducted every Monday by the Department of Energy – Energy Information Administration for the previous week's actual prices.
  - d. The applicable fuel surcharge shall be computed and stated separately on each freight bill or invoice.
  - e. Cherokee County may request documentation from the vendor detailing pricing for fuel surcharge.