

**DHSMV ITN 001-19
FRVIS Equipment Refresh
Addendum No. 4**

SEPTEMBER 4, 2018

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Note: Additions to the RFQ are underlined and deletions are ~~stricken~~. All terms and conditions of the RFQ, not modified by Addendum No. 4, shall remain in full force and effect.

Item No. 1

Attachment D, SCOPE OF SERVICES, section D.7, CURRENT EQUIPMENT MAINTENANCE SERVICES, subsection A. REMEDIAL MAINTENANCE REQUESTS, is hereby amended as follows:

A. REMEDIAL MAINTENANCE REQUESTS

Table 1, Remedial Maintenance Requests, below, outlines the average monthly number of Remedial Maintenance Requests by hardware type for the period of August 1, 2014 through July 31, 2017. The historical data provided in this table is for informational purposes only.

TABLE 1 REMEDIAL MAINTENANCE REQUESTS²									
MONTH	DESKTOP	DOCKING STATION	LAPTOP	LOCAL PRINTER	MONITOR	NETWORK PRINTER	SERVER	SWITCH	UPS
JANUARY	72		1		5	273	21	1	3
FEBRUARY	88		11	2	7	220	15		2
MARCH	79	1	3	1	8	342	22	1	
APRIL	111		3	3	5	399	15	1	3
MAY	79		6	2	8	428	14	1	5
JUNE	155	1	1		9	479	17		3
JULY	108	1	6	5	16	466	35		4
AUGUST	75	1	3	3	11	287	18		3
SEPTEMBER	58	2	5		11	297	14		2
OCTOBER	80	1	5	2	5	239	25	2	2
NOVEMBER	40	1	4		1	252	13		2
DECEMBER	82		6	1	6	309	16	2	3

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² Remedial Maintenance Requests represents the total number of requests by month, not total hours per month.

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Item No. 2

Attachment D, SCOPE OF SERVICES, section D.9, ESTIMATED EQUIPMENT AND TONER CARTRIDGE QUANTITIES, is hereby amended to make the following underlined changes to the specified items in each table included within this section:

Attached D.9 ESTIMATED EQUIPMENT AND TONER CARTRIDGE QUANTITIES, TABLE 1, EQUIPMENT AND TONER CARTRIDGE ESTIMATED QUANTITIES:

TABLE 1 EQUIPMENT AND TONER CARTRIDGE ESTIMATED QUANTITIES			
TYPE	ESTIMATED INITIAL QUANTITY	ESTIMATED TOTAL³ QUANTITY	COMMENTS
Workstation (including wireless keyboard and mouse)	5,042 <u>5,902</u>	5,442 <u>6,302</u>	
Workstation monitor (22")	5,195 <u>6,055</u>	5,597 <u>6,457</u>	Some tax collectors purchase their own monitors
Laptop	153	155	
Docking Station	153	155	
Laser Printer	5,669	5,969	Includes high speed decal printers
Server (Must include External UPS Battery, keyboard, and mouse)	305	333	
Server monitor	305	333	
Switch 24 port	194	200	
Switch 48 port	226	241	
UPS for Switch or Server	300	300	
UPS for Switch and Server	253	301	
Stacking Cables/Modules	88	90	
Surge Protectors	4,648	5,442	
Handheld Barcode Scanner	300	300	
Toner Cartridge ⁴	2,831	11,890	
Small Form Factor Laptop	250	250	
Tablet	250	250	
High Speed Laser Printer	50	50	

³ Estimated Total Quantity includes the Estimated Initial Quantity.

⁴ The estimated toner cartridge quantities are based on a twelve thousand (12,000) cartridge yield.

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Mobile Office Server	15	15	
Serial Port Adaptor	100	100	
USB Card	100	100	
Extension Video Cable	100	100	
Switch 24 Port - PoE	15	15	
Switch 48 Port -PoE	35	35	
Stacking Cables/Modules <u>for PoE switches</u>	100	100	

Item No. 3

Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 1. Servers, is hereby amended to make the following underlined changes to the specified items in each table included within this section:

Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 1. Servers, sub-item a), TABLE 1-A, SERVERS:

TABLE 1-A SERVERS	
<u>ITEM</u>	<u>SPECIFICATIONS</u>
<u>Supports Operating System Software (to be purchased separately by the Department)</u>	Windows 2016 Server with latest Service pack and “hot fixes” installed. Supports Windows 2012R2.

Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 1. Servers, sub-item a), TABLE 1-B, MOBILE OFFICE SERVERS:

TABLE 1-B MOBILE OFFICE SERVERS	
<u>ITEM</u>	<u>SPECIFICATIONS</u>
<u>Supports Operating System Software (to be purchased separately by the Department)</u>	Windows 2016 Server with latest Service pack and “hot fixes” installed. Supports Windows 2012R2.

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Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 1. Servers, sub-item b.5, is hereby amended to make the following underlined changes to the specified items within this section:

- 5) The Contractor shall provide all firmware and equipment-related software (except for server operating system software) and is responsible for keeping current the bios and all firmware and software drivers throughout the term of the resulting contract, including renewal and extension periods. In addition, the Contractor shall work with the Department to create a mechanism to update bios, firmware, and software drivers for the workstations. This mechanism shall include all security patches to bios and firmware related components to ensure security of Department systems.

Item No. 4

Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 3. Mobile Devices, is hereby amended to make the following underlined changes to the specified items within the tables included in this section:

Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 3. Mobile Devices, sub-item a) Standard Laptop, part 1), TABLE 5, STANDARD LAPTOP:

TABLE 5 STANDARD LAPTOP	
ITEM	SPECIFICATIONS
NIC	Biometric enabled <u>Wireless Integrated</u>

Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 3. Mobile Devices, sub-item b) Small Form Factor Laptop, part 1), TABLE 7, SMALL FORM FACTOR LAPTOP:

TABLE 7 SMALL FORM FACTOR LAPTOP	
ITEM	SPECIFICATIONS
NIC	Biometric enabled <u>Wireless Integrated</u>

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Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 3. Mobile Devices, sub-item c) Tablet, part 1), TABLE 9, TABLET:

TABLE 9 TABLET	
ITEM	SPECIFICATIONS
NIC	Biometric-enabled <u>Wireless Integrated</u>

Item No. 5

Attachment D, SCOPE OF SERVICES, section D.10, SOLUTION REQUIREMENTS, subsection A. Equipment, item 7., General Equipment Requirements, subsection D., EXISTING WORKSTATION UPGRADE AND MAINTENANCE, is hereby deleted in its entirety.

Item No. 6

Attachment D, SCOPE OF SERVICES, section D.24 MAINTENANCE OF EQUIPMENT, SYSTEMS, AND SOFTWARE, subsection C. REMEDIAL MAINTENANCE, item 7., is hereby amended as follows:

7. Once a request for maintenance has been assigned, Contractor personnel must acknowledge receipt of the request in the Service Manager System within thirty (30) minutes and must then contact the Office Manager or their designee at the location requiring maintenance. The following resolution times apply:
 - a) Servers, Switches and Supporting UPS Equipment – Contractor must restore to good working condition within four (4) hours of assignment.
 - b) All Other Equipment – Contractor must restore to good working condition by close of the second (2) business day from assignment.

~~All requests for maintenance that are not resolved within the above timeframes are~~ If the contractor fails to successfully complete on-site repairs of the equipment or fails to provide like equipment on a temporary basis within the time frame specified above for less than ninety-seven percent (97%) of the reported monthly incidents, the Contractor shall be subject to liquidated damages unless they meet one (1) of the Maintenance Support/Liquidated Damages Exceptions outlined below in subsection E. The 30-minute acknowledgement window is not included in the calculation of the resolution time.

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Item No. 7

Attachment D, SCOPE OF SERVICES, section D.31, PERFORMANCE STANDARDS AND LIQUIDATED DAMAGES, subsection A. TABLE 1 - PERFORMANCE STANDARDS/LIQUIDATED DAMAGES, is hereby amended to make the following underlined changes to the specified items within TABLE 1, PERFORMANCE STANDARDS AND LIQUIDATED DAMAGES:

TABLE 1		
PERFORMANCE STANDARDS AND LIQUIDATED DAMAGES		
Performance Standard Requirement		Liquidated Damages To Be Imposed
5.	The Contractor shall install all equipment and software and de-install equipment in accordance with the agreed upon Final Installation Schedule and as described in Section D.15, Installation Requirements and Schedule.	\$250.00, per site, <u>per day</u> , for each day past the due date until provided to the Department.
21.	The Contractor shall repair and resolve Server issues as described in Section D.24, Maintenance of Equipment Systems and Software, subsection C., Remedial Maintenance.	\$100.00, per hour, for failure to resolve the issue. Maximum of \$500 per day, \$10,000 per month, <u>per location</u> .
22.	The Contractor shall repair and resolve Switch issues as described in Section D.24, Maintenance of Equipment Systems and Software, subsection C., Remedial Maintenance.	\$100.00, per hour, for failure to resolve the issue. Maximum of \$500 per day, \$10,000 per month, <u>per location</u> .
23.	The Contractor shall repair and resolve "All Other Equipment" issues as described in Section D.24, Maintenance of Equipment Systems and Software, subsection C., Remedial Maintenance.	\$100.00, per hour for each hour after the second business day for failure to resolve the issue. Maximum of \$500 per day, \$10,000 per month, <u>per location</u> .

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Item No. 8

Attachment E, RESPONSE SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA COMPONENTS, section E.2, subsection C. Technical Response, item 4., Solution Requirements, is hereby amended to make the following underlined changes to the specified items within this section:

The prospective contractor shall describe, in detail, its proposed plan for meeting the requirements as described in Attachment D, Scope of Services, Section D.10, Solution Requirements. ***(This section is worth a maximum of ~~120~~ 110 points with each component being worth a maximum of 5 points each.)***

Item No. 9

Attachment E, RESPONSE SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA COMPONENTS, section E.2, subsection C. Technical Response, item 4., Solution Requirements, subsection d., Existing Workstation Upgrade and Maintenance, is hereby deleted in its entirety.

Item No. 10

Attachment F, EVALUATION CRITERIA, subsection F.4 TECHNICAL RESPONSE EVALUATION, subsection C. TECHNICAL RESPONSE POINTS TABULATION TABLE is hereby amended as follows:

TECHNICAL RESPONSE POINTS TABULATION TABLE	Maximum Points Possible
1. Table of Contents	N/A
2. Executive Summary	N/A
3. Organizational Structure, History and Experience	15
4. Solution Requirements, including:	120
<i>a. Equipment</i>	40
<i>b. Printer Consumables</i>	15
<i>c. Software</i>	55
<i>d. Existing Workstation Upgrade and Maintenance</i>	10
5. Preliminary Implementation Plan	15

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6. Lab, Development, and User Acceptance Testing (UAT) Sites	25
7. Site/Office Survey and Readiness	25
8. Pilot to be Conducted	30
9. Installation Requirements and Schedule	45
10. Site Inventory	15
11. Training	25
12. Security and Fraud Prevention	30
13. Designated Personnel and Staffing Requirements	75
14. Additional Systems, Equipment Moves and Other Changes	25
15. Maintenance of Equipment, Systems, and Software, including:	180
<i>a. Remedial Maintenance</i>	95
<i>b. Incident Reporting</i>	5
<i>c. Maintenance Support/Liquidated Damages Exceptions</i>	10
<i>d. Service Requests</i>	25
<i>e. Preventive Maintenance</i>	30
<i>f. Operations and Maintenance Manuals</i>	15
TOTAL TECHNICAL RESPONSE POINTS	625 <u>615</u>

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Item No. 11

Attachment F, EVALUATION CRITERIA, subsection F.5 DEMONSTRATIONS(S) AND EVALUATION, subsection B, DEMONSTRATION EVALUATION CRITERIA TABLE, is hereby amended as follows:

DEMONSTRATION EVALUATION CRITERIA	
ACTION/ACTIVITY TO BE DEMONSTRATED	RESULT (Circle Pass or Fail)
LASER PRINTER	
<p><u>1.</u> Cold Printer Start: <u>Ease of feed through the printer with no more than one (1) jam out of 100 registration decal samples printed. Must utilize proposed workstation.</u></p>	<p><u>Pass/Fail</u></p> <p>Number of Jams: _____ per 100 registration decal samples printed.</p>
<p><u>4.</u> <u>2.</u> Demonstrate printing speed of Laser Printer Must utilize proposed workstation.</p> <p>Laser Printer must print a minimum of 15 registration decals per minute.</p> <p>Note: The Department will provide blank registration decal samples to be printed for this demonstration component.</p>	<p>Pass/Fail</p> <p>Number of registration decals printed per one (1) minute: _____</p>
<p><u>2.</u> <u>3.</u> Demonstrate the Automatic Duplexer.</p> <p>Laser Printer must print a stack of sequence numbered titled documents that prints page 1 on the face up sequence numbered page and page 2 on the back side of the document. Must utilize proposed workstation.</p> <p>Note: The Department will provide the stack of sequence numbered documents to be printed for this demonstration component.</p>	<p>Pass/Fail</p>
<p><u>3.</u> <u>4.</u> Demonstrate the Paper Feed process.</p> <p>Laser Printer's paper feeder must pull titles sequentially from the top of the stack. The title certificate has an audit number pre-printed on the paper stock. The paper stock will be placed into the printer tray face up with the audit numbers in order from the top down. The printer must pull from the top of the paper feeder. Must utilize proposed workstation.</p>	<p>Pass/Fail</p>

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	Note: The Department will provide the title certificate for this demonstration component.	
4. 5.	After printing, registration decals easily peel off the carrier sheet without ripping, tearing, stretching or otherwise rendering the registration decal unusable. Note: The Department will randomly select five (5) printed registration decals from the printed registration decals in Item 7., below, to peel the decal from the carrier sheet.	Pass/Fail
5.	Cold Printer Start: Ease of feed through the printer with no more than one (1) jam out of 100 registration decal samples printed. Must utilize proposed workstation.	Pass/Fail Number of Jams: _____ per 100 registration decal samples printed.
6.	Hot Printer Start: Ease of feed through the printer with no more than one (1) jam out of 100 registration decal samples printed. Must utilize proposed workstation.	Pass/Fail Number of Jams: _____ per 100 registration decal samples printed.
7.	Paper Trays: Each of the two (2) paper trays holds a minimum of five-hundred (500) sheets of paper. Note: The Department will provide four (4) reams of paper for this demonstration component.	Pass/Fail
ACTION/ACTIVITY TO BE DEMONSTRATED		RESULT (Circle Pass or Fail)
TONER		
1.	Toner did not bleed or feather on printed registration decals.	Pass/Fail
2.	Toner did not smear, smudge or rub off of printed registration decals utilizing a dry rub method one (1) minute after print cycle was completed. Note: The Department will randomly select five (5) printed registration decals to demonstrate the dry rub method. The dry rub method is defined as using a dry finger to rub across the registration decal surface.	Pass/Fail

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3.	Toner did not smear, smudge or rub off of printed registration decals utilizing a wet rub method one (1) minute after print cycle was completed. Note: The Department will randomly select five (5) printed registration decals to demonstrate the wet rub method. The wet rub method is defined as using a paper towel wet by water to rub across the registration decal surface.	Pass/Fail
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Item No. 12

Attachment H, COST PROPOSAL, is hereby deleted, replaced in its entirety, and made part of this addendum. This shall be the only version of Attachment H, COST PROPOSAL, acceptable to the Department.

Item No. 13

Attachment K, STANDARD CONTRACT, is hereby deleted, replaced in its entirety, and made part of this addendum.

Item No. 14

Attachment D, SCOPE OF SERVICES, EXHIBIT 1, Equipment Inventory Site-Office Location, is hereby deleted, replaced in its entirety, and made part of this addendum.

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Item No. 15

Questions and Answers

Note: All written questions are reproduced in the same format as submitted by the Respondent.

Question(s) received on 8/10/2018 from Form 10 Group:		
1.	Question:	PDF Page 21, Section D.5 The chart shows that there are 254 servers currently deployed. However, the new estimated initial quantity shows 305. Where are the additional 51 servers to be deployed?
	Answer:	During the implementation phase, the Department anticipates that there may be a need for additional equipment to be purchased. Additional offices may also be opened between now and completion of the Roll-Out.
2.	Question:	PDF Page 21, Section D.5 Can the state provide estimates of how much of this equipment is from the original deployment 6 years ago and how much equipment is still under OEM warranty?
	Answer:	Approximately, 248 servers, 4,449 workstations, 4,454 Workstation Monitors, 5,035 printers, and 389 switches were initially deployed. Please note the numbers provided are estimates. The Department does not track the OEM warranty. All equipment, regardless of OEM warranty, must be maintained by the Contractor in accordance with Attachment D, Scope of Services.
3.	Question:	PDF Page 29, Section D.8 Can the Department confirm that the contractor will be responsible for maintaining all of the current deployed equipment for up to 5 more years?
	Answer:	The Department anticipates that the majority of the equipment will be replaced within the first 18-24 months of the Contract.
4.	Question:	PDF Page 29, Section D.8 How soon after contract award does the Department expect the contractor to start to provide maintenance of all of the currently deployed equipment?
	Answer:	The Vendor should propose a timeframe in their Reply to the ITN, in accordance with Attachment E. RESPONSE SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA COMPONENTS.
5.	Question:	PDF Page 36, Section D.10 Table 2 Workstations - Does the state want Windows 10 Professional or Enterprise?
	Answer:	Windows 10 Professional.
6.	Question:	PDF Page 37, Section D.10 Table 5 Standard Laptop - Biometric Enabled NIC - Can the Department provide more details on that specification?

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	Answer:	Please see Addendum No. 4, Item No. 4.
7.	Question:	PDF Page 42, Section D.10 Handheld Barcode Scanners - Can the state provide anymore details about the usage of the barcode scanners or specifications? Does the state expect a stand for the barcode scanner to be included? What documents will be scanned? How long of a USB Cable? Would there be interest in a scanner that has a docking station allowing for unwired operation?
	Answer:	Handheld barcode scanners must meet the following specifications: Interface Type: USB; Form Factor: Handheld; Scan Element Type: Laser; and Minimum Field of View: 32° horizontal 24° vertical. The Department prefers that a stand be included. The Tax Collectors utilize the scanners to read bar codes off of renewal documents in order to prepopulate information. The scanners are used at the desktop, so the cable needs to be long enough for the computer to be placed on the floor. A wireless scanner is acceptable.
8.	Question:	PDF Page 43, Section D.10.7.e Does the state want one surge protector per workstation and one surge protector per printer? However, Table 1 in section D.9 only calls for 4,648 surge protectors. This number would appear to be 10,711.
	Answer:	The surge protector count will vary based on each office. In general, the Department requires that each workstation and each printer have a surge protector. However, some offices may opt to use existing surge protectors. This count would be finalized during the site surveys.
9.	Question:	PDF Page 24, Section D.10.B.1 Many printer OEMs have imaging units or fusers that are customer replaced items. How should those consumable costs be captured?
	Answer:	These items are considered consumables and shall be included as part of the toner cost.
10.	Question:	PDF Page 45, Section D.10.C Can the department confirm that the state will not use Bitlocker or any other encryption method on laptops, workstations and servers except for the back up drive?
	Answer:	Laptops must have encryption. The Department's current encryption tool is Bitlocker.
11.	Question:	PDF Page 45, Section D.10.C.4 Many printers are USB attached or on networks unreachable by the Department. Does the state expect the central monitoring software be able to manage those printers?

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	Answer:	The vendor should propose a solution that will monitor most, if not all, deployed equipment.
12.	Question:	PDF Page 47, Section D.10.D Are these Dell 5040 and 5050 workstations still under warranty? Can we install non-Dell memory without voiding the warranty? Can a non-Dell authorized technician perform the upgrade?
	Answer:	The Department does not manage the warranty status of each device. The Vendor shall be responsible for the operational status of the workstation. The Vendor may choose to use Dell or non-Dell memory. The Vendor may also choose to use a Dell or non-Dell authorized technician to perform the upgrade.
13.	Question:	PDF Page 54, D.15.M Can the Department confirm that a small office designation is based on the combination of less than 40 total items including workstations, servers, switch, laptops and printers?
	Answer:	The size ranges for the Site/Office classifications in section D.15, subsection M., are a combination of the Complete Solution components as specified in this section.
14.	Question:	PDF Page 55, Section D.16.E It would be very challenging to print the serial number on a secondary asset tag. All equipment already comes with serial number engraved or printed from the OEM is that suffice? Or does the state expect for the serial number to be reprinted again on a second sticker?
	Answer:	The Department will not change this requirement at this time. However, alternative solutions may be discussed during negotiations at the discretion of the Department.
15.	Question:	PDF Page 62, Section D.19.C Do the technicians have to be an authorized service provider for the currently deployed equipment's OEMs?
	Answer:	No.
16.	Question:	PDF Page 64, Section D.20.C Will workstations purchased directly by Tax Collectors under the current contract have their memory and OS upgraded?
	Answer:	Any equipment purchased by the Department on behalf of the Tax Collectors after July 2018 must be upgraded by the Vendor.
17.	Question:	PDF Page 67, Section D.24.C.2 Will the state provide spare equipment to support the currently deployed equipment or is that the responsibility of the vendor?

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	Answer:	Spare parts required for maintenance are the Vendor's responsibility.
18.	Question:	PDF Page 67, Section D.24.C.4 Can the Department confirm that if a site calls us out and there is no problem once the tech arrives that is not billable?
	Answer:	Correct.
19.	Question:	PDF Page 74, Section D.25 Does the Department consider a change in operating systems from Windows 10 to a new version (Windows 11) an upgrade and provided to the state at no cost?
	Answer:	Yes, though the Department does not anticipate an OS upgrade during the term of this contract.
20.	Question:	PDF Page 80, Section D.31.21 Can the state confirm if the \$10,000 per month cap is per event or per all server related tickets in a month? Likewise the same questions about 22 and 23.
	Answer:	Please see Addendum No. 4, Item No. 7.
21.	Question:	PDF Page 81, Section D.31 The previous contract had a 3% allowable failure rate on service related tickets. Can the Department confirm that all tickets that miss their SLA will result in liquated damages?
	Answer:	Please see Addendum No. 4, Item No. 6.
22.	Question:	PDF Page 103, App I Does the state have an estimate on when they may introduce new decals? Also, if the state introduces a new decal that causes a printer settings change does the contractor have to make that modification at no cost to the state?
	Answer:	The Department anticipates that a new solicitation for decals will be issued during the current state fiscal year. However, the decal specifications for that solicitation have not yet been determined. All printer modifications required by changes to the decal specifications shall be made at no additional cost to the Department.
23.	Question:	PDF Page 162, Attch H The state is requesting pricing for a second full deployment during the potential extension period (Years 6-10). Does the state expect to do another rollout during the extension period?

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	Answer:	Yes.
Question(s) received on 8/13/2018 from SHI:		
24.	Question:	The State issued this bid as an ITN, Intent to Negotiate. In Section C.15, the State claims exceptions will not be considered, while in Section F.9, the State indicates they will negotiate. Will our response be rejected if we include exceptions or clarifications to any of the terms and conditions of this ITN?
	Answer:	Please see Section E.1, General Instructions for Response Preparation and Submission, modifications proposed by Respondents will not be considered. The Vendor's Reply should be fully compliant with the requirements of the ITN. The Department may permit Vendors to propose exceptions or modifications during negotiations at the discretion of the Department.
25.	Question:	The ITN references the use of PRIDE, RESPECT and MWBE partners. Is there a specific percentage of services that are requested as part of this overall project?
	Answer:	The Department supports and encourages the use of PRIDE, RESPECT and MWBE partners, but no specific percentage of services is required.
26.	Question:	Due to the size and complexity of this request, will the DHSMV consider extending the deadline for all vendors to 9/21/18.
	Answer:	Please see Addendum No. 3 to this ITB posted in the Vendor Bid System.
27.	Question:	D.7A vs D.7B – Remedial Maintenance Historical Volume Tables – please clarify the which table is accurate as the quantities are not consistent. For example, Table D.7A shows a total of 376 calls for January, while Table D.7B shows 172 calls. Or, please clarify the intended difference between the two Tables.
	Answer:	Table D.7A reflects actual figures, not an average. Please see Addendum No. 4, Item No. 1.
28.	Question:	D.8 – Existing equipment – a. Will Hot Spares need to be provided and restocked? b. Will replacement parts for existing equipment need to be new? c. Will Contractor be provided the multiple images current used in case reloads need to be performed?
	Answer:	a. Yes. See the answer to Question 17. b. Yes. c. Yes.

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29.	Question:	D.10.A.4 – Equipment/Printers – Please clarify the note regarding modifications to the decal program. What level of modification will be required (ie: code re-write)? Will these modifications be ongoing, or in support of Refresh activity only? What decal program is in use today, and how long has it been static?
	Answer:	The Department will not modify code to conform to a specific printer/driver. Any modifications must be completed by the Vendor and made by printer or driver settings. The current decal specifications are provided in Attachment D, Exhibit 2, of the ITN. This decal specification has been in use by the Department for over five (5) years. Also, see the answer to Question 22.
30.	Question:	D.10.A.4 – Equipment/Printers – Are any modifications need to made to the printers themselves (Fusers)
	Answer:	The Department does not anticipate any such modifications. However, it is the Vendor's responsibility to provide a print solution that meets the requirements of the ITN.
31.	Question:	D.10.A.6 – Rack – what are the current racks in their offices and are they uniform across the install base?
	Answer:	The section referenced relates to switches, which must fit in a nineteen (19) inch rack as described in Section D.10, Subsection A., item 6., sub-item a), part 2). This information will be refined during site surveys performed by the Contractor.
32.	Question:	D.10.B.4 – does the Department consider toner swap to be a remedial or routine maintenance request, or are Department employees responsible for replacing toner (shipped to site by Contractor)?
	Answer:	It is the employee's responsibility to replace their own toner.
33.	Question:	D.15.F – is it known what proportion of sites will require equipment to be removed from site vs retained in onsite storage area?
	Answer:	The expectation is that the Contractor will remove all equipment from the site after deinstallation. Any onsite storage would be temporary based on discussions with that office when site surveys are conducted.
34.	Question:	D.15.I – please confirm that cabling refers to power cables and data cables between installed equipment, and that Contractor is not required to run new or re-run existing data cables within each office
	Answer:	Correct.
35.	Question:	D.15.M – please confirm the classification of size range is based on the total quantity of workstation, laptop, printer, UPS, switch, and/or server?
	Answer:	Correct. Also, see the answer to Question 13.
36.	Question:	D.24.C.17 – Who will be responsible for chronic equipment replacements?

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	Answer:	The Contractor.
37.	Question:	D.24.E.2 – this exception states that the Department is responsible for MS patches. Please confirm that the support referred to in Section D.10.A.1.B.5 excludes Microsoft OS patches/updates?
	Answer:	Correct.
38.	Question:	D.24.G.4 & 7 – When does this type of maintenance normally occur (times)?
	Answer:	The Department believes this question has been sufficiently addressed in Attachment D, section D.24, MAINTENANCE OF EQUIPMENT, SYSTEMS, AND SOFTWARE, subsection G. PREVENTIVE MAINTENANCE, items 4 and 7.
39.	Question:	Are you looking for SSD on the desktop? From Table 3 for the Workstations, do you want the Disk Storage to be a Solid State Drive?
	Answer:	Solid State Drives are not required.
40.	Question:	What form factor do you prefer for the desktop (tower, Mini, Small Form Factor)? From Table 3 for the Workstations, do you want all 3 form factors bid or do you have a preference? (Tower, Small Form Factor or a Mini)
	Answer:	Small Form Factor.
41.	Question:	What is acceptable for biometrically enabled (fingerprint scanner, etc)? From Table 5 for the Standard Laptop, what is acceptable for biometric enabled?
	Answer:	Fingerprint.
42.	Question:	Is vPro a requirement or not? Is Intel vPro a requirement and does it need to be enabled on all units?
	Answer:	vPro may be proposed by the Vendor in their Reply to the ITN.
Question(s) received on 8/15/2018 from Lenovo:		
43.	Question:	Attachment D, Table 3, Item “Workstations”: - Processor referenced is Intel’s 7th generation chipset and is considered end of life technology. Is the Department agreeable to receiving offers based on the latest Intel chipset (8th generation)? - Please define what is meant by “Biometric Enabled” NIC card.

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	Answer:	<p>- Yes, the Department is agreeable to receiving offers based on the latest Intel chipset (8th generation).</p> <p>- Please see Addendum No. 4, Item No. 4</p>
44.	Question:	<p>Attachment D, Table 5 and 7, Items “Standard Laptop” and “Small Form Factor Laptop”:</p> <p>- Processor referenced is Intel’s 7th generation chipset and is considered end of life technology. Is the Department agreeable to receiving offers based on the latest Intel chipset (8th generation)?</p> <p>- Please define what is meant by “Biometric Enabled” NIC card.</p> <p>- Please define or provide a range for the size of the screen size of the laptop.</p> <p>- Please define whether or not all of the video ports listed are required on the docking station. As it reads, it appears the Department is looking for a docking stations in one of two configurations: - (1) VGA and 2DVI</p> <p>Or</p> <p>-(2) Display Ports or HDMI</p>
	Answer:	<p>- Yes, the Department is agreeable to receiving offers based on the latest Intel chipset (8th generation).</p> <p>- Please see answer to Question #43.</p> <p>- The screen size should be no more than 17”.</p> <p>- The Department requires docking stations in one of two configurations: - (1) VGA and 2DVI; Display Ports Or - (2) or HDMI.</p>
45.	Question:	<p>Attachment D, Section D.10, Item 1. Servers, Table 1-A</p> <ul style="list-style-type: none"> o Processor: Do you require single or dual processors per server? o Disk Storage: Do you require Flash Cache for the RAID controller? If so, what size cache is desired? o NIC and Power Supply: How many ports and at what speed is required for the NIC?
	Answer:	<p>Processor: This is at the discretion of the Vendor.</p> <p>Disk Storage: The Flash Cache for RAID controller is not required but is preferred by the Department.</p> <p>NIC and Power Supply: Two (2) ports are required. NIC speed will be determined by the Vendor.</p>

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46.	Question:	Attachment D, Section D.10, Item 1. Servers, Table 1-B <ul style="list-style-type: none"> ○ Processor: Do you require single or dual processors per server? ○ Disk Storage: Do you require Flash Cache for the RAID controller? If so, what size cache is desired? ○ NIC and Power Supply: How many ports and at what speed is required for the NIC?
	Answer:	Processor: This is at the discretion of the Vendor. Disk Storage: The Flash Cache for RAID controller is not required but is preferred by the Department. NIC and Power Supply: Two (2) ports are required. The NIC speed will be determined by the Vendor.
Question(s) received on 8/17/2018 from NTT DATA:		
47.	Question:	Attachment C Page 3 C.12 Response Guarantee Please confirm that the response guarantee will not be forfeited if the execution of the contract is delayed beyond 20 days and such delay is beyond the reasonable control of the awarded contractor and not due to the contractor's negligence or intentional misconduct.
	Answer:	Correct.
48.	Question:	Attachment D Page 16 A.1 Servers, Subsection b.1 Please verify that for workstations, there are two images required: one for HQ and one for other locations. Additionally, are there other images that the contractor will be expected to support?
	Answer:	Part 1: Yes. Part 2: Please see section D.24, MAINTENANCE OF EQUIPMENT, SYSTEMS, AND SOFTWARE, subsection A. WORKSTATION AND SERVER IMAGE MAINTENANCE, relating to workstation images.
49	Question:	Attachment D Page 16 A.1 Servers, Subsection b.4 The contractor assumes that "initial build" refers to the pilot phase of the program and not each individual server build. Please validate.
	Answer:	The recovery/restore of a file from the back up will be validated during the initial build in the UAT portion and not in each server that is deployed.

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50.	Answer:	Attachment D Page 16 A.2 Workstations, 2 Workstation Image Requirements 1. Does the Department intend that one or more of the labs mentioned in D.12 be used for image development? 2. Could the Department provide its plan to make available access to the network, Active Directory, and expertise to develop and/or test the images?
		1. Yes. 2. The Department will provide resources as part of the project team to work with the Contractor on image development.
51.	Question:	Attachment D Page 18 A.2 Workstations, 2 Workstation Image Requirements Paragraph 1) indicated all software including FRVIS, FDLIS, and ORION will be part of the workstation image. Paragraph 2) provides a table (table 4) that lists only virus protection software and browsers. Could the Department please clarify?
	Answer:	Paragraph 1) refers to department software, and paragraph 2) refers to Commercial Off The Shelf (COTS) software.
52.	Question:	Attachment D Page 48 D.24 Maintenance of Equipment, Systems, and Software, A Workstation and Server Maintenance This section discusses the contractor’s responsibilities with respect to building / updating images. However, the statement: “The workstation image will be provided to the Contractor in a mutually agreed-upon format” implies the image will be provided by the Department. Could you please clarify?
	Answer:	The Department will provide the Contractor with the components of the image. The Contractor will create the image to be installed on the workstations and servers. The Contractor will provide the updated image to the Department as changes are made.
53.	Question:	Attachment H Cost Proposal D. Existing Equipment Maintenance (Pre-Roll-Out) In the pricing section, the duration for service for pre-rollout equipment is pre-populated at 60 months. Should this be modified by the contractor to reflect the expected service life of existing equipment or is it the Department’s intention that the value of 60 months remain unchanged?
	Answer:	The service duration for this equipment has been revised to 24 months as the roll out period is to be completed in 18 months or less per Section D.15. Please see Addendum No. 4, Item No. 12.

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54.	Question:	<p>Attachment E Response Submission Requirements and Evaluation Criteria Components Pages 1 – 2 E.1.E</p> <p>Our understanding of the proposal response deliverables is as follows:</p> <ol style="list-style-type: none"> 1.) Provide one full redacted printed version of the original submission (inclusive of Volumes A – C). 2.) Provide one full redacted electronic copy of the original submission (inclusive of Volumes A – C). 3.) Submit one full Original Response (printed and electronic) 4.) Submit five copies of the Technical Response (printed and electronic) <p>Can the Department please confirm that the above understanding is correct?</p>
	Answer:	Correct.
55.	Question:	<p>Attachment E Response Submission Requirements and Evaluation Criteria Components Pages 1 – 2 E.1.E</p> <p>Will the Department accept the Redacted electronic copy in an Adobe PDF?</p>
	Answer:	Yes.
56.	Question:	<p>Attachment E Response Submission Requirements and Evaluation Criteria Components Pages 1 – 2 E.1.E</p> <p>The requirements state the following: “Any portion of the submitted response which is asserted by the prospective contractor to be exempt from disclosure under Chapter 119, Fla. Stat., shall be set forth on a page or pages separate from the rest of the submission. Each page of the portion(s) asserted to be exempt shall be clearly marked “exempt”, “confidential”, or “trade secret” (as applicable) and shall also contain the statutory basis for such claim on every page. Pages containing trade secrets shall be marked “Trade secret as defined in section 812.081, Fla. Stat.”. <u>Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Department will provide such records in response to public records requests without notifying the prospective contractor.</u>”</p> <p>We interpret this to mean that the contractor must make sure that only pages containing proprietary and confidential information will include the statutory exemption disclaimer. For example, the contractor cannot mark entire sections of the response as proprietary or confidential. Only those pages which contain the exempt information. Can the Department confirm this interpretation is correct?</p>

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	Answer:	Correct.
57.	Question:	Attachment D Section: D7a. Remedial Maintenance Requests: From the information provided in the ITN on remedial maintenance requests, Network Printers appear to represent 75% of the overall maintenance requests currently being experienced. Can the state share how many of those requests were the result of printer jams, whose root cause was associated with registration decals sticking, and in those instances, is that fault considered to be out of scope for remedial maintenance and subject to separate charges?
	Answer:	The Department is unable to calculate the number of root cause issues for the printers in Service Manager. Any repairs for printer jams are considered remedial maintenance. If the root cause is determined to be misuse or negligence, that would have to be addressed on a case by case basis.
Question(s) received on 8/17/2018 from Dell:		
58.	Question:	Service Related Questions A. Attachment D; C Maintenance Staff/Personnel; #2 a. Contractor must have mechanisms in place in order to make certain there is knowledge transfer from deployment team to maintenance staff. This will ensure a smooth transition during the Contract period. This includes transitioning all images, including county workstation images. i. How many county workstation images are anticipated to be developed by the contractor?
	Answer:	Up to 40 counties may develop their own image. The Contractor must develop two images - one for the field offices and one for Headquarters/Neil Kirkman Building. The field image will be the base for the county(ies) to build upon. The Contractor must store all images for their technicians' use.

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59.	Question:	<p>A. Attachment D; D.12 Lab, Development, and User Acceptance Testing (UAT) Sites and UAT Compliance Review; A & C</p> <p>a. Within ten (10) business days after Contract execution, the Contractor must deliver and set up seven (7) servers (with monitors, keyboards and mice), twenty-seven (27) workstations (with monitors, keyboards and mice), six (6) switches, and fifteen (15) printers (including any unique cabling, accessories, etc., required for operation) to the following seven (7) sites at the Department's Headquarters: One (1) Lab site, two (2) Development sites, and four (4) UAT sites. These sites shall be maintained by the Contractor throughout the Contract term. The Department will determine the location of each site and will direct the Contractor as to placement of equipment therein.</p> <p>i. The lab and testing equipment, is it expected that this equipment be preconfigured and imaged?</p> <p>b. The UAT Compliance Review must verify that the equipment has been successfully installed and integrated and that it operates and functions in accordance with all of the following: the specifications set forth in the ITN; all specifications and operational requirements established by the respective manufacturers; the Contractor's Reply and BAFO; and all requirements set forth or incorporated in the resulting Contract.</p> <p>i. What does the Compliance review consist of and what are the requirements/metrics?</p>
	Answer:	<p>a. No, since the image will not be finalized prior to installation. However, the Department does expect that the equipment will be imaged once the image has been finalized.</p> <p>b. The Contractor's complete solution must operate as described in the ITN.</p>
60.	Question:	<p>A. Attachment D; D.15 Installation Requirements and Schedule; G</p> <p>a. Existing FRVIS equipment owned by the Department and currently installed, which will be replaced as a result of this ITN must be de-installed and removed from the site by the Contractor at the time of new equipment installation. De-installation is to include physical destruction of all hard drives via an approved hard disk shredding service. Certification of this must be provided to the Department's Contract Manager with the respective invoice. The Department reserves the right to retain any equipment, including switches that are being replaced through the resulting Contract. All other FRVIS equipment owned by the Department, which will be replaced by this ITN, must be taken in-trade by the Contractor.</p> <p>i. The department specifically states that physical destruction of the existing equipment drives be performed by a hard disk shredding service. In the Liquidated Damages section of the RFP, the term "Sanitization" is used. Can the Department please clarify its desired hard drive/data destruction service required?</p>
	Answer:	<p>The Department requires that all hard disks be destroyed via a hard disk shredding service.</p>

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61.	Question:	<p>A. Attachment D; D.17 Training; J & K</p> <p style="padding-left: 20px;">a. The Contractor shall provide Cisco training credits for the Department to use at its discretion.</p> <p style="padding-left: 40px;">i. Can the Department quantify the amount of Cisco training they are looking for and expand on the purpose of the training credits and how they will be used (certification, hardware support, day to day troubleshooting, etc...)?</p>
	Answer:	The Department would like to receive a minimum of 360 training credits to be used over a three-year period to be used at the Department's discretion.
62.	Question:	<p>D.31 PERFORMANCE STANDARDS AND LIQUIDATED DAMAGES</p> <p>A. TABLE 1 - PERFORMANCE STANDARDS/LIQUIDATED DAMAGES</p> <p>Please define the deliverable difference between Performance Standard Requirements numbered 5, 6 and 7. These three items appear to be redundant.</p>
	Answer:	<p>Standard 5 relates to the installation at each site.</p> <p>Standard 6 relates to the overall Roll-Out.</p> <p>Standard 7 relates to the specific requirements listed in section D.15, INSTALLATION REQUIREMENTS AND SCHEDULE.</p>
63.	Question:	<p>Computer Hardware and software related questions</p> <p>1. Section D.10.A. Table 1-A and 1-B –</p> <p>Is the Department requesting that the awarded vendor provide the Microsoft OS licensing for the Servers? It is Dell's understanding that there is a Microsoft State Contract where the pricing has been competitively negotiated and that would be the best value to the State. Would the Department consider removing this requirement from the bid?</p>
	Answer:	The Department intends to purchase the server licensing outside of this ITN. Please see Addendum No. 4, Item No. 3.
64.	Question:	<p>1. Server Image Requirements:</p> <p>D.10.A.1.b 1) The Contractor shall build server images that includes all Contractor-provided software and Department-supplied software to bring equipment to full operational status (including FRVIS, FDLIS, and ORION) for the initial installation and subsequent restoration of workstations and servers. Image software must be compatible with Microsoft System Center Configuration Manager (SCCM). Workstations located at the Department's Headquarters are different than those located in Agency Site/ Offices. The Contractor shall build images for the Headquarter-based workstations that include all Department-owned software.</p> <p>Will the Department please clarify what software the vendor is expected to provide?</p>

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	Answer:	The Vendor is responsible for supplying all drivers/software needed to successfully operate the complete solution being proposed, such as printer drivers, UPS management, centralized server management, etc. Also, see the answer to Question #63.
65.	Question:	2. D.10.A.3 Mobile Devices – Windows 10 Professional is the OEM version that is shipped – will this be acceptable? Enterprise version is requested in this section which is achieved through a contract with Microsoft.
	Answer:	Yes, Windows 10, 64 bit Professional is acceptable.
66.	Question:	3. D.10.A.6 Switches – Per Addendum 2 the Department has opened up several of the categories to allow another manufacturer to participate. We would ask the Department if they would also take this section into the same consideration. If the proposing vendor can meet the hardware requirements would the Department consider another manufacturer?
	Answer:	No. Our existing staff is trained on Cisco routing, switching and VoIP. Adding an additional technology to support would cause a substantial burden to IT resources.
67.	Question:	4. D.10.C – Software – The Contractor shall provide all necessary software and maintenance that meets the requirements outlined below, and in addition, shall grant or obtain in the name of the Department a perpetual, non-revocable, non-transferable, and non-exclusive license to use the software and the documentation thereto for the complete Solution provided hereunder. The license shall not be limited as to number of users or numbers and types of hardware devices or software operating systems used or authorized by the Department. Would the Department please clarify all of the software that the vendor is responsible for providing in their proposal?
	Answer:	Vendor is responsible for supplying the drivers/software needed to successfully operate the complete solution being proposed.
68.	Question:	Printer related questions 1. Can you please clarify the speed points associated with the high speed printer application? With a requirement of a minimum of 60ppm on the high speed device the respondents will be limited as there are very few (if any) printer manufacturers that can meet the speed requirements for specialty media and not see a decrease in performance. Would HSMV consider just having one print device (55pm) requirement to support all tax collector locations? This would allow for a consistent supply and maintenance platform across the entire state.
	Answer:	The Department is open to print solutions that provide the best value and service to our customers. The two print options proposed by the Vendor must meet or exceed the minimum specifications in the ITN. At this time, the Department has not committed to purchasing the higher speed printer.

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69.	Question:	2. If the stated printer device speed point is not required to get the stated number of pages through for the high speed application, can we bid a lower speed printer if it accomplishes the required number of decals?
	Answer:	No.
70.	Question:	3. During the demo phase will the State be conducting a liquid adhesion test? If so what solutions will be used?
	Answer:	No.
71.	Question:	4. Does the decal media file specify letter size media?
	Answer:	The Department does not understand the term “decal media file”. All Vendors participating in the demonstration will be provided the necessary documentation and software in advance of the demonstration.
72.	Question:	5. Does the decal media file specify a media type?
	Answer:	See the answer to Question 71.
73.	Question:	6. Can we get the latest decal media file before the demos?
	Answer:	See the answer to Question 71.
74.	Question:	Legal questions 1. With the more detailed and comprehensive wording in Section 19 of Attachment A on the indemnity obligations and the processes to be followed for the indemnified claims, will the Department agree to remove the more generally worded indemnity provision in Attachment K marked as a “sample” for the purposes of reducing any questions as to the meaning or application of the terms for the final contract?
	Answer:	No.
75.	Question:	2. Due to the specific nature of the products and services that will be purchased under a final agreement and since the indemnity provision in Section 19 the Attachment A addresses intellectual property claims, will the Department agree to remove the provision in Attachment K M. Patents, Royalties, Copyrights, Right to Data, and Works for Hire/Software from the terms that will apply to the final contract.

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	Answer:	No.
76.	Question:	3. Since the Invitation to Negotiate has an express process and time period for negotiation between a vendor and the Department, and Attachment F refers explicitly to a process to negotiate prior to the final award, will the Department agree to negotiate any specific modifications requested by a vendor to specifically identified provisions in Attachment K (the "sample Standard Contract") during the negotiation period without any such proposed modifications resulting in an automatic rejection of, or effective rejection by virtue of a major penalty being assessed on, the vendor's response to the ITN?
	Answer:	See the answer to Question #24.
77.	Question:	4. Will the Department consider any proposed modifications to Section D.31 including Table 1 Performance Standards and Liquidated Damages without the proposed modifications resulting in an automatic rejection of, or effective rejection by virtue of a major penalty being assessed on, the vendor's response to the ITN?
	Answer:	See the answer to Question #24.
78.	Question:	5. Since this procurement is an invitation to negotiate, will the Department agree that Respondents may submit proposed items for negotiation that will be negotiated prior to any binding agreement being finalized?
	Answer:	See the answer to Question #24.
79.	Question:	6. Because the cost proposal requires fixed pricing on products and services for five years (initial term) and then another five years (renewal term) and recognizing the many economic factors beyond the reasonable control of the respondent, will the Department consider price adjustment provisions to be finalized during the negotiation process to allow some reasonable adjustments due to indexed inflationary indexes or other factors beyond the reasonable control of the Respondent on the condition that the price changes (increases or decreases) would not be effective until several months after notice of the price change.
	Answer:	The Department may permit Vendors to propose price adjustment options during negotiations at the discretion of the Department.
80.	Question:	7. Attachment K: Note: Not all items in the sample Standard Contract will apply to the procured services. Would the Department please clarify what items would apply to which procured services? Or is this something that will be negotiated during the negotiation phase?
	Answer:	Attachment K, Standard Contract, has been revised. See Addendum No. 4, Item No. 13.
Question(s) received on 8/17/2018 from PCMG:		

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81.	Question:	1. What are the dimension requirements for the standard laser printers?
	Answer:	Equal to or smaller than the current model specified in the ITN. Offices may have space limitations.
82.	Question:	2. What are the dimension requirements for the high speed decal laser printers?
	Answer:	Equal to or smaller than the current model specified in the ITN. Offices may have space limitations.
83.	Question:	3. In Section C.12 Response Guarantee (pg. 3) the RFP states that the offeror's response must be accompanied by a response guarantee [payable to the state of in the amount of five percent (5%) of the total proposed cost of the contract. How is the offeror to determine the cost of this contract so that the 5% can be properly calculated?
	Answer:	The Response Guarantee shall be five percent (5%) of the offeror's total proposed price for the base contract (years one through five).
84.	Question:	4. In Section D Performance Bond (pg. 69) the RFP the Contractor is required to guarantee its performance under the resulting Contract by submitting an original copy of a performance bond as specified in Table 1, Performance Bond Requirements. Is the offeror required to submit a bond for years 1 – 2 in the amount of \$10 million with the offerors response? Also, how does this bond requirement differ from the Response Guarantee as required in Section C.12? Is the offeror required to submit both with its response? Please clarify.
	Answer:	Each Vendor submitting a Reply to the ITN is required to submit a Response Guarantee. Only the awarded Vendor is required to submit a Performance Bond, per the requirements of Attachment D, Scope of Services, section D.36, SPECIAL PROVISION(S), subsection D., PERFORMANCE BOND.

ATTACHMENT H - COST PROPOSAL (Item No. 12)

I. ORIGINAL CONTRACT TERM PRICING
Contract Years One through Five

A. Equipment Items	Manufacturer/Model	Estimated Quantity		Unit Price		Total Price
Workstation		5,442	X	\$ _____ each	=	\$ _____
Workstation Monitor 22"		5,597	X	\$ _____ each	=	\$ _____
Memory for Workstation Upgrade		860	X	\$ _____ each	=	\$ _____
Standard Laptop		155	X	\$ _____ each	=	\$ _____
Small Form Factor Laptop		250	X	\$ _____ each	=	\$ _____
Docking Station		155	X	\$ _____ each	=	\$ _____
Tablet		250	X	\$ _____ each	=	\$ _____
Laser Printer		5,919	X	\$ _____ each	=	\$ _____
High Speed Laser Printer		50	X	\$ _____ each	=	\$ _____
Server		333	X	\$ _____ each	=	\$ _____
Mobile Office Server		15	X	\$ _____ each	=	\$ _____
Server Monitor		333	X	\$ _____ each	=	\$ _____
Switch 24 port		200	X	\$ _____ each	=	\$ _____
Switch 48 port		241	X	\$ _____ each	=	\$ _____
UPS for Switch or Server		300	X	\$ _____ each	=	\$ _____
UPS for Switch AND Server		301	X	\$ _____ each	=	\$ _____
Stacking Cables/Modules		90	X	\$ _____ each	=	\$ _____
Surge Protector		5,442	X	\$ _____ each	=	\$ _____
Handheld Barcode Scanner		300	X	\$ _____ each	=	\$ _____
Server UPS-External Battery Pack		333	X	\$ _____ each	=	\$ _____
Serial Port Adaptor		100	X	\$ _____ each	=	\$ _____
USB Card		100	X	\$ _____ each	=	\$ _____
Extension Video Cable		100	X	\$ _____ each	=	\$ _____
Switch Offering with PoE						
(Cisco 2900 or 3800 Series PoE switches with power supplies to support 15.4 watts on every available port)						
Switch 24 Port		15	X	\$ _____ each	=	\$ _____
Switch 48 Port		35	X	\$ _____ each	=	\$ _____
Stacking Cables/Modules		100	X	\$ _____ each	=	\$ _____
B. Consumables						
	Toner Manufacturer/Model/Yield					
Toner Cartridges (12,000 yield)		11,890	X	\$ _____ per cartridge	=	\$ _____
C. Services						
Small Office Installation (Complete Solution comprised of up to forty (40) workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))		124	X	\$ _____ per site	=	\$ _____
Medium Office Installation (Complete Solution comprised of forty-one (41) to sixty (60) workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))		77	X	\$ _____ per site	=	\$ _____

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Large Office Installation (Complete Solution comprised of sixty-one (61) to one hundred (100) workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))	67	X	\$ _____ per site	=	\$
Extra Large Office Installation (Complete Solution comprised of one hundred and one (101) or more workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))	146	X	\$ _____ per site	=	\$
Equipment Moves/Changes (or other installation and related services costs after the initial Roll-Out)	284	X	\$ _____ per hour	=	\$
Additional Roll-Out Option (Warehousing/Imaging/Deployment of Equipment after Roll-Out Period)	1	X	\$ _____ per site	=	\$

D. Existing Equipment Maintenance (Pre-Roll-Out)

Workstation	5,802	X	\$ _____ monthly	X	24 Months	=	\$
Workstation Monitor 22"	5,920	X	\$ _____ monthly	X	24 Months	=	\$
Standard Laptop	153	X	\$ _____ monthly	X	24 Months	=	\$
Docking Station	153	X	\$ _____ monthly	X	24 Months	=	\$
Laser Printer	5,594	X	\$ _____ monthly	X	24 Months	=	\$
Server	254	X	\$ _____ monthly	X	24 Months	=	\$
Server Monitor	254	X	\$ _____ monthly	X	24 Months	=	\$
Server UPS	248	X	\$ _____ monthly	X	24 Months	=	\$
Switch 24 port	194	X	\$ _____ monthly	X	24 Months	=	\$
Switch 48 port	221	X	\$ _____ monthly	X	24 Months	=	\$
Switch UPS	296	X	\$ _____ monthly	X	24 Months	=	\$
Stacking Cables/Modules	88	X	\$ _____ monthly	X	24 Months	=	\$
Server UPS-External Battery Pack	245	X	\$ _____ monthly	X	24 Months	=	\$

E. New Equipment Maintenance*

Workstation	6,302	X	\$ _____ monthly	X	60 Months	=	\$
Workstation Monitor 22"	6,457	X	\$ _____ monthly	X	60 Months	=	\$
Standard Laptop	155	X	\$ _____ monthly	X	60 Months	=	\$
Small Form Factor Laptop	250	X	\$ _____ monthly	X	60 Months	=	\$
Docking Station	155	X	\$ _____ monthly	X	60 Months	=	\$
Tablet	250	X	\$ _____ monthly	X	60 Months	=	\$
Laser Printer	5,919	X	\$ _____ monthly	X	60 Months	=	\$
High Speed Laser Printer	50	X	\$ _____ monthly	X	60 Months	=	\$
Server	333	X	\$ _____ monthly	X	60 Months	=	\$
Mobile Office Server	15	X	\$ _____ monthly	X	60 Months	=	\$
Server Monitor	333	X	\$ _____ monthly	X	60 Months	=	\$
Switch 24 port	200	X	\$ _____ monthly	X	60 Months	=	\$
Switch 48 port	241	X	\$ _____ monthly	X	60 Months	=	\$
UPS for Switch or Server	300	X	\$ _____ monthly	X	60 Months	=	\$

ATTACHMENT H - COST PROPOSAL (Item No. 12)

UPS for Switch AND Server	301	X	\$ _____ monthly	X	60 Months	=	\$
Stacking Cables/Modules	90	X	\$ _____ monthly	X	60 Months	=	\$
Smartnet	441	X	\$ _____ monthly	X	60 Months	=	\$
Server UPS-External Battery Pack	333	X	\$ _____ monthly	X	60 Months	=	\$
Serial Port Adaptor	100	X	\$ _____ monthly	X	60 Months	=	\$
USB Card	100	X	\$ _____ monthly	X	60 Months	=	\$
Extension Video Cable	100	X	\$ _____ monthly	X	60 Months	=	\$
Switch Offering with PoE							
(Cisco 2900 or 3800 Series PoE switches with power supplies to support 15.4 watts on every available port)							
Switch 24 Port	15	X	\$ _____ monthly	X	60 Months	=	\$
Switch 48 Port	35	X	\$ _____ monthly	X	60 Months	=	\$
Stacking Cables/Modules	100	X	\$ _____ monthly	X	60 Months	=	\$
I. ORIGINAL CONTRACT TERM TOTAL							\$

II. RENEWAL CONTRACT TERM PRICING							
Contract Years Six through Ten							
A. Equipment Items	Manufacturer/Model	Estimated Quantity		Unit Price			Total Price
Workstation		6,302	X	\$ _____ each		=	\$
Workstation Monitor 22"		6,457	X	\$ _____ each		=	\$
Standard Laptop		155	X	\$ _____ each		=	\$
Small Form Factor Laptop		250	X	\$ _____ each		=	\$
Docking Station		155	X	\$ _____ each		=	\$
Tablet		250	X	\$ _____ each		=	\$
Laser Printer		5,919	X	\$ _____ each		=	\$
High Speed Laser Printer		50	X	\$ _____ each		=	\$
Server		333	X	\$ _____ each		=	\$
Mobile Office Server		15	X	\$ _____ each		=	\$
Server Monitor		333	X	\$ _____ each		=	\$
Switch 24 port		200	X	\$ _____ each		=	\$
Switch 48 port		241	X	\$ _____ each		=	\$
UPS for Switch or Server		300	X	\$ _____ each		=	\$
UPS for Switch AND Server		301	X	\$ _____ each		=	\$
Stacking Cables/Modules		90	X	\$ _____ each		=	\$
Handheld Barcode Scanner		300	X	\$ _____ each		=	\$
Server UPS-External Battery Pack		333	X	\$ _____ each		=	\$
Serial Port Adaptor		100	X	\$ _____ each		=	\$
USB Card		100	X	\$ _____ each		=	\$
Extension Video Cable		100	X	\$ _____ each		=	\$
Switch Offering with PoE							
(Cisco 2900 or 3800 Series PoE switches with power supplies to support 15.4 watts on every available port)							

ATTACHMENT H - COST PROPOSAL (Item No. 12)

Switch 24 Port		15	X	\$ _____ each	=	\$
Switch 48 Port		35	X	\$ _____ each	=	\$
Stacking Cables/Modules		100	X	\$ _____ each	=	\$
B. Consumables						
	Toner Manufacturer/Model/Yield					
Toner Cartridges (12,000 yield)		11,890	X	\$ _____ per cartridge	=	\$
C. Services						
Small Office Installation (Complete Solution comprised of up to forty (40) workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))		124	X	\$ _____ per site	=	\$
Medium Office Installation (Complete Solution comprised of forty-one (41) to sixty (60) workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))		77	X	\$ _____ per site	=	\$
Large Office Installation (Complete Solution comprised of sixty-one (61) to one hundred (100) workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))		67	X	\$ _____ per site	=	\$
Extra Large Office Installation (Complete Solution comprised of one hundred and one (101) or more workstations (with monitors), laptops (with docking stations), printers, UPS, switch, and/or server (with monitor))		146	X	\$ _____ per site	=	\$
Equipment Moves/Changes (or other installation and related services costs after the initial Roll-Out)		100	X	\$ _____ per hour	=	\$
Additional Roll-Out Option (Warehousing/Imaging/Deployment of Equipment after Roll-Out Period)		1	X	\$ _____ per site	=	\$
D. Equipment Maintenance (Post Roll-Out)*						
Workstation		6,302	X	\$ _____ monthly	X	60 Months = \$
Workstation Monitor 22"		6,457	X	\$ _____ monthly	X	60 Months = \$
Standard Laptop		155	X	\$ _____ monthly	X	60 Months = \$
Small Form Factor Laptop		250	X	\$ _____ monthly	X	60 Months = \$
Docking Station		155	X	\$ _____ monthly	X	60 Months = \$
Tablet		250	X	\$ _____ monthly	X	60 Months = \$
Laser Printer		5,919	X	\$ _____ monthly	X	60 Months = \$
High Speed Laser Printer		50	X	\$ _____ monthly	X	60 Months = \$
Server		333	X	\$ _____ monthly	X	60 Months = \$
Mobile Office Server		15	X	\$ _____ monthly	X	60 Months = \$
Server Monitor		333	X	\$ _____ monthly	X	60 Months = \$
Switch 24 port		200	X	\$ _____ monthly	X	60 Months = \$
Switch 48 port		241	X	\$ _____ monthly	X	60 Months = \$
UPS for Switch or Server		300	X	\$ _____ monthly	X	60 Months = \$
UPS for Switch AND Server		301	X	\$ _____ monthly	X	60 Months = \$
Stacking Cables/Modules		90	X	\$ _____ monthly	X	60 Months = \$

ATTACHMENT H - COST PROPOSAL (Item No. 12)

Smartnet	441	X	\$ _____ monthly	X	60 Months	=	\$
Server UPS-External Battery Pack	333	X	\$ _____ monthly	X	60 Months	=	\$
Serial Port Adaptor	100	X	\$ _____ monthly	X	60 Months	=	\$
USB Card	100	X	\$ _____ monthly	X	60 Months	=	\$
Extension Video Cable	100	X	\$ _____ monthly	X	60 Months	=	\$
Switch Offering with PoE							
(Cisco 2900 or 3800 Series PoE switches with power supplies to support 15.4 watts on every available port)							
Switch 24 Port	15	X	\$ _____ monthly	X	60 Months	=	\$
Switch 48 Port	35	X	\$ _____ monthly	X	60 Months	=	\$
Stacking Cables/Modules	100	X	\$ _____ monthly	X	60 Months	=	\$
II. RENEWAL CONTRACT TERM TOTAL							\$
I. Original Contract Term Total							\$
II. Renewal Contract Term Total							\$
GRAND TOTAL							\$ -
RESPONDENT:							
AUTHORIZED SIGNATURE:							

NOTES:

* The monthly equipment maintenance services fee will begin the month following the month that the equipment was installed. Laptop battery and UPS battery replacement must be included in the maintenance cost.

** All additional workstation peripherals must be included in the workstation warranty/maintenance.

**ATTACHMENT K (Item No. 13)
STANDARD CONTRACT**

All prospective vendors should review this sample Standard Contract. In responding to this DHSMV solicitation, a prospective vendor has agreed to accept the terms and conditions of the sample Standard Contract contained in this attachment. The DHSMV reserves the right to make modifications, including additions and/or deletions, to this contract if to do so is deemed to be in the best interests of the DHSMV or the State of Florida.

CONTRACT NO.: HSMV-XXXX-XX

CONTRACT BETWEEN

**THE STATE OF FLORIDA,
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
AND
CONTRACTOR NAME**

This **CONTRACT** is entered into on the date of last signature, by and between the State of Florida, **DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES** (hereinafter "DHSMV" or "Department") and **CONTRACTOR NAME** (hereinafter "Contractor" or "Vendor"), which are the Parties hereto.

WITNESSETH

WHEREAS, the Department is a state agency created under section 20.24, Florida Statutes (Fla. Stat.), whose duties and responsibilities include maintaining the safety and security of Florida's highways through enforcement of traffic laws, issuance and regulation of Florida driver licenses, and registration of vehicles and vessels, pursuant to Chapters 316 through 324, 328, and 488, Fla. Stat., and Rule 15-1, Florida Administrative Code (F.A.C); and

WHEREAS, the Department is responsible for oversight and management of motor vehicle-related services to include, but not be limited to, credentialing, titles, personal and commercial registrations, dealer licenses, maintaining driver records, Driver Under the Influence (DUI) programs and driving schools; and

WHEREAS, the Department issued DHSMV ITN 001-19, FRVIS Equipment Refresh, seeking proposals from qualified vendors; and

WHEREAS, **[Include any additional clauses here]**

NOW THEREFORE, in consideration of the mutual benefits to be derived hereby, the Department and the Contractor do hereby agree as follows:

I. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

This Contract sets forth the entire understanding of the parties in regard to the subject matter contained herein, and consists of the documents listed below. In the event any of these documents conflict, the conflict will be resolved in the following order of precedence (first to last):

- A. this Contract;
- B. DHSMV ITN 001-19, FRVIS Equipment Refresh, which is inclusive of its addenda, attachments, PUR 1001 General Instructions to Respondents, and PUR 1000 Contract Terms and Conditions;
- C. the purchase order, and its terms and conditions; and
- D. the Contractor's Reply submission, and Best and Final Offer (BAFO).

Items B., C., and D., above, are incorporated herein as if fully-stated.

II. CONTRACT TERM

This Contract shall be in effect upon the date of last signature by the Parties and shall expire after five (5) years, inclusive. Additionally, the Department will issue a Purchase Order to the Contractor, reflecting the same Contract term, as a payment mechanism.

In accordance with subsection 287.057(13), Fla. Stat., this Contract may be renewed, at the Department's sole discretion, for a period that may not exceed three (3) years or the term of the original Contract, whichever period is longer. Renewal of the Contract shall be in writing and subject to the same terms and conditions set forth in the initial contract. A renewal contract may not include any compensation for costs associated with the renewal. Renewals are contingent upon satisfactory performance evaluations by the Department, are subject to the availability of funds, and optional to the Department. Exceptional purchase contracts pursuant to paragraphs 287.057(3)(a) and (c), Fla. Stat., may not be renewed.

If this Contract is renewed, the renewal term shall be for a total period of up to five (5) years. The Department reserves the right to structure the renewal term as a single one (1) year period, or multi-year periods in any combination (e.g., five (5) one-year periods; one (1) 5-year period, etc.).

Pursuant to section 216.0113, Fla. Stat., the Department shall review existing contract renewals and re-procurements with the Contractor in an effort to reduce contract payments by at least three percent (3%), but not affect the level and quality of services.

III. SERVICE DELIVERY

A. General Description of Services

This Contract is for provision of a state-wide technology replacement and upgrade to include new equipment, software, maintenance, and installation services to support over-the-counter issuance of decals for vehicle, vessel and mobile home registrations, titles, driver licenses, identification cards and other motorist services provided by the Department. The services are described in detail in **Attachment I, Scope of Services**, *(currently referred to as Attachment D, Scope of Services, in the ITN)*.

No other terms and conditions shall apply except as stated in this Contract, the Attachments and Exhibits referenced herein, and the Purchase Order incorporating this Contract, including Attachments and Exhibits incorporated in the Purchase Order (collectively, "Contract" or "the Contract" or "this Contract"). In the event of a conflict with the terms and conditions in any document incorporated or referenced in, or otherwise related to, this Contract, the terms and conditions in this Contract shall prevail.

B. Services Provided by the Contractor

All services to be performed by the Contractor under this Contract are set forth in and shall be delivered in accordance with **Attachment I, Scope of Services**, which is incorporated herein as if fully stated.

C. Department Responsibilities

The Department will provide technical support and assistance as determined necessary by the Department and within the resources available to the Department. The support and assistance, or lack thereof, shall not relieve the Contractor from full performance of any Contract requirement.

IV. COMPENSATION

This is a Fixed Price (Unit Cost) Contract in the amount of **\$XXXX.00**. All compensation to be paid to the Contractor under this Contract and all terms governing payment are set forth in and shall be governed by **Attachment I, Scope of Services**. Funding for this Contract is appropriated in Line Item **XXXX**.

All payments to be made under this Contract shall be issued in the name of the Contractor and remitted to the below-indicated address:

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

V. CONTRACT MANAGEMENT

A. Department's Contract Manager

The Contract Manager for this Contract will be:

Alice Riley, Planning Consultant
Bureau of Service Support
Department of Highway Safety and Motor Vehicles
2900 Apalachee Parkway, MS# 11
Tallahassee, FL 32399-0500
(850) 617-2705

The Contract Manager will perform the following functions:

1. Maintain a contract management file;
2. Serve as the liaison between the Department and the Contractor;
3. Request the Contract Administrator to process all amendments, renewals and terminations of the Contract;
4. Monitor and evaluate the Contractor's performance, as required, during the Contract term and the Contractor's overall performance at the conclusion of the Contract;
5. Issue Corrective Action Plans and assess Liquidated Damages, as required, in accordance with the Contract and provide a copy of any formal notices imposing liquidated damages to the Contract Administrator;
6. Review and approve all deliverables, in writing;
7. Process all completed invoices and record all payments;

8. Evaluate the Contractor's performance for the purposes of determining whether the Department will renew the Contract; and
9. Maintain records regarding Contractor's performance to be placed on file that will be considered if the Contract is subsequently used as a reference in future procurements.

B. Department's Budget Coordinator

The Budget Coordinator for this Contract will be:

Rita Parmer
Department of Highway Safety and Motor Vehicles
2900 Apalachee Parkway, MS# 11
Tallahassee, FL 32399-0500
(850) 617-2015
ritaparmer@flhsmv.gov

The Budget Coordinator will perform the following functions:

1. Verify receipt of deliverables with the Contract Manager prior to processing invoices; and
2. Review, verify, and approve invoices from the Contractor.

C. Department's Contract Administrator

The Contract Administrator for this Contract will be:

Jaime Briggs, Bureau of Purchasing and Contracts
2900 Apalachee Parkway
Tallahassee, Florida 32399-2500
(850) 617-3203

The Contract Administrator will perform the following functions:

1. Process all Contract amendments, renewals, and termination of the Contract upon written request from the Contract Manager; and
2. Maintain the official Contract Administration file, which shall include, at a minimum, the original, executed Contract and any amendments or renewal(s).

D. Contractor's Contract Manager

The name, title, address and telephone number of the Contractor's Contract Manager responsible for administration and performance under this Contract is:

[insert name and contact info]

E. Contract Management Changes

After execution of this Contract, any changes in the information contained in Section V., Contract Management, will be provided to the other party in writing (e-mail acceptable) and a copy of the written notification shall be maintained in the Contract Manager's file and in the Contract Administration file.

F. **Communications**

Contract communications will be in three (3) forms: routine, informal and formal. For the purposes of the Contract, the following definitions shall apply:

Routine: All normal written communications generated by either party relating to service delivery. Routine communications must be acknowledged or answered within fifteen (15) calendar days of receipt. Routine communication may be via e-mail.

Informal: Special written communications deemed necessary based upon either contract compliance or quality of service issues. Must be acknowledged or responded to within ten (10) calendar days of receipt. Informal communication may be via e-mail.

Formal: Same as informal but more limited in nature and usually reserved for significant issues such as Breach of Contract, failure to provide satisfactory performance, or contract termination. Formal communications shall also include requests for changes in the scope of the Contract and billing adjustments. Must be acknowledged upon receipt and responded to within seven (7) calendar days of receipt.

The only personnel authorized to use formal contract communications are the Department's Contract Manager, Contract Administrator, and the Contractor's CEO, Contract Manager, and Project Manager, if different. Designees or other persons authorized to utilize formal contract communications must be agreed upon by both parties and identified in writing within ten (10) days of execution of the Contract. Notification of any subsequent changes must be provided in writing prior to issuance of any formal communication from the changed designee or authorized representative.

In addition to the personnel identified above, personnel authorized to use informal contract communications include any other persons so designated in writing by the parties.

If there is an urgent administrative issue, the Department shall make contact with the Contractor and the Contractor shall verbally respond to the Contract Manager within two (2) hours. If a non-urgent administrative issue occurs, the Department will make contact with the Contractor and the Contractor shall verbally respond to the Contract Manager within forty-eight (48) hours.

The Contractor shall respond to all communications by email or hard copy mail, as indicated in this subsection.

A date/numbering system shall be utilized for tracking of formal communications. Each party shall have its own method for tracking formal communications with each formal communication being sequentially numbered/identified in the reference line of the communication ((e.g., Formal Communication 1: Request to Add Services; Formal Communication 2: Liquidated Damages; Formal Communication 3: Invoice Issues; etc.)).

All written communication between the Contractor and the Department is subject to release as a public record under Chapter 119, Fla. Stat.

VI. CONTRACT AMENDMENTS

Unless otherwise stated herein, modifications to the provisions of this Contract shall be made only through execution of a formal Contract amendment executed by the parties and/ or issuance of a change order to the Purchase Order. This shall include changes required due to revisions in any applicable state or federal law, rule, or regulation. Modifications to Section V., Contract Management, may be made via letter or e-mail to the other party's Contract Manager or Contract Representative, as applicable.

VII. TERMINATION AND CANCELLATION

In addition to the Termination and Cancellation language in the PUR 1000, the following shall also apply:

A. Termination at Will

The Department may terminate this Contract, in whole or in part, by thirty (30) days' written notice to the Contractor, if the Department determines in its sole discretion that it is in the State's best interest to do so. The Contractor must not furnish any products or services, as applicable, after it receives the notice of termination, except as necessary to complete any portion of the Contract not terminated, if any. The Contractor is not entitled to recover any cancellation charges or lost profits that may be imposed or occur as a result of termination.

B. Termination Because of Lack of Funds

In the event funds to finance this Contract become unavailable, the Department may terminate the Contract upon no less than twenty-four (24) hours' notice in writing to the Contractor. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. The Department shall be the final authority as to the availability of funds.

C. Cancellation by the Department

In addition to any other remedies that may be available by law, the Department may unilaterally cancel this Contract upon no less than twenty-four (24) hours' notice, if any one of the following events has occurred:

1. The Contractor has refused to allow public access to any document, paper, letter, or other material made or received by the Contractor in conjunction with this Contract, unless the records are exempt from Section 24(a) of Art. I of the State Constitution and subsection 119.07(1), Fla. Stat.;
2. The Contractor knowingly employs unauthorized aliens in violation of the Immigration and Nationality Act, 8 United States Code, Section 1324a; or
3. The Contract has become the subject of a cause of action or challenge in any State or Federal Court or administrative forum.

In the event of cancellation under this subsection, notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

D. Termination for Cause

The Department may terminate this Contract if the Contractor fails to do any of the following: (1) deliver services or products as specified during the Contract term or any extension thereof; (2) maintain adequate progress in meeting any requirement under the Contract, thus endangering performance or success of the Contract; (3) honor any term of the Contract; (4) abide by any statutory, regulatory, or licensing requirement; or (5) if the Contractor is found to have submitted a false certification in regard to, or is placed on any of the lists referenced in, Section VIII., Additional Terms and Conditions, subsection U., Scrutinized Companies List and Prohibited Business Activities, below. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default.

If the Contract is terminated for cause, the Contractor will continue all service delivery or work that was not terminated. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery or performance schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties must be the same as if the termination had been issued for the convenience of the Department.

In addition, waiver of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract.

The rights and remedies of the Department under this clause are in addition to any other rights and remedies provided by law or under the Contract, including as to damages.

E. Termination by Mutual Agreement

The parties may mutually agree to terminate the Contract or any part of the Contract on an agreed date prior to the end of the Contract term without penalty to either Party. Any such termination shall be agreed upon in writing.

F. Contractor's Responsibilities Upon Termination or Cancellation

After receipt of notice of termination or cancellation, and except as otherwise specified by the Department or as otherwise stated in this Contract, the Contractor shall:

1. Discontinue work under this Contract on the date, and to the extent specified, in the notice;

2. Place no further order(s) or subcontract(s) for materials, services, or facilities except as may be necessary for completion of such portion of the work under this Contract that is not terminated or cancelled;
3. Complete performance of such part of the work that was not terminated or cancelled by the Department; and
4. Take such action as may be necessary, or as the Department may specify, to protect and preserve any property related to this Contract, which is in the possession of the Contractor(s) and in which the Department has or may acquire an interest.

Upon the effective date of termination or cancellation of the Contract, the Contractor must transfer, assign, and make available to the Department all property and materials belonging to the Department, all rights and claims to any and all reservations, contracts and arrangements with subcontractors, or others, and must make available to the Department all written information regarding the performance of the Contract. No extra compensation will be paid to the Contractor for its services in connection with such transfer or assignment. The Department concurrently with such transfer or assignment must assume the obligations of the Contractor, if any, on all non-cancelable contracts with third parties.

Upon termination of the Contract by the Department, the Contractor must be deemed to have released and relinquished to the Department any and all claims or rights it may otherwise have to common law or statutory copyright with respect to all or any part of material prepared or created by the Contractor in the course of its performance.

VIII. ADDITIONAL TERMS AND CONDITIONS

A. Travel Expenses

The Department will not be responsible for the payment of any travel expense for the Contractor that occurs as a result of this Contract, unless travel was specifically requested and approved by the Department's Contract Manager in writing, in advance, and is in addition to or outside of the scope of services delivery.

B. Contractor's Expenses

The Contractor shall pay for all licenses, permits, and inspection fees or similar charges required for this Contract, and shall comply with all laws, ordinances, regulations, and any other requirements applicable to the work to be performed under this Contract.

C. Audits and Records

The Contractor shall:

1. Maintain books, records, and documents (including electronic storage media) pertinent to performance under this Contract in accordance with generally accepted accounting procedures and practices and in a manner that sufficiently and properly reflects all revenues and expenditures of funds provided by the Department under this Contract.
2. Ensure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Department, as well as by federal personnel, when required.

3. Cooperate and ensure that its subcontractors, if any, cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Fla. Stat.
4. Maintain and file with the Department, reports as specified in **Attachment I, Scope of Services**, and other reports (e.g., progress, fiscal, inventory, etc.) as the Department may request within the period of this Contract. In addition, the Contractor will provide to the Department, within ten (10) days of written request, access to relevant computer data and applications that generated such reports.
5. Ensure that all related party transactions are disclosed within two (2) business days to the Department's Contract Manager.
6. Include each of the aforementioned audit and record-keeping requirements in all approved subcontracts and assignments, if any.

D. Inspection of Records and Work Performed:

The State and its authorized representatives shall, at all reasonable times, have the right to enter the Contractor's and subcontractor's (if applicable) premises, or other places where duties under the Contract are performed in order to conduct inspections, evaluations or reviews related to service delivery. All inspections, evaluations, and reviews shall be performed in such a manner as not to unduly delay work.

The Contractor shall retain all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to performance under the Contract for a period of five (5) years after termination of the Contract and any renewal term, if exercised, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings.

During any Contract period, all records related to the Contract shall be available at the Contractor's office at all reasonable times. After the Contract period and any renewal period, if exercised, and for five (5) years following, the records shall be available at the Contractor's chosen location subject to the approval of the Department. If the records need to be sent to the Department, the Contractor shall bear the expense of delivery.

Refusal by the Contractor to allow access to all records, documents, papers, letters, other materials, or on-site activities related to Contract performance shall constitute a breach of the Contract. The right of the Department and its authorized representatives to perform inspections, evaluations and reviews, shall continue for as long as the Contractor is required to maintain records. The Contractor will be responsible for all storage fees associated with the records maintained under the Contract.

E. Insurance

The Contractor agrees that work will not commence in connection with the Contract until it has obtained all of the below-described types of insurance and proof-of-insurance has been submitted to and approved by the Department. Further, Contractor agrees that it will not permit any subcontractor to commence work on a subcontract related to this Contract until the same or similar insurance required of the Contractor has been so obtained by the subcontractor and approved by the Department.

All insurance policies shall be with insurers licensed or eligible to transact business in the state of Florida and shall be in effect during the entire Contract term, including any

renewal(s) and extension period, as applicable. The limits of coverage under any policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under this Contract.

The Contractor's current certificate of insurance policy(ies) shall contain a provision that the insurance will not be canceled for any reason except after thirty (30) days' written notice. The insurance company shall provide thirty (30) days' written notice of cancellation to the Department's Contract Manager, as well as to the Contractor.

1. Workers' Compensation Insurance

The Contractor must take out and maintain during the life of this Contract, Workers' Compensation Insurance for all Contractor employees connected with performance under this Contract and, in case any work is sublet, the Contractor must require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance must comply fully with Chapter 440, Fla. Stat., entitled "Workers' Compensation Law." In case any class of employees engaged in hazardous work under this Contract at any site at which services or work is performed is not protected under the Workers' Compensation statute, the Contractor must provide, and cause each subcontractor to provide, adequate insurance, satisfactory to the Department, for the protection of employees not otherwise protected.

2. Public Liability and Property Damage Insurance

During the Contract term, the Contractor, at its sole expense, shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the nature, extent, and scope of this Contract. Providing and maintaining adequate insurance coverage throughout the Contract term is a material obligation of the Contractor and a condition of this Contract.

3. Loss Deductible Clause

The Department shall be exempt from, and in no way be liable for, any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor (or subcontractor) providing such insurance.

F. Indemnification

The Contractor shall save and hold harmless and indemnify the state of Florida and the Department against any and all liability, claims, suits, judgments, damages or costs of whatsoever kind and nature resulting from the use, service, operation, or performance of work under the terms of this Contract, resulting from any act, or failure to act, by the Contractor, its subcontractor(s) (if applicable), or any of the employees, agents, or representatives of the Contractor or subcontractor(s).

G. Assignments and Subcontracts

Contractor shall neither assign the responsibility of this Contract to another party nor subcontract for any of the work contemplated under this Contract without prior written approval of the Department. No such approval by the Department of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Department in addition to the total dollar amount agreed upon in

this Contract. All such assignments or subcontracts shall be subject to the conditions of this Contract and to any conditions of approval that the Department deems necessary.

The Contractor is responsible for all work performed under this Contract. No subcontract that the Contractor enters into regarding performance under this Contract shall relieve the Contractor of any responsibility for performance of its duties.

The Department supports diversity in its Procurement Program and requests that all subcontracting opportunities afforded by this Contract proactively support diversity. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. Vendors can visit the Office of Supplier Diversity's (OSD) website at http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd or may contact OSD by telephone at (850) 487-0915 for information on minority vendors who may be considered for subcontracting opportunities.

H. **Purchasing of Articles Utilized in Service Delivery**

1. P.R.I.D.E. of Florida

It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this Contract shall be purchased from the corporation identified under Chapter 946, Fla Stat., if available, in the same manner and under the same procedures set forth in subsections 946.515(2), and (4), Fla. Stat.; and, for purposes of this Contract, the person, firm or other business entity carrying out the provisions of this Contract shall be deemed to be substituted for the Department insofar as dealings with such corporation are concerned.

The "Corporation identified" is PRISON REHABILITATIVE INDUSTRIES AND DIVERSIFIED ENTERPRISES, INC. (P.R.I.D.E.) which may be contacted at:

P.R.I.D.E.
12425 28th Street North, Suite 300
St. Petersburg, FL 33716
E-Mail: info@pride-enterprises.org
(727) 556-3300
Toll Free: 1-800-643-8459
Fax: (727) 570-3366

2. RESPECT of Florida

It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this Contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Fla. Stat., in the same manner and under the same procedures set forth in subsections 413.036(1) and (2), Fla. Stat.; and, for purposes of this Contract, the person, firm, or other business entity carrying out the provisions of this Contract shall be deemed to be substituted for the Department insofar as dealings with such qualified nonprofit agency are concerned.

The "nonprofit agency" identified is RESPECT of Florida which may be contacted at:

RESPECT of Florida
2475 Apalachee Parkway, Suite 205
Tallahassee, Florida 32301-4946
(850) 487-1471
Website: www.respectofflorida.org

3. Products or Materials with Recycled Content

It is expressly understood and agreed that any products which are required to carry out this Contract shall be procured in accordance with the provisions of section 403.7065, Fla. Stat.

I. **Civil Rights Requirements**

The Contractor shall comply with all federal anti-discrimination laws, as applicable, which may include, but not be limited to Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d and 2000e et seq., and the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.

J. **Discriminatory Vendor List**

Pursuant to subsections 287.134 (2) and (3), Fla. Stat., an entity or affiliate who has been placed on the state of Florida, Discriminatory Vendor List may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a vendor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the Discriminatory Vendor List and posts the list on its website. Questions regarding the Discriminatory Vendor List may be directed to the Florida Department of Management Services, Office of Supplier Diversity at (850) 487-0915.

K. **Requirements of Section 287.058, Fla. Stat.**

The Contractor agrees to comply with the following requirements of section 287.058, Fla. Stat.:

1. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
2. Where applicable, bills for any travel expenses shall be submitted in accordance with section 112.061, Fla. Stat. The Department may establish rates lower than the maximum provided in section 112.061, Fla. Stat.
3. All deliverables shall be directly related to the scope of services of this Contract and shall be in quantifiable, measurable, and verifiable units. Deliverables shall be provided as specified in **Attachment I, Scope of Services**, and shall be received and accepted in writing by the Contract Manager prior to payment.
4. The Contractor shall meet all criteria, as specified in **Attachment I, Scope of Services**, and as stated herein, and the final dates by which such criteria must be met for completion of the Contract.

L. **Requirements of Chapter 119, Fla. Stat. (Public Records Law)**

The Contractor, when acting on behalf of the Department, shall in addition to all other conditions of this Contract:

1. Keep and maintain public records required by the Department to perform the service.
2. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost as set forth in the Department's Policy Number 9.03, Providing Records to the Public, which can be provided by the Department upon request, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term, and following completion of the Contract, if the Contractor does not transfer the records to the Department.
4. Upon completion of the Contract, transfer, at no cost to the Department, all public records in possession of the Contractor or keep and maintain public records required by the Department to perform the service. If the Contractor transfers all public records to the Department upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records or Contract Manager, in a format that is compatible with the information technology systems of the Department.
5. Respond to inquiries from the Department's custodian of public records or Contract Manager, regarding public records requests by providing all information or records that the Department deems necessary to respond to such requests within three (3) working days of request from the Department's custodian of public records or Contract Manager.

Pursuant to subsection 119.0701(3), Fla. Stat., in the event the Contractor fails to comply with a public records request, the Department will enforce all Contract provisions related to public records requests by assessing the following:

First violation - \$100 penalty.

Second violation - \$250 penalty.

More than two (2) violations - \$500 penalty and/or possible Contract cancellation depending upon the nature of the violations.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLA. STAT., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATED TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 617-3101, OGCFILING@FLHSMV.GOV, OFFICE OF GENERAL

**COUNSEL, 2900 APALACHEE PARKWAY, STE. A432,
TALLAHASSEE, FL 32399-0504.**

M. Patents, Royalties, Copyrights, Right to Data, and Works for Hire/Software

The Contractor shall comply with Patents, Royalties, Copyrights, Right to Data, and Works for Hire/Software requirements as follows:

1. The Contractor, without exception, shall indemnify and hold harmless the Department and its employees from liability of any nature or kind, including cost and expenses for or on account of any violation of any copyrighted, patented, or unattended invention, process, or article manufactured or supplied by the Contractor. The Contractor has no liability when such claim is solely and exclusively due to the combination, operation or use of any article supplied hereunder with equipment or data not supplied by the Contractor or is based solely and exclusively upon the Department's alteration of the article.
2. The Department shall provide prompt written notification of a claim of copyright or patent infringement and shall afford the Contractor full opportunity to defend the action and control the defense. Further, if such a claim is made or is pending, the Contractor may, at its option and expense procure for the Department the right to continue the use of, replace or modify the article to render it non-infringing (if none of the alternatives is reasonably available, the Department agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by the Department).
3. If the Contractor brings to the performance of this Contract a pre-existing patent or copyright, the Contractor shall retain all rights and entitlements to that pre-existing patent or copyright, unless this Contract provides otherwise.
4. If the Contractor uses any design, device, or materials covered by letter, patent, or copyright, it is mutually agreed and understood without exception that the proposed prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work. Prior to the initiation of services under this Contract, the Contractor shall disclose, in writing, all intellectual properties relevant to the performance of this Contract which the Contractor knows, or should know, could give rise to a patent or copyright. The Contractor shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. The Department shall then have the right to all patents and copyrights which arise as a result of performance under this Contract as provided in this section.
5. If any discovery or invention arises or is developed in the course of, or as a result of, work or services performed under this Contract, or in any way connected herewith, the Contractor shall refer the discovery or invention to the Department for a determination whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Contract are hereby reserved to the State of Florida. All materials to which the Department is to have patent rights or copyrights shall be marked and dated by the Contractor in such a manner as to preserve and protect the legal rights of the Department.

6. Where activities supported by this Contract produce original writing, sound recordings, pictorial reproductions, drawings or other graphic representation and works of any similar nature, the Department has the right to use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to have others acting on behalf of the Department to do so. If the materials so developed are subject to copyright, trademark, or patent, legal title and every right, interest, claim, or demand of any kind in and to any patent, trademark or copyright, or application for the same, shall vest in the State of Florida, Department of State for the exclusive use and benefit of the state. Pursuant to section 286.021, Fla. Stat., no person, firm, corporation, including parties to this Contract shall be entitled to use the copyright, patent, or trademark without the prior written consent of the Florida Department of State.
7. The Department shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information and data developed, derived, documented, or furnished by the Contractor under this Contract.
8. All rights and title to works for hire under this Contract, whether patentable or copyrightable or not, shall belong to the Department and shall be subject to the terms and conditions of this Contract.
9. The computer programs, materials and other information furnished by the Department to the Contractor hereunder shall be and remain the sole and exclusive property of the Department, free from any claim or right of retention by or on behalf of the Contractor. The services and products listed in this Contract shall become the property of the Department upon the Contractor's performance and delivery thereof. The Contractor hereby acknowledges that said computer programs, materials and other information provided by the Department to the Contractor hereunder, together with the products delivered and services performed by the Contractor hereunder, shall be and remain confidential and proprietary in nature to the extent provided by Chapter 119, Fla. Stat., and that the Contractor shall not disclose, publish or use same for any purpose other than the purposes provided in this Contract; however, upon the Contractor first demonstrating to the Department's satisfaction that such information, in part or in whole, (1) was already known to the Contractor prior to its receipt from the Department; (2) became known to the Contractor from a source other than the Department; or (3) has been disclosed by the Department to third parties without restriction, the Contractor shall be free to use and disclose same without restriction. Upon completion of the Contractor's performance or otherwise cancellation or termination of this Contract, the Contractor shall surrender and deliver to the Department, freely and voluntarily, all of the above-described information remaining in the Contractor's possession.
10. The Contractor warrants that all materials produced hereunder will be of original development by the Contractor and will be specifically developed for the fulfillment of this Contract and will not knowingly infringe upon or violate any patent, copyright, trade secret or other property right of any third party, and the Contractor shall indemnify and hold the Department harmless from and against any loss, cost, liability or expense arising out of any breach or claimed breach of this warranty.
11. The terms and conditions specified in this section shall also apply to any subcontract made under this Contract. The Contractor shall be responsible for informing the subcontractor of the provisions of this section and obtaining disclosures.

N. Use of Funds for Lobbying Prohibited

The Contractor shall comply with the provisions of section 216.347, Fla. Stat., which prohibits the expenditure of Contract funds for the purposes of lobbying the Legislature, the judicial branch, or a state agency.

O. Public Entity Crime

Pursuant to subsections 287.133 (2) and (3), Fla. Stat., a person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a bid or proposal to provide any goods or services to a public entity, may not submit a bid or proposal to a public entity for the construction or repair of a public building or public work, may not submit bids or proposals for leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Fla. Stat., for Category Two for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor List.

P. Driver's Privacy Protection Act (DPPA)

The Contractor shall access, use and maintain the confidentiality of all information received under this Contract in accordance with Chapter 119, Fla. Stat., and the Driver's Privacy Protection Act of 1994 (DPPA), 18 United States Code, Section 2721, if DPPA is applicable to service delivery under this Contract. Information obtained under this Contract shall only be disclosed to persons to whom disclosure is authorized under Florida law and federal law. Any person who willfully and knowingly violates any of the provisions of this section may be subject to penalties as provided in sections 119.10 and 775.083, Fla. Stat. In addition, any person who knowingly discloses any information in violation of DPPA may be subject to criminal sanctions and civil liability.

If DPPA information is exchanged under this Contract, the Contractor agrees to the following:

Information exchanged will not be used for any purposes not specifically authorized by this Contract. Unauthorized use includes, but is not limited to, queries not related to a legitimate business purpose, personal use, and the dissemination, sharing, copying or passing of this information to unauthorized persons.

Information exchanged by electronic means will be stored in a place physically secure from access by unauthorized persons.

Access to the information exchanged will be protected in such a way that unauthorized persons cannot review or retrieve the information.

All personnel with access to the information exchanged under the terms of this Contract will be instructed of, and acknowledge their understanding of, the confidential nature of the information. These acknowledgements must be maintained in a current status by the Contractor.

All personnel with access to the information will be instructed of, and acknowledge their

understanding of, the criminal sanctions specified in state law for unauthorized use of the data. These acknowledgements must be maintained in a current status by the Contractor.

All access to the information must be monitored on an on-going basis by the Contractor. In addition, the Contractor must complete an annual audit to ensure proper and authorized use and dissemination.

By signing this Contract, the Contractor attests that its procedures will ensure the confidentiality of the information exchanged will be maintained and will be in accordance with the appropriate exceptions outlined in **Attachment II, Driver's Privacy Protection Act Exception(s)**.

Q. Confidentiality of Information

Contractor agrees that it will not use or disclose any confidential information, including social security numbers, that may be supplied under this Contract pursuant to law, for any purpose not in conformity with state and federal laws.

R. Employment

Contractor shall comply with Section 274A (e), of the Immigration and Nationality Act, 8 United States Code, Section 1324a. The Department shall consider the employment by any contractor of unauthorized aliens a violation of this Act. If the Contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Contract. The Contractor shall be responsible for including this provision in all contracts or subcontracts with private organizations issued as a result of this Contract.

S. Work Authorization Program

The Immigration Reform and Control Act of 1986, S. 1200; Pub. L. 99-603; 100 Stat. 3359, prohibits employers from knowingly hiring illegal workers. The Contractor shall only employ individuals who may legally work in the United States – either U.S. citizens or foreign citizens who are authorized to work in the U.S. The Contractor shall use the U.S. Department of Homeland Security's E-Verify Employment Eligibility Verification system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all new employees hired by the Contractor during the term of this Contract and shall also include a requirement in its subcontracts that the subcontractor utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor performing work or providing services pursuant to this Contract.

T. Scrutinized Companies – Termination by the Department

The Department may, at its option, terminate the Contract if the Contractor is found to have submitted a false certification as provided under section 287.135(5), F.S., or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In executing this Contract and/or by signing **Attachment III, Contractor Certification Regarding Scrutinized Companies List**, the Contractor certifies that it is not listed on

the Scrutinized Companies that Boycott Israel List; on the Scrutinized Companies with Activities in Sudan List; on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or is engaged in business operations in Cuba or Syria or engaged in a boycott of Israel.

U. Conflict of Interest

The Contractor shall not compensate in any manner, directly or indirectly, any officer, agent or employee of the Department for any act or service that he/she may do, or perform for, or on behalf of, any officer, agent, or employee of the Contractor. No officer, agent, or employee of the Department shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made, by anyone for, or on behalf of, the Department.

V. Governing Law and Venue

This Contract is executed and entered into in the state of Florida, and shall be construed, performed and enforced in all respects in accordance with the laws, rules and regulations of the state of Florida. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

W. Severability

Wherever possible, each provision of this Contract shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision shall be found ineffective, then to the extent of such prohibition or invalidity, that provision shall be severed without invalidating the remainder of such provision or the remaining provisions of the Contract.

X. Department of State Licensing Requirements

All entities defined under Chapters 607, 617 or 620, Fla. Stat., seeking to do business with the Department, shall be on file and in good standing with the State of Florida, Department of State.

Y. No Third Party Beneficiaries

Except as otherwise expressly provided herein, neither this Contract, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to, any party not a signatory hereto.

Z. Reservation of Rights

The Department reserves the exclusive right to make certain determinations regarding the service requirements outlined in this Contract. The absence of the Department setting forth a specific reservation of rights does not mean that any provision regarding the services to be performed under this Contract are subject to mutual agreement. The Department reserves the right to make any and all determinations exclusively, which it deems are necessary to protect the best interests of the State of Florida.

AA. Cooperative Purchasing

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases in accordance with the terms and conditions contained herein. The Department shall not be a party to any transaction between the Contractor and any other purchaser.

Other state agencies wishing to make purchases from this Contract are required to follow the provisions of subsection 287.042(16), Fla. Stat. This statute requires the Department of Management Services to determine that the requestor's use of the Contract is cost effective and in the best interests of the State of Florida.

BB. Scope Changes After Contract Execution

During the term of the Contract, the Department may unilaterally require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract.

The Department may make an equitable adjustment in the Contract prices or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the written consent of the Contractor, which shall not be unreasonably withheld. Additions of goods or services shall be at contract price or the then-current market price, whichever is lower. Deletions shall be at contract prices, meaning any reduction in service, term, or hours shall remain at the contract price. Substitutions or additions of goods or services not offered within the contract documents shall be at mutually agreed prices, with all terms and conditions accepted in writing by both parties and attached to an appropriate purchasing document (e.g., Purchase Order).

The Department shall provide written notice to the Contractor thirty (30) days in advance of any Department-required changes to the technical specifications and/or scope of service that affect the Contractor's ability to provide the goods or services as specified herein.

CC. Expired Term Purchase Orders (P.O.)

Goods or services are not to be provided after the expiration date of a term Purchase Order. It is the Contractor's responsibility to discontinue service and/or retrieve its equipment unless a written extension or renewal order is received in advance.

DD. Terms and Conditions

No other terms and conditions shall apply except as stated in this Contract or in the Purchase Order incorporating this Contract. This Contract shall prevail in the event of conflict with any other documents related to this purchase including, but not limited to, vendor quotes, licensing agreements, order forms, Service Level Agreements (SLA), or additional terms.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS HEREOF, the Parties hereto have caused this Contract to be executed by their undersigned officials as duly authorized.

CONTRACTOR:
CONTRACTOR'S NAME

SIGNED BY: _____
NAME: _____
TITLE: _____
DATE: _____
FEID #: _____

**DEPARTMENT OF HIGHWAY SAFETY
AND MOTOR VEHICLES**

**Approved as to form and legality,
subject to execution.**

SIGNED BY: _____	SIGNED BY: _____
NAME: _____	NAME: Jonathan P. Sanford
TITLE: _____	TITLE: Chief Counsel, Office of the General Counsel
DATE: _____	DATE: _____

List of Attachments/Exhibits included as part of this Contract:

Specify Type	Letter/ Number	Description
Attachment	I	Scope of Services (X Pages)
Attachment	II	Driver's Privacy Protection Act (DPPA) Exceptions (1 Page)
Attachment	III	Vendor Certification Regarding Scrutinized Companies List and Prohibited Business Activities (1 Page)

ATTACHMENT II

DRIVER'S PRIVACY PROTECTION ACT EXCEPTIONS

1. For use in connection with matters of motor vehicle or driver safety theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles and dealers by motor vehicle manufacturers; and removal of non-owner records from the original owner records of motor vehicle manufacturers, to carry out the purposes of the Automobile Information Disclosure Act, the Motor Vehicle Information and Cost Saving Act, the National Traffic and Motor Vehicle Safety Act of 1966, the Anti-Car Theft Act of 1992, the Clean Air Act, and chapters 301, 305, and 321-331 of title 49 U.S.C.
2. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.
3. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
4. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:
 - a) To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
 - b) If such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
5. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any court or agency or before any self-regulatory body for:
 - a) Service of process by any certified process server, special process server, or other person authorized to serve process in this state.
 - b) Investigation in anticipation of litigation; however, the information may not be used for mass commercial solicitation of clients for litigation against motor vehicle dealers.
 - c) Investigation by any person in connection with any filed proceeding; however, the information may not be used for mass commercial solicitation of clients for litigation against motor vehicle dealers.
 - d) Execution or enforcement of judgments and orders.
 - e) Compliance with an order of any court.
6. For use in research activities and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
7. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating, or underwriting.
8. For use in providing notice to the owners of towed or impounded vehicles.
9. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this paragraph.
10. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under 49 U.S.C. ss. 31301 et seq.
11. For use in connection with the operation of private toll transportation facilities.
12. For bulk distribution of surveys, marketing, or solicitations when the department has obtained the express consent of the person to whom such personal information pertains.
13. For any use if the requesting person demonstrates that he or she has obtained the written consent of the person who is the subject of the motor vehicle record.
14. For any other use specifically authorized by state law, if such use is related to the operation of a motor vehicle or public safety.
15. For any other use if the person to whom the information pertains has given express consent on a form prescribed by the Department. Such consent shall remain in effect until it is revoked by the person on a form prescribed by the Department.

ATTACHMENT III

**CONTRACTOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

Contractor Name: _____
Contractor FEIN: _____
Contractor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____
Email Address: _____

Pursuant to subsection 287.135(2), Florida Statutes, a company is ineligible to enter into a contract with an agency for goods or services over \$1,000,000 if the company is on the Scrutinized Companies that Boycott Israel List; is engaged in a boycott of Israel; is on the Scrutinized Companies with Activities in Sudan List; is on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" is not listed on the Scrutinized Companies that Boycott Israel List; on the Scrutinized Companies with Activities in Sudan List; on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or is engaged in business operations in Cuba or Syria or engaged in a boycott of Israel. I understand that pursuant to subsection 287.135(5)(a), Florida Statutes, the submission of a false certification under subsection 287.135(5), Florida Statutes, may subject the Contractor to civil penalties, attorney's fees, and/or costs.

Certified By: _____,
who is authorized to sign on behalf of the above referenced company.
Printed Authorized Signature Name and Title: _____

EXHIBIT 1 (ITEM NO. 14)
EQUIPMENT INVENTORY BY SITE/OFFICE LOCATION

Agency ID	Tag Agency	Address	City	PC	Monitor (22")	Laptop	Docking Station	Printer	Server	Server Monitor (17")	External Back Up Drive	48 Port Switch	24 Port Switch	Stacking Module	UPS 1500VA	UPS 1000VA	External UPS Battery	Belkin Power Strip
101	Miami-Dade Public Service (Miami Metro Tag)	200 NW 2nd Ave	MIAMI	30	30	0	0	34	1	1	1	1	0	0	1	1	1	32
102	Miami Auto Tag	2621 NW 54th Street	MIAMI	5	5	0	0	6	1	1	1	1	0	0	1	1	1	5
103	Coral Gables Tag Agency	1418 PONCE DE LEON BOULEVARD	CORAL GABLES	12	12	0	0	10	1	1	1	0	2	2	1	1	1	12
104	South Dade Auto Tag	30708 S. DIXIE HIGHWAY	HOMESTEAD	11	11	0	0	11	1	1	1	1	0	0	1	1	1	11
105	Suniland Tag Agency	11287 S. DIXIE HIGHWAY	MIAMI	10	10	0	0	11	1	1	1	1	0	0	1	1	1	10
106	Baumgardner Auto Tag	1375 NW 36TH STREET	MIAMI	13	13	0	0	13	1	1	1	0	2	2	1	1	1	13
107	Bird Road Auto Tag	8530 BIRD ROAD (40TH STREET)	MIAMI	12	12	0	0	12	1	1	1	0	2	2	1	1	1	12
108	MAH Tag Agency	13710 SW 56TH STREET- SUITE K	MIAMI	5	5	0	0	6	1	1	1	0	1	0	1	1	1	6
109	Cowart Tag Agency	20 W. 49TH STREET, SUITE B	HIALEAH	10	10	0	0	11	1	1	1	1	0	0	1	1	1	10
110	Aventura Auto Tag Agency	1834 NE MIAMI GARDENS DRIVE	NORTH MIAMI	13	13	0	0	13	1	1	1	1	0	0	1	1	1	12
111	183rd Street Tag Agency	804 NW 183RD STREET	MIAMI GARDENS	10	10	0	0	11	1	1	1	1	0	0	1	1	1	10
112	West Flagler Tag Agency	5747 NW 7TH STREET	MIAMI	8	8	0	0	9	1	1	1	1	0	0	1	1	1	10
113	Hialeah Auto Tag Agency, Inc	1550 W. 84TH STREET- SUITE 75-76	HIALEAH	9	9	0	0	10	1	1	1	0	2	2	1	1	1	10
114	JAV Tag Agency	18655 S. DIXIE HIGHWAY	MIAMI	19	19	0	0	20	1	1	1	1	0	0	1	1	1	19
115	Miami Dade Fast Payment Processing	200NW 2ND AVENUE, SUITE 266, IT ROOM 302	MIAMI	16	17	0	0	24	1	0	1	2	1	0	1	1	1	16
116	Beach Auto Tag	800 71ST STREET	MIAMI BEACH	8	8	0	0	8	1	1	1	1	0	0	1	1	1	8
117	North Dade Auto Tag Agency	313 NE 167th STREET	NORTH MIAMI BEACH	8	8	0	0	8	1	1	1	1	0	0	1	1	1	8
118	North Miami Auto Tag	12935 W. DIXIE HIGHWAY	NORTH MIAMI	12	12	0	0	13	1	1	1	1	0	0	1	1	1	11
119	Hialeah Gardens Auto Tag	8404 NW 103RD STREET- SUITE 1	HIALEAH GARDENS	21	21	0	0	23	1	1	1	5	0	2	1	1	1	21
120	Lakes Auto Tag	6402 NW 186TH STREET	MIAMI LAKES	9	9	0	0	9	1	1	1	1	0	0	1	1	1	9
121	Hammocks Tag Agency	10201 HAMMOCKS BLVD.- SUITE H108	MIAMI	10	10	0	0	11	1	1	1	1	0	0	1	1	1	10
122	Central Auto Tag Agency, Inc.	11035 NW 27TH AVE	MIAMI	19	19	0	0	19	1	1	1	2	0	2	1	1	1	19
123	Trail Tag Agency	2517 SW 8TH STREET	MIAMI	19	19	0	0	20	1	1	1	0	2	2	1	1	1	19
124	Tropical Tag Agency	7356 SW 117th Ave	MIAMI	15	15	0	0	11	1	1	1	1	0	0	1	1	1	13
125	Renew Express Agencu	(Shares server with 01/54) 200 NW 2ND AVENUE, SUITE 200, IT ROOM 302	MIAMI															
127	South Florida Auto Dealers	625 NE 124TH STREET	NORTH MIAMI	12	12	0	0	11	1	1	1	1	0	0	1	1	1	12
128	Airways Auto Tag	3636 NW 36TH STREET	MIAMI	11	11	0	0	12	1	1	1	1	0	0	1	1	1	11
129	Sweetwater Tag Agency	10930 W. FLAGLER STREET- SUITE 308	MIAMI	10	10	0	0	11	1	1	1	1	0	0	1	1	1	10
130	Miami Customer Relations Unit	200 NW 2ND AVENUE, SUITE 235, IT ROOM 301	MIAMI	13	14	0	0	20	1	1	1	2	0	0	1	0	1	12

154	Miami Branch Agency	(SHARES SERVER WITH 01/25) 200 NW 2ND AVENUE, SUITE 233, IT ROOM 302	MIAMI	12	12	0	0	7	1	1	1	1	0	0	1	1	1	12
201	Forsyth Tag Agency	231 E. FORSYTH STREET	JACKSONVILLE	23	23	0	0	23	1	0	1	0	1	0	1	1	1	23
202	Cedar Hills Branch	3520-1 BLANDING BLVD	JACKSONVILLE	22	20	0	0	20	0	0	0	0	1	0	0	1	0	20
203	Regency/Kernan Tag Agency	12220 ATLANTIC BLVD., SUITE 102	JACKSONVILLE	31	31	0	0	30	0	0	0	0	1	0	0	1	0	31
204	Hogan @ Beach Branch	7120-15 HOGAN ROAD	JACKSONVILLE	29	29	0	0	25	1	1	1	1	0	0	1	1	1	29
205	North Jax Branch	12961 NORTH MAIN ST.- SUITE 210	JACKSONVILLE	17	17	0	0	17	1	1	1	1	0	0	1	1	1	17
206	Commonwealth Branch	6672 COMMONWEALTH BLVD	JACKSONVILLE	22	23	0	0	24	1	1	1	1	0	0	1	1	1	23
207	Gateway Branch	910 W. 44TH STREET	JACKSONVILLE	37	37	0	0	39	1	1	1	0	1	0	1	1	1	37
208	Beaches Branch	1505 ATLANTIC BOULEVARD	NEPTUNE BEACH	18	18	0	0	17	1	1	1	0	1	0	1	1	1	15
209	Mandrin Tag Branch	10035 SAN JOSE BLVD	JACKSONVILLE	21	21	0	0	21	0	0	0	1	0	0	0	1	0	21
210	Training Site	12220 ATLANTIC BLVD- SUITE 102	JACKSONVILLE	12	12	0	0	6	1	1	1	0	0	0	1	0	1	12
211	Yates Branch	(SHARES SERVER WITH 02/12) 231 E. FORSYTH STREET, SUITE 130	JACKSONVILLE	31	31	0	0	27	1	1	1	1	0	0	1	1	1	31
212	Call/Mail Center	(SHARES SERVER WITH 02/11) 231 E. FORSYTH STREET, SUITE 130	JACKSONVILLE															
301	Hillsborough County Center	601 E. KENNEDY BLVD - 14TH FLOOR	TAMPA	0	0	0	0	20	1	1	1	1	1	0	1	1	1	0
302	Plant City Tag Agency	1834 JIM REDMAN PARKWAY	PLANT CITY	0	0	0	0	27	1	1	1	0	4	0	1	1	1	0
304	North Tampa Tag Agency	3011 UNIVERSITY CENTER DRIVE- SUITE 150	TAMPA	0	0	0	0	30	1	1	1	1	7	0	1	1	1	0
305	Tampa AAA Tag Agency	1515 N. WESTSHORE BLVD	TAMPA	0	0	0	0	7	1	1	1	0	1	0	1	1	1	0
306	Processing Operations - Mail Center	2506 FALKENBURG ROAD	TAMPA	0	0	0	0	52	1	1	1	1	8	0	1	1	1	0
307	Processing Operations - Dealer Agency	2506 FALKENBURG ROAD	TAMPA	0	0	0	0	0	1	1	1	0	0	0	1	0	1	0
308	Drew Park Tag	4100 W. DR MLK BLVD	TAMPA	0	0	0	0	48	0	0	0	1	8	0	0	1	0	0
309	South County Tag Agency	3002 E. COLLEGE AVENUE	RUSKIN	0	0	0	0	21	0	0	0	0	4	0	0	1	0	0
310	North Tampa Training	3011 UNIVERSITY CENTER DRIVE- SUITE 150	TAMPA	0	0	0	0	1	1	1	1	0	0	0	1	1	1	0
311	Dealer Tag Agency, Inc.	2250 E. BUSCH BOULEVARD	TAMPA	44	46	0	0	47	1	1	1	2	0	2	1	1	1	47
312	Brandon Branch	3030 N. FALKENBURG ROAD	TAMPA	0	0	0	0	45	0	0	0	1	4	0	0	1	0	0
313	East Hillsborough Branch	2814 E. HILLSBOROUGH AVENUE	TAMPA	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
401	Gulf to Bay Tag Agency	1663 GULF TO BAY BLVD.	CLEARWATER	43	43	0	0	38	0	0	0	1	0	0	0	1	0	43
402	South County Tag Agency	1800 - 66TH STREET- NORTH	ST. PETERSBURG	42	42	0	0	37	0	0	0	0	1	0	0	1	0	42
404	Mid-County Service Center	13025 STARKEY ROAD	LARGO	51	51	0	0	52	0	0	0	1	0	0	0	1	0	51
405	North County Tag Agency	29399 US HWY 19 NORTH, SUITE 100	CLEARWATER	40	40	0	0	40	0	0	0	0	1	0	0	1	0	41
406	Skyway Tag Agency	1067 - 62ND AVENUE- SOUTH	ST. PETERSBURG	17	17	0	0	14	0	0	0	1	0	0	0	1	0	17
407	Processing Operations	(SHARES SERVER WITH 04/13) 29399 US HWY 19 N, SUITE #200	CLEARWATER	71	130	0	0	71	1	1	1	0	1	0	1	1	1	43
408	Tarpon Springs Tag	743 S. PINELLAS AVEUE	TARPON SPRINGS	16	16	0	0	14	0	0	0	1	0	0	0	1	0	16
409	Main Office Tag Agency	315 COURT STREET- 3RD FLOOR	CLEARWATER	0	0	0	0	0	1	1	1	0	1	0	1	1	1	0
410	Clearwater Training Center	13025 STARKEY ROAD	LARGO	24	22	0	0	5	1	1	1	0	0	0	1	0	1	24
411	Sunshine Fast Title Tag	2820 54TH AVENUE- SOUTH	ST. PETERSBURG	9	18	0	0	7	1	1	1	0	1	0	1	1	1	10

EXHIBIT 1 (ITEM NO. 14)
EQUIPMENT INVENTORY BY SITE/OFFICE LOCATION

412	Sunshine Fleet Tag	6015 31ST STREET EAST	BRADENTON	50	42	0	0	36	1	1	1	0	1	0	1	1	1	50
413	Processing Operations	(SHARES SERVER WITH 04/07) 29399 US HWY 19 N, SUITE #200	CLEARWATER	5	5	0	0	7	0	0	0	0	0	0	0	0	0	5
414	Tag Agency of Pinellas, Inc.	3050 SCHERER DRIVE., N., SUITE B	ST. PETERSBURG	18	18	0	0	19	1	1	1	1	0	0	1	1	1	7
501	Bartow Tag Agency	430 E. MAIN STREET	BARTOW	66	78	0	0	63	1	1	1	1	0	0	1	1	1	55
502	Lakeland Tag agency	916 N. MASSACHUSETTS AVENUE	LAKELAND	63	63	0	0	49	1	1	1	0	1	0	1	1	1	31
503	Winter Haven Tag Agency	300 AVENUE "M" NW, SUITE A	WINTER HAVEN	12	15	0	0	14	1	1	1	1	0	0	1	1	1	12
504	North Ridge Service Center	2000 DEER CREEK COMMERCE LANE	DAVENPORT	56	56	0	0	39	1	1	1	0	1	0	1	1	1	17
505	Lake Wales Tag Agency	658 STATE ROAD 60 WEST	LAKE WALES	33	33	0	0	34	0	0	0	0	1	0	0	1	0	0
506	Morningstar Fleet Services	445 PEOPLES LANE	LAKELAND	3	3	0	0	4	1	1	1	1	0	0	1	1	1	3
601	Governmental Center	301 N. OLIVE AVENUE (1ST FLOOR)	WEST PALM BEACH	30	30	0	0	25	1	1	1	0	0	0	0	0	0	30
602	Belle Glade Branch	2976 STATE ROAD #15	BELLE GLADE	1	1	0	0	9	1	1	1	0	1	0	1	1	1	2
603	North County Branch	3188 P.G.A. BLVD.	PALM BCH GRDNS	11	11	0	0	19	1	1	1	0	1	0	1	1	0	11
604	Batch processing Center	(SHARES SERVER WITH AGENCY 06/09) 301 N. OLIVE AVENUE - 3RD FLOOR	WEST PALM BEACH	5	5	0	0	36	1	1	1	0	0	0	0	0	0	5
605	South County Branch	501 S. CONGRESS AVE.	DELRAY BEACH	23	23	0	0	28	1	1	1	0	1	0	1	1	1	23
606	Palm Beach Call Center	4215 S. MILIATARY TRAIL, 2ND FLOOR	LAKE WORTH	13	13	0	0	15	1	1	1	0	1	0	1	1	1	13
608	Royal Palm Beach	200 CIVIC CENTER WAY	ROYAL PALM BCH	15	15	0	0	18	1	1	1	0	1	0	1	1	1	15
609	Payment Processing Center	(SHARES SERVER WITH AGENCY 06/04) 301 N. OLIVE AVENUE - 3RD FLOOR	WEST PALM BEACH															
610	Dealer Service of Palm Beach, LLC	2001 PALM BEACH LAKES BLVD., SUITE 205	WEST PALM BEACH	10	6	0	0	11	1	1	1	1	0	0	1	1	1	4
611	Palm Beach Gardens Tag	3185 PGA BOULEVARD	PALM BEACH GARDENS	0	0	0	0	0	1	1	1	0	1	0	1	1	1	0
612	Central Palm Beach Service Center	4215 S. MILITARY TRAIL, 1ST FLOOR	LAKE WORTH	0	0	0	0	12	1	1	1	2	0	2	1	1	1	0
701	Downtown Tag Agency #1	301 S. ROSALIND AVENUE	ORLANDO	22	22	0	0	23	1	1	1	2	0	2	1	1	1	20
702	West Colonial Tag Agency	2110 W. COLONIAL DRIVE	ORLANOD	56	76	0	0	56	0	0	0	3	0	3	0	1	0	48
703	Clarcona Ocoee Tag	4101 CLARCONA OCOEE ROAD	ORLANDO	21	21	0	0	18	1	1	1	2	0	0	1	1	1	21
704	West Orange Tag Agency	14035 WEST COLONIAL DRIVE	WINTER GARDEN	19	19	0	0	19	1	1	1	0	2	2	1	1	1	19
705	Apopka Tag Agency	1578 W. ORANGE BLOSSOM TRAIL	APOPKA	20	20	0	0	22	0	0	0	2	0	2	0	1	0	20
706	West Colonial Dealer/Mail	2110 W. COLONIAL DRIVE	ORLANDO	10	10	0	0	8	1	1	1	1	0	0	1	1	1	10
707	South Orlando Tag Agency	730 SANDLAKE ROAD, SUITE #106b	ORLANDO	29	29	0	0	31	0	0	0	2	0	2	0	1	0	20
708	Lee Vista Tag Agency	8185 LEE VISTA BLVD.	ORLANDO	24	39	0	0	24	1	1	1	2	0	2	1	1	1	21
709	Florida Auto Auction Agency	11801 W. COLONIAL DRIVE	OCOEE	2	2	0	0	1	1	1	1	0	1	0	1	1	1	2
710	East Orange Co. Tag Agency	10051 UNIVERSITY BLVD	ORLANDO	30	30	0	0	18	1	1	1	2	0	2	1	1	1	18
711	Operations Center	2110 W. COLONIAL DRIVE	ORLANDO	19	19	0	0	21	1	1	1	1	0	0	1	1	1	15
801	Deland Tag Agency	123 W. INDIANA AVENUE	DELAND	13	13	0	0	13	1	1	1	1	0	0	1	1	1	13
802	Daytona Beach Tag Agency	250 N. BEACH STREET- ROOM 101	DAYTONA BEACH	37	37	0	0	39	1	1	1	1	0	0	1	1	1	37
803	New Smyrna Beach Tag Agency	111 CANAL STREET	NEW SMYRNA BCH	10	10	0	0	10	1	1	1	1	0	0	1	1	1	10
805	Orange City Tag Agency	2744 ENTERPRISE ROAD	ORANGE CITY	12	12	0	0	12	1	1	1	1	0	0	1	1	1	12
806	First Daytona Auto Tag, Inc.	927 BEVILLE ROAD-UNIT #12	S. DAYTONA BEACH	15	15	0	0	16	1	1	1	2	0	2	1	1	1	15

EXHIBIT 1 (ITEM NO. 14)
EQUIPMENT INVENTORY BY SITE/OFFICE LOCATION

1401	Ocala Tag Agency	503 SE 25TH AVENUE	OCALA	92	93	0	0	78	1	1	1	0	1	0	1	1	1	90
1402	Dunnellon Tag Agency	19995 SW 86 STREET- UNIT 2	DUNNELNELLON	10	9	0	0	10	0	0	0	1	0	0	0	1	0	10
1403	Bellevue Tag	BELLEVUE REGIONAL SHOPPING CENTER 10445 SE US HIGHWAY 441	BELLEVUE	17	17	0	0	11	0	0	0	0	1	0	0	1	0	17
1404	Forest Center Tag Agency	15956 E. SR 40	SILVER SPRINGS	5	5	0	0	6	1	1	1	1	0	0	1	1	1	5
1405	State Road 200 Tag Agency	6154 SW STATE ROAD 200	OCALA	15	15	0	0	15	0	0	0	1	0	0	0	1	0	15
1406	Highway 326 Office	7135 N. US HIGHWAY 441	OCALA	14	14	0	0	14	0	0	0	0	1	0	0	1	0	14
1407	Tax Collector Owned DL Office FRVIS Inquiry Only	110 SE 25TH AVENUE	OCALA	12	12	0	0	0	0	0	0	0	1	0	0	1	0	2
1408	South Marion / Villages Branch	17860 SE 109TH AVENUE, SUITE 602	SUMMERFIELD	12	12	0	0	7	1	1	1	0	1	0	1	1	1	12
1501	Operations Department	819 301 BLVD. W.	BRADENTON	0	0	0	0	8	1	1	1	0	0	0	1	0	1	0
1502	North River Tax Collectors Office	4333 US HIGHWAY 301 N	ELLENTON	0	0	0	0	13	0	0	0	0	1	0	0	1	0	0
1503	Palma Sola	7411 MANATEE AVE WEST- SUITE 200	BRADENTON	0	0	0	0	11	0	0	0	0	1	0	0	1	0	0
1504	Lakewood Ranch	6007 111TH STREET E	BRADENTON	0	0	0	0	11	0	0	0	0	1	0	0	1	0	0
1505	Manatee Driver License	(SHARES SERVER WITH AGENCY 15/07) 904 301 BLVD. W.	BRADENTON	0	0	0	0	29	1	1	1	0	0	0	1	1	1	0
1506	Desoto Branch	819 301 BLVD. W.	BRADENTON	0	0	0	0	39	0	0	0	0	0	0	0	0	0	0
1507	Field Services & Collections	(SHARES SERVER WITH AGENCY 15/05) 904 301 BLVD. W.	BRADENTON	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
1601	Sarasota Tag Agency	101 S. WASHINGTON BOULEVARD	SARASOTA	53	45	0	0	54	0	0	0	0	1	0	0	1	0	0
1602	Venice Tag Agency	4000 S. TAMIAMI TRAIL- ROOM 132	VENICE	25	25	0	0	25	0	0	0	1	0	0	0	1	0	25
1603	Sarasota Mid-County Tag Agency	6100 SAWYER LOOP ROAD	SARASOTA	19	19	0	0	19	1	1	1	0	1	0	1	1	1	16
1604	Sarasota Mail Processing	101 S. WASHINGTON BOULEVARD	SARASOTA	16	16	0	0	20	1	1	1	0	1	0	1	1	1	16
1701	Sanford Tag Agency	1101 E. 1ST STREET, ROOM 1245	SANFORD	52	52	0	0	33	1	1	1	2	1	0	1	1	1	42
1702	Casselberry Tag Agency	104 WILSHIRE BLVD.- SUITE #1000	CASSELBERRY	31	33	0	0	21	1	1	1	3	1	0	1	1	1	22
1703	Longwood Tag Agency	260 WEKIVA SPRINGS ROAD, SUITE 1050	LONGWOOD	16	16	0	0	17	1	1	1	0	1	0	1	1	1	14
1704	Oviedo Branch Tag Agency	1490 SWANSON DRIVE- SUITE 100	OVIEDO	10	10	0	0	9	1	1	1	0	1	0	1	1	1	10
1705	Lake Mary Branch Office	845 PRIMERA BOULEVARD	LAKE MARY	29	29	0	0	14	1	1	1	3	1	0	1	1	1	29
1801	Processing Operations Center	2480 THOMPSON STREET	FT. MYERS	15	15	0	0	15	1	1	1	1	0	0	1	1	1	15
1802	Cape Coral Branch Office	1039 SE 9TH AVENUE- ROOM #102	CAPE CORAL	33	33	0	0	29	0	0	0	0	1	0	0	1	0	31
1803	Ft. Myers Dealer Office	2480 THOMPSON STREET	FT. MYERS	9	9	0	0	12	1	1	1	0	0	0	1	0	1	9
1804	N. Ft Myers Office	15201 N. CLEVELAND AVENUE	N. FT. MYERS	22	22	0	0	20	1	1	1	0	1	0	1	1	1	21
1805	Ft Myers Customer Support	2480 THOMPSON STREET	FT. MYERS	60	60	0	0	32	1	1	1	0	0	0	1	0	1	57
1806	Ft Myers Customer Service	2480 THOMPSON STREET	FT. MYERS	40	40	0	0	38	1	1	1	0	0	0	1	0	1	39
1807	Bonita Springs Office	25987 S. Tamiami Trail, Suite 112	BONITA SPRINGS	20	20	0	0	20	1	1	1	1	0	0	1	1	1	16
1808	S. Ft. Myers Office	15680 PINE RIDGE ROAD	FT. MYERS	24	24	0	0	22	1	1	1	0	1	0	1	1	1	24
1809	Lehigh Acres Office	3114 LEE BLVD.- BLDG B- UNIT 6	LEHIGH ACRES	22	26	0	0	28	1	1	1	0	1	0	1	1	1	21
1901	Titusville Tag Agency	800 SOUTH PARK AVENUE	TITUSVILLE	32	32	0	0	32	1	1	1	2	0	2	1	1	1	22
1902	Merritt Island Tag Agency	1605 COURTENAY PARKWAY	MERRIT ISLAND	46	46	0	0	40	1	1	1	3	0	3	1	1	1	46

1903	Melbourne Tag Agency	1515 SARNO BOULEVARD	MELBOURNE	30	30	0	0	30	1	1	1	2	0	2	1	1	1	30
1905	Indian Harbor Beach Tag Agency	240 E. EAU GALLIE BOULEVARD	INDIAN HARBOR BCH	16	16	0	0	16	1	1	1	1	0	0	1	1	1	16
1906	Palm Bay Tag Agency	450 COGAN DRIVE SE	PALM BAY	27	27	0	0	30	1	1	1	2	0	2	1	1	1	27
1907	Titusville Operations Center	400 SOUTH STREET- 6TH FLOOR	TITUSVILLE	14	14	0	0	14	1	1	1	1	0	0	1	1	1	14
2001	St Augustine Tag Agency	4030 LEWIS SPEEDWAY	ST. AUGUSTINE	0	0	0	0	44	0	0	0	0	1	0	0	1	0	0
2002	Ponte Vedra Tag Agency	5430 PALM VALLEY ROAD	PONTE VEDRA BEACH	0	0	0	0	9	0	0	0	0	1	0	0	1	0	0
2003	Julington Creek Tag Agency	725 FLORA BRANCH BOULEVARD	JACKSONVILLE	0	0	0	0	11	0	0	0	0	1	0	0	1	0	0
2004	Hastings Tag Agency	6195 S. MAIN STREET- SUITE E	HASTINGS	0	0	0	0	4	0	0	0	0	1	0	0	1	0	0
2005	Dupont Center Tag Agency	6658 US 1 SOUTH	ST. AUGUSTINE	1	1	0	0	11	1	1	1	0	1	0	1	1	1	1
2101	Quincy Tag Agency	16 S. CALHOUN STREET	QUINCY	8	8	0	0	7	1	1	1	1	0	0	1	1	1	8
2201	Palatka Tag Agency	323 ST. JOHNS AVENUE	PALATKA	6	6	0	0	20	1	1	1	0	1	0	1	1	1	6
2202	Putnam Government Services/Interlachen Tag Agency	1114 HWY. 20 WEST- SUITE 1	INTERLACHEN	0	0	0	0	7	1	1	1	0	1	0	1	1	1	0
2203	Putnam Government Services/Crescent City Tag Agency	115 NORTH SUMMIT STREET	CRESCENT CITY	0	0	0	0	5	1	1	1	0	1	0	1	1	1	0
2301	Panama City Tag Agency	850 W. 11TH STREET	PANAMA CITY	34	37	0	0	36	1	1	1	2	0	2	1	1	1	25
2302	Callaway Branch Tag Agency	805 South Tyndall Pwky	PANAMA CITY	8	8	0	0	8	1	1	1	1	0	0	1	1	1	8
2303	Panama City Beach Tag Agency	10520 HUTCHINSON BLVD	PANAMA CITY BEACH	9	9	0	0	11	0	0	0	1	0	0	0	1	0	9
2304	Lynn Haven Tag Agency	801 FLORIDA AVENUE	LYNN HAVEN	15	8	0	0	16	1	1	1	0	1	0	1	1	1	8
2401	Ft Pierce Tag Agency	2300 VIRGINIA AVENUE	FT. PIERCE	36	36	0	0	54	1	1	1	2	0	2	1	1	1	36
2402	Port St Lucie Tag Agency	1664 SE WALTON ROAD	PORT ST. LUCIE	30	30	0	0	46	1	1	1	2	0	2	1	1	1	30
2501	Marianna Tag Agency	4445 LAFAYETTE ST. RM 107	MARIANNA	10	10	0	0	12	1	1	1	1	0	0	1	1	1	10
2502	Graceville Tag Agency	5386 CLIFF STREET	GRACEVILLE	3	3	0	0	4	1	1	1	0	1	0	1	1	1	4
2503	Sneads Tag Agency	8085 HIGHWAY 90	SNEADS	4	4	0	0	5	1	1	1	0	1	0	1	1	1	4
2601	Osceola County Government Center Tag Agency	(SHARES SERVER WITH 26/05) 2501 E. IRLO BRONSON MEMORIAL HIGHWAY	KISSIMMEE	45	46	0	0	48	0	0	0	1	0	0	0	1	0	46
2602	St. Cloud Tag Agency	1300 9TH STREET- SUITE 101 B	ST. CLOUD	8	8	0	0	9	1	1	1	0	1	0	1	1	1	8
2603	B.V.L. Tag Agency	2538 Simpson Road	KISSIMMEE	13	8	0	0	20	1	1	1	0	1	0	1	1	1	9
2604	Poinciana Tag Agency	2924 PLEASANT HILL ROAD	KISSIMMEE	8	7	0	0	8	1	1	1	0	1	0	1	1	1	8
2605	Osceola County High Speed Renweal	(SHARES SERVER WITH 26/01) 2501 E. IRLO BRONSON MEMORIAL HIGHWAY	KISSIMMEE															
2701	Sebring Tag Agency	(SHARES SERVER WITH 27/05) 540 S. COMMERCE AVENUE	SEBRING	39	40	0	0	21	1	1	1	0	1	0	1	1	1	39
2702	Avon Park Tag Agency	116 E. MAIN STREET	AVON PARK	8	9	0	0	8	1	1	1	0	1	0	1	1	1	9
2703	Lake Placid Tag Agency	11 N. PINE AVENUE	LAKE PLACID	7	7	0	0	8	1	1	1	0	1	0	1	1	1	7
2705	Highland County Renewal	(SHARES SERVER WITH 27/01) 540 S. COMMERCE AVENUE	KISSIMMEE															
2801	Dade City Tag Agency	14236 6TH STREET, SUITE 100	DADE CITY	31	31	0	0	32	0	0	0	0	1	0	0	1	0	31
2802	New Port Richey Tag Agency	8731 CITIZENS DRIVE- ROOM #120	NEW PORT RICHEY	21	21	0	0	22	1	1	1	0	1	0	1	1	1	16
2803	Dealer Agency	4720 US HIGHWAY 19	NEW PORT RICHEY	5	5	0	0	5	1	1	1	0	0	0	1	0	1	5
2804	Gulf Harbors Tag Agency	GULF HARBOR PLAZA 4720 U.S. HIGHWAY 19	NEW PORT RICHEY	44	44	0	0	44	0	0	0	1	0	0	0	1	0	44
2805	Land O'Lakes Tag	4135 LAND O'LAKES BLVD. (HWY 41)	LAND O'LAKES	28	28	0	0	27	0	0	0	0	1	0	0	1	0	21
2806	Wesley Chapel	4610 PET LANE, SUITE #C101	LUTZ	31	30			29	1				1					18

EXHIBIT 1 (ITEM NO. 14)
EQUIPMENT INVENTORY BY SITE/OFFICE LOCATION

2807	Pasco County High Speed Renewal	(SHARES SERVER WITH 28/08) 14236 6TH STREET, SUITE 100	DADE CITY	5	5	0	0	5	1	1	1	0	0	0	1	0	1	5
	Renewal Express	(SHARES SERVER WITH 28/07) 14236 6TH STREET, SUITE 100	DADE CITY															
2901	Lake City Tag Agency	135 NE HERNANDO AVE.- SUITE 125	LAKE CITY	21	21	0	0	24	1	1	1	2	0	2	1	1	1	21
2902	Ft White Tag Agency	118 WILSON SPRINGS ROAD- SUITE #1	FT. WHITE	2	2	0	0	3	1	0	1	0	1	0	1	1	1	2
3001	Wauchula Tag Agency	110 W. OAK STREET- ROOM 102	WAUCHULA	11	10	0	0	11	1	1	1	1	0	0	1	1	1	11
3101	Live Oak Tax Collector's Office	215 PINE AVENUE SW- SUITE A	LIVE OAK	21	21	0	0	14	0	0	0	1	1	0	0	1	0	21
3102	Suwannee County Public Works Annex	606 SUWANNEE AVENUE	BRANFORD	1	1	0	0	1	1	1	1	0	1	0	1	1	1	1
3201	Main Office	1800 27th STREET- BUILDING B	VERO BEACH	6	1	0	0	25	1	1	1	0	1	0	1	1	1	1
3202	West Office	1860 82ND AVENUE- SUITES 101/102	VERO BEACH	5	5	0	0	13	1	1	1	1	0	0	1	1	1	1
3203	Sebastian Tag Agency	11610 US Highway 1	Sebastian	8	15	0	0	17	1	1	1	1	0	0	1	1	1	1
3301	Milton Tag Agency	6495 CAROLINE STREET- SUITE E	MILTON	34	34	0	0	27	1	1	1	0	1	0	1	1	1	34
3302	Jay Tag Agency	5259 BOOKER LANE	JAY	2	2	0	0	3	1	1	1	0	1	0	1	1	1	2
3304	Midway Office	5841 GULF BREEZE PARKWAY	GULF BREEZE	14	14	0	0	13	1	1	1	0	1	0	1	1	1	14
3305	Pace Tag Agency	4487 CHUMUCKLA HIGHWAY	PACE	11	11	0	0	10	1	1	1	0	1	0	1	1	1	11
3401	Arcadia Tag Agency	201 E. OAK STREET- SUITE 101	ARCADIA	13	13	0	0	15	0	0	0	1	0	0	0	1	0	13
3501	Madison Tag Agency	229 SW PINCKNEY STREET- RM 102	MADISON	6	6	0	0	7	1	1	1	0	1	0	1	1	1	6
3601	Defuniak Springs Tag Agency	571 US HIGHWAY 90 EAST	DEFUNIAK SPRINGS	18	0	0	0	20	1	1	1	1	0	0	1	1	1	18
3602	South Walton Annex	31 COASTAL CENTER BOULEVARD- SUITE 700	SANTA ROSA BEACH	9	0	0	0	10	1	1	1	0	1	0	1	1	1	9
3701	Perry Tag Agency	108 N. JEFFERSON STREET	PERRY	12	12	0	0	12	1	1	1	1	0	0	1	1	1	15
3702	Perry Branch Tag Agency	2275 US 19 NORTH	PERRY	4	4	0	0	6	0	0	0	0	1	0	0	1	0	4
3801	Key West Tag Agency	1200 TRUMAN AVENUE- SUITE 101	KEY WEST	12	13	0	0	13	1	1	1	1	0	0	1	1	1	12
3802	Marathon Tag Agency	3101 OVERSEAS HIGHWAY	MARATHON	6	6	0	0	10	1	1	1	0	1	0	1	1	1	6
3803	Plantation Key Tag Agency	88800 OVERSEAS HIGHWAY JERRY ELLIS BUILDING	TAVERNIER	4	4	0	0	9	1	1	1	0	1	0	1	1	1	4
3804	Big Pine Key	201 KEY DEER BLVD., BIG PINE KEY SHOPPING CTR	BIG PINE KEY	5	5	0	0	5	0	0	0	0	1	0	0	1	0	5
3805	Key Largo Tag Agency	101487 OVERSEAS HIGHWAY	KEY LARGO	7	7	0	0	6	0	0	0	0	1	0	0	1	0	6
3806	Key West DL Agency	3439 S. ROOSEVELT BLVD	KEY WEST	4	4	0	0	5	0	0	0	1	0	0	0	1	0	6
3901	Bronson Tag Agency	355 SOUTH COURT STREET- RM 202	BRONSON	7	7	0	0	9	0	0	0	0	2	2	0	1	0	10
3902	Chiefland Tag Agency	226 N. MAIN STREET	CHIEFLAND	6	6	0	0	6	0	0	0	1	0	0	0	1	0	6
3903	Williston Tag Agency	506 SW 1ST AVENUE	WILLISTON	4	4	0	0	3	0	0	0	0	1	0	0	1	0	3
4001	Brooksville Tag Agency	20 N. MAIN STREET- ROOM 112	BROOKSVILLE	15	15	0	0	17	1	1	1	1	0	0	1	1	1	15
4002	Weeki Wachee Tag Agency	7489 FOREST OAKS BOULEVARD	SPRING HILL	22	22	0	0	23	0	0	0	2	0	2	0	1	0	22
4101	Main Office Tag Agency	86130 LICENSE ROAD	FERNANDINA BEACH	21	21	0	0	20	1	1	1	2	0	0	1	1	1	21
4102	Callahan Tag Agency	450077 STATE ROAD 200- SUITE 13	CALLAHAN	6	8	0	0	7	1	1	1	0	1	0	1	1	1	7
4104	Fernandina Beach Branch Tag	416 CENTER STREET	FERNANDINA BEACH	6	6	0	0	4	1	1	1	1	0	0	1	1	1	6
4105	Hilliard Branch Tag	15885 COUNTY ROAD 108	HILLIARD	1	2	0	0	2	1	1	1	0	1	0	1	1	1	1
4201	Stuart Tag Agency	3485 SE WILLOUGHBY BLVD	STUART	31	31	0	0	28	0	0	0	0	1	0	0	1	0	31
4202	Indiantown Tag Agency	16550 SW WARFIELD BLVD.	INDIANTOWN	7	7	0	0	7	1	1	1	0	1	0	1	1	0	7
4203	Hobe Sound Tag Agency	11734 SE FEDERAL HIGHWAY	HOBE SOUND	20	20	0	0	19	0	0	0	1	0	0	0	1	0	20

4205	Palm City Branch Office	3001 SW MARTIN DOWNS BLVD.	PALM CITY	7	7	0	0	8	1	1	1	1	0	0	1	1	1	7
4301	Crestview Tag Agency	302 N. WILSON STREET- SUITE 101	CRESTVIEW	13	13	0	0	13	1	1	1	0	1	0	1	1	1	13
4302	Shalimar Tag Agency	1250 EGLIN PARKWAY, ROOM #117	SHALIMAR	24	26	0	0	26	1	1	1	0	1	0	1	1	1	24
4303	Eglin AFB Tag Agency	310 W. VAN MATRE AVENUE- BUILDING 210- SUITE 177	EGLIN AFB	3	3	0	0	4	1	1	1	0	1	0	1	1	1	3
4304	Niceville Tag Agency	701 E. JOHN SIMS PARKWAY	NICEVILLE	14	13	0	0	15	1	1	1	1	0	0	1	1	1	9
4305	Destin Tag Agency	4012 COMMONS DR WEST- SUITE 122	DESTIN	7	7	0	0	8	1	1	1	0	1	0	1	1	1	7
4306	Customer Service Center	701 E. JOHN SIMS PARKWAY	NICEVILLE	14	14	0	0	17	1	1	1	1	0	0	1	1	1	14
4307	Hurlburt Field AFB Tag #7	120 SIMPSON AVENUE- ROOM #111	HURLBURT FIELD	3	3	0	0	4	1	1	1	0	1	0	1	1	1	3
4401	Bushnell Tag Agency	(SHARES SERVER WITH 44/04) 220 E. MCCOLLUM AVENUE	BUSHNELL	12	12	0	0	13	1	1	1	2	0	2	1	1	1	11
4402	Wildwood Tag Agency	7375 POWELL ROAD- SUITE 135	WILDWOOD	20	19	0	0	18	1	1	1	1	0	0	1	1	1	13
4403	Sumter Co. Courthouse Annex	8033 EAST CR 466, SUITE B	LADY LAKE	8	8	0	0	9	1	1	1	1	0	0	1	1	1	8
4404	Sumter County High Speed	(SHARES SERVER WITH 44/01) 220 E. MCCOLLUM AVENUE	BUSHNELL															
4501	Starke Tag Agency	945 N. TEMPLE AVENUE- SUITE-B	STARKE	16	16	0	0	17	0	0	0	2	0	2	0	1	0	16
4502	Watson Center Tag	4150 STATE ROAD 21- ROOM 105	KEYSTONE HEIGHTS	4	5	0	0	4	1	1	1	0	1	0	1	1	1	4
4601	Monticello Tag Agency	500 WEST WALNUT STREET	MONTICELLO	11	11	0	0	11	0	0	0	2	0	2	0	1	0	8
4602	Sunshine Title Services, Inc	1155 W. WASHINGTON STREET	MONTICELLO	15	15	0	0	20	1	1	1	1	1	0	1	1	1	15
4603	Capital Title & Tag, Inc	410 OFFICE PLAZA DRIVE	TALLAHASSEE	5	5	0	0	6	1	1	1	0	1	0	1	1	1	5
4701	Inverness Tag Agency	210 N. APOPKA AVENUE- SUITE 100	INVERNESS	31	31	0	0	31	1	1	1	3	0	3	1	1	1	30
4702	Citrus County Center	1540 N. MEADOWCREST BLVD	CRYSTAL RIVER	26	26	0	0	26	1	0	1	2	0	2	1	1	1	26
4801	Green Cove Springs Tag Agency	477 HOUSTON STREET	GREEN COVE SPRINGS	0	0	0	0	20	1	1	1	0	1	0	1	1	1	0
4802	Orange Park Tag Agency	3245 BEAR RUN BLVD	ORANGE PARK	0	0	0	0	15	1	1	1	0	1	0	1	1	1	0
4803	Park Avenue Branch Tag Agency	1518 PARK AVENUE	ORANGE PARK	0	0	0	0	19	1	1	1	0	1	0	1	1	1	0
4804	Keystone Heights Tag Agency	7380 STATE ROAD 100, SUITE #10	KEYSTONE HEIGHTS	0	0	0	0	4	1	1	1	0	1	0	1	1	1	0
4901	Labelle Tag Agency	25 E. HICKPOOCHEE AVENUE	LABELLE	10	10	0	0	12	1	1	1	2	0	2	1	1	1	12
4902	Clewiston Tag Agency	1100 S. OLYMPIA STREET- SUITE 300	CLEWISTON	8	8	0	0	9	1	1	1	1	0	0	1	1	1	8
5001	Chipley Tag Agency	1331 SOUTH BOULEVARD- SUITE 101	CHIPLEY	17	17	0	0	13	1	1	1	1	0	0	1	1	1	17
5101	Bonifay Tag Agency	224 N. WAUKESHA STREET	BONIFAY	8	0	0	0	9	1	0	1	2	0	2	1	1	1	8
5201	Macclenny Tag Agency	32 NORTH 5TH STREET	MACCLENNY	9	9	0	0	10	0	0	0	1	0	0	0	1	0	10
5301	Punta Gorda Tag Agency	410 TAYLOR ROAD	PUNTA GORDA	24	24	0	0	23	1	1	1	0	1	0	1	1	1	24
5302	Englewood Tag Agency	6868 SANCASA DRIVE	ENGLEWOOD	14	14	0	0	10	0	0	0	0	1	0	0	1	0	14
5303	Murdock Tag Agency	18500 MURDOCK CIRCLE- ROOM 135	PT. CHARLOTTE	25	24	0	0	25	1	1	1	0	1	0	1	1	1	24
5401	Dixie County Tax Collectors Office	214 NE 351 HIGHWAY- SUITE A	CROSS CITY	10	10	0	0	8	1	1	1	1	0	0	1	1	1	10
5501	Trenton Tag Agency	112 S. MAIN STREET	TRENTON	5	5	0	0	6	1	1	1	0	1	0	1	1	1	5
5601	Jasper Tag Agency	207 NE 1ST STREET- ROOM 104	JASPER	5	5	0	0	6	0	0	0	1	0	0	0	1	0	5
5701	Okeechobee Tag Agency	307 NW 5TH AVENUE- ROOM #B	OKEECHOBEE	13	13	0	0	14	1	1	1	1	0	0	1	1	1	13
5801	Blountstown Tag Agency	20859 CENTRAL AVE. EAST- RM 107	BLOUNTSTOWN	7	7	0	0	6	1	1	1	1	0	0	1	1	1	7

EXHIBIT 1 (ITEM NO. 14)
EQUIPMENT INVENTORY BY SITE/OFFICE LOCATION

5901	Apalachicola Tag Agency	33 MARKET STREET, SUITE 202	APALACHICOLA	4	4	0	0	5	1	1	1	0	1	0	1	1	1	4
5902	Carrabelle Branch Tag Agency	912 NW Ave A	CARRABELLE	3	3	0	0	4	1	1	1	0	1	0	1	1	1	2
6001	Moore Haven Tag Agency	500 AVENUE J COURTHOUSE, ROOM 101	MOORE HAVEN	3	3	0	0	4	1	1	1	0	1	0	1	1	1	3
6002	Buckhead Ridge Community Center	COMMUNITY CENTER, STATE ROAD 78 WEST	OKEECHOBEE	1	1	0	0	2	1	1	1	0	1	0	1	1	1	1
6101	Bunnell Tag Agency	1769 E. MOODEY BLVD., BUILDING 2, SUITE 102	BUNNELL	29	29	0	0	31	1	1	1	2	0	2	1	1	1	29
6102	Palm Coast Branch Tag	OLD KINGS COMMON, SUITE 12, 7 OLD KINGS ROAD NORTH	PALM COAST	9	9	0	0	10	1	1	1	1	0	0	1	1	1	9
6201	Mayo Tag Agency	120 W. MAIN STREET- ROOM 123	MAYO	6	6	0	0	7	1	1	1	1	0	0	1	1	1	6
6301	Lake Butler Tag Agency	55 W. MAIN STREET- ROOM 108	LAKE BUTLER	8	8	0	0	10	0	0	0	1	0	0	0	1	0	8
6401	Naples Tag Agency	(Shares server with 64/11) 3291 E. TAMIAMI TRAIL	NAPLES	31	31	0	0	33	1	1	1	0	1	0	1	1	1	26
6402	Immokalee Tag Agency	106 S. FIRST STREET, SUITE 101	IMMOKALEE	3	5	0	0	5	0	0	0	0	1	0	0	1	0	5
6403	Marco Island Tag Agency	1040 WINTERBERRY DRIVE	MARCO ISLAND	7	7	0	0	7	0	0	0	0	1	0	0	1	0	7
6404	City Hall Tag	735 8TH STREET S.	NAPLES	2	2	0	0	2	1	1	1	0	1	0	1	1	1	2
6405	Pelican Bay Tag Agency	8771 N. TAMIAMI TRAIL	NAPLES	2	2	0	0	2	1	1	1	0	1	0	1	1	1	2
6406	Golden Gate Tag Agency	4715 GOLDEN GATE PARKWAY	NAPLES	9	9	0	0	29	1	1	1	1	1	0	1	1	1	9
6407	Greentree Tag Agency	2348 IMMOKALEE ROAD	NAPLES	17	17	0	0	23	1	1	1	2	0	0	1	1	1	18
6408	North Collier Government Services Center	2335 ORANGE BLOSSOM DRIVE	NAPLES	5	5	0	0	6	1	1	1	2	0	2	1	1	1	5
6409	Everglades City Branch	102 COPELAND AVENUE	EVERGLADES CITY	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1
6410	Eagle Creek Tag Agency	12668 E. TAMIAMI TRAIL	NAPLES	5	5	0	0	6	1	1	1	0	1	0	1	1	1	5
6411	Collier County High Speed	(Shares server with 64/1) 3291 E. TAMIAMI TRAIL	NAPLES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6412	Wilson Plaza Tag Agency	50 SOUTH WILSON BOULEVARD	NAPLES	5	5	0	0	5	1	1	1	1	0	0	1	1	1	5
6501	Wakulla County Tax Collector/Crawfordville Tag Agency	202 OCHLOCKONEE STREET	CRAWFORDVILLE	8	8	0	0	9	1	1	1	1	0	0	1	1	1	10
6601	Port St Joe Tag Agency	1000 CECIL COSTIN SR. BLVD. RM 100	PORT ST. JOE	4	4	0	0	6	1	1	1	0	1	0	1	1	1	4
6602	Wewahitchka Tag Agency	151 N. 3RD STREET	WEWAHITCHKA	2	2	0	0	3	1	1	1	1	0	0	1	1	1	2
6701	Bristol Tag Agency	10818 NW STATE ROAD 20	BRISTOL	5	5	0	0	3	1	1	1	0	1	0	1	1	1	5
6802	Central Inventory	2900 APALACHEE PARKWAY, ROOM B332	TALLAHASSEE	8	11	3	3	8	0	0	0	0	0	0	0	0	0	11
6803	DHSMV Direct Mail & Title Corrections	2900 APALACHEE PARKWAY, ROOM A330	TALLAHASSEE	27	48	0	0	78	0	0	0	0	5	0	0	0	0	23
6804	Motor Carrier Services (IRP/IFTA-Billing Section)	2900 APALACHEE PARKWAY, ROOM A114	TALLAHASSEE	27	27	0	0	27	0	0	0	0	0	0	0	0	0	27
6805	Issuance & Customer Service (DHSMV Direct Mail)	2900 APALACHEE PARKWAY, ROOM A330	TALLAHASSEE	16	17	1	1	9	0	0	0	0	0	0	0	0	0	17
6806	Motor Carrier Services (IRP/IFTA-Audit)	2900 APALACHEE PARKWAY, ROOM A118	TALLAHASSEE	10	12	3	3	4	0	0	0	0	0	0	0	0	0	13
6808	Kirkman/ DMV Region 7 Tallahassee	2900 APALACHEE PARKWAY, B142	TALLAHASSEE	2	7	3	5	7	0	0	0	0	0	0	0	0	0	7
6818	Region 1, Margate	1135 BANKS ROAD	MARGATE	14	26	14	14	19	1	1	1	4	0	4	1	0	1	28
6819	Region 2, Ocala	318 SE 25th AVENUE	OCALA	8	21	13	13	11	1	1	1	1	0	0	1	1	1	21
6819	Region 2, Palatka Sub Office	152 HWY 17 SE	PALATKA	0	1	1	1	0	0	0	0	0	0	0	0	0	0	1
6822	Region 4, Orange City	2575 S. VOLUSIA AVENUE, SUITE 300	ORANGE CITY	7	16	8	8	14	1	1	0	1	0	0	1	1	1	16

EXHIBIT 1 (ITEM NO. 14)
EQUIPMENT INVENTORY BY SITE/OFFICE LOCATION

S05	Miami-Dade	11093 NW 138th STREET, SUITE 101	HIALEAH GARDENS	44	44												
S05	Miami-Dade	11093 NW 138th STREET, SUITE 101	HIALEAH GARDENS	0	0												
S06	Miami-Dade	12601 NW 42 AVENUE	OPA LOCKA	24	23												
S06	Miami-Dade	12601 NW 42nd AVENUE	OPA LOCKA	0	1												
S07	Miami-Dade	7795 W. FLAGLER STREET, SUITE 82C	MIAMI	33	33												
S07	Miami-Dade	7795 W. FLAGLER STREET, SUITE 82C	MIAMI	2	2												
S11	Miami-Dade	7900 NW 27th AVENUE, SUITE e14	MIAMI	24	24												
S11	Miami-Dade	7900 NW 27th AVENUE, SUITE e14	MIAMI	1	1												
S11	Miami-Dade	7900 NW 27th AVENUE, SUITE e14	MIAMI	2	2												
S12	Miami-Dade	15555 BISCAYNE BOULEVARD	NORTH MIAMI	5	5												
S50	Miami-Dade	7795 W. FLAGLER STREET, SUITE 82C	MIAMI	10	0												
T03	Miami-Dade	11735 SW 147th AVENUE, SUITE 23	MIAMI	20	20												
T04	Miami-Dade	14653 SW 122nd AVENUE	MIAMI	22	22												
T06	Miami-Dade	1448 N. KROME AVENUE, SUITE 103	FLORIDA CITY	22	22												
T70	Monroe	201 KEY DEER BLVD., BIG PINE KEY SHOPPING CTR	BIG PINE KEY	1	1												
T71	Monroe	3439 S. ROOSEVELT BLVD	KEY WEST	1	1												
T72	Monroe	3384 OVERSEAS HIGHWAY	MARATHON	2	2												
T90	Miami-Dade	7795 W. FLAGLER STREET, SUITE 82C	MIAMI	7	7												
V01	Hillsborough	4100 W. DR MLK BLVD	TAMPA	2	2												
V02	Miami-Dade	14653 SW 122nd AVENUE	MIAMI	2	2												
V03	Miami-Dade	7900 NW 27th AVENUE, SUITE e14	MIAMI	2	2												
V04	Hillsborough	4211 N. LOIS AVENEUE	TAMPA	2	2												
V05	Broward	8001 PEMBROKE ROAD	PEMBROKE	2	2												
V06	Volusia	2575 S. VOLUSIA AVENUE, SUITE #200	ORANGE CITY	2	2												
V07	Miami-Dade	7900 NW 27th AVENUE, SUITE e14	MIAMI	2	2												
V08	Hillsborough	HILLSBOROUGH COUNTY SHERIFF OFFICE	TAMPA	2	2												
V09	Broward	8001 PEMBROKE ROAD	PEMBROKE	2	2												
V12	Hillsborough	4211 N. LOIS AVENEUE	TAMPA	2	2												
V13	BROWARD	8001 PEMBROKE ROAD	PEMBROKE	2	2												
715	First Orange Tag	718 GARDEN PLAZA	ORLANDO	6	6		7	1	1	1		1		1	1	1	
6868	Kissimmee Call Center	2892 NORTH ORANGE BLOSSOM TRAIL	KISSIMMEE	50	100		4	1	1	1	3			1	1	1	
1908	Viera Tag	2725 JUDGE FRAN JAMIESON WAY, SUITE #A108	VIERA	15	15		16	1	1	1	2			1	1	1	
720	Orange Auto Tag	11210 S. ORANGE BLOSSOM TRAIL	ORLANDO	16	16		17	1	1	1				1	1	1	

1510	First Manatee Tag	5756-58 14th STREET	BRADENTON	5	5			6	1	1	1			1	1	1		
2706	Central State Apportioned Tag	1753 US HIGHWAY 27 NORTH	AVON PARK	4	4			5	1	1	1		1	1	1	1		
415	Training Center North	29299 US HIWY 19 N, SUITE #200	Clearwater	9	17			2	1	1	1			1	1	1		
507	Morningstar Fleet Services - IRP Division	817 N. FLORIDA AVENUE	LAKELAND	6	6			7	1	1	1		1	1	1	1		
1312	Amerifleet	1276 METROPOLITAN BLVD., SUITE 401-A	TALLAHASSEE	1	1			1	1	1	1		1	1	1	1		
6103	Flagler Beach Branch	2525 MOODY BLVD	FLAGLER BEACH	9	9			10	1	1	1		1	1	1	1		
808	First Volusia	175 South Nova Road, Unit 5C	Ormond Beach					1	1									
5304	Port Charlotte #4	21229 OLEAN BLVD.	PT CHARLOTTE	5	5			5										
1810	AAA Service Center	2516 COLONIAL BLVD	FT. MYERS	7	7			8	1									
	Total			5855	6027	153	157	5594	254	242	249	221	194	88	248	296	245	4608