



## Muscogee County School District Columbus, Georgia

Edwin Joseph  
Director of Procurement

### **ADDENDUM 2** **ITB #26-022 Purchase Custodial Supplies and Equipment**

May 5, 2026

Dear Vendors,

The following questions were received by the Purchasing Department (after the deadline) for ITB 26-022 Purchase Custodial Supplies and Equipment. These questions are approved as requiring additional information to ensure compliance.

1. Would it be acceptable for us to sign a PDF signature page and include that with our submission?

**Answer:** Yes. DocuSign-style or PDF signature is acceptable; however, it must be accompanied by a letter on official letterhead from the signatory verifying and supporting the signature. The letter must be included in both the hard bid submission and saved on the flash drive.

2. Additionally, will your organization accept DocuSign (or other electronic signatures) as an “original” signature for any required documents associated with this bid?

**Answer:** See answer to question #1.

3. Under Section E on page 4, the statement reads:  
“Custodial supplies and equipment must be restricted from access alongside other product lines.”
  - a. Is this referring to how custodial supplies must be stored or segregated at our warehouse/distribution center?

**Answer:** This is not based on the storage at the warehouse or distribution center.

- b. Or does this requirement relate to how products are to be delivered or stored at your facilities?

**Answer:** The district maintains an approved custodial supply list that employees are required to follow. This section pertains to employees using your website to order custodial supplies, with access limited to items on the approved list. Any custodial supplies not included on the district’s approved list **should not** be available for employee purchase.

Non-custodial items, however, may remain accessible to employees.

For example, if the approved list includes disinfectant spray and paper towels, employees should only be able to order those specific custodial items through the website. If additional



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custodial products—such as floor wax or industrial cleaners—are available on the site but not on the approved list, employees should not be able to purchase them. Meanwhile, non-custodial items like office supplies, maintenance supplies, etc. (e.g., pens, tools, etc.) can remain available for employees to order without restriction.

4. Could you please provide any available information on historical or projected usage for the custodial supplies covered under this bid?

**Answer:** See answer on Addendum #1, question #3.

**Note: This addendum does not change the quote sheet from Addendum #1.**

Thank you

Edwin Joseph