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*Managing fish and wildlife resources for their long-term well-being and the benefit of people.*

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MyFWC.com

DATE: January 13, 2012  
ADDENDUM NO.: 2  
BID NO.: 11/12-53  
BID TITLE: Printing and delivery of the 2012-2013 Wildlife Management Area Brochures  
ADD Vendors Questions and FWC Answers

If the COMMISSION finds it necessary to supplement, modify or interpret any portion of the specifications or documents during the ITB period an addendum shall be issued. An Addendum Acknowledgment Form shall be signed by an authorized vendor representative, dated, and returned to the COMMISSION prior to the opening date and time specified in the Calendar of Events.

Christie Clark  
Procurement Manager

**ADDENDUM ACKNOWLEDGMENT FORM**

VENDOR NAME: \_\_\_\_\_

VENDOR FEID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Vendor Questions and FWC Answers

1. Q. What is the difference between the 141 brochures?  
A. Each brochure is unique, as they contain the rules, regulations and map for a different area
2. Q. Is there anything common between them?  
A. There may be some common elements however, each is unique
3. Q. Will they change on both sides?  
A. YES
4. Q. If there is a small change between them such as an address or code, can it be an inkjet imprint or does it have to be litho?  
A. It must be done in litho, but the files you receive would be final
5. Q. I know the total quantity before was 913,325 and that they shipped out to lots of different locations. Does each location receive a different Version?  
A. There are approximately 141 unique brochures. Each location may receive different brochures and different amounts of each.
6. Q. Do you require a certificate of insurance with the bid?  
A. NO
7. Q. Is the amount of brochures negotiable based on the budget amount of the bid? Will that expected number be provided?  
A. No, therefore the Commission has asked for a price per 1,000 brochures so as to maximize the purchase of brochures based on the Commission's need as well as budget.
8. Q. How are the renewal prices factored into the award? Since both parties have the option to accept or reject the option to renew it would not appear to be a factor for the initial award?  
A. The renewal years will be added to the overall Total Bid Price pursuant to sections 287.057(2) and 287.057(3), florida statutes which states that each vendor shall supply a price for each year that a contract may be renewed. (see renewal clause on page 4 of bid document). **The bid will be awarded to the responsive, responsible bidder that submits the lowest total price.**
9. Q. Is there any certificates needed to identify a women/minority owned business with the bid?  
A. NO, however, Certified Minority-owned, Woman-owned and Service-Disabled Veteran Business Enterprises, as certified by the State of Florida Office of Supplier Diversity, are encouraged by the Commission to participate in the bidding process.
10. Q. Is the name and type for all equipment to be used enough or do you want the "documentation" other than and list will the name of the machine and model  
A. Bids from vendors shall include all necessary equipment to complete the job. The bidder is required to supply all specified documentation when submitting a bid for this project. Name and type of equipment to be used is sufficient.

11. Q. Will the spreadsheet be provided giving the number of each map per location be provided?

A. Yes.

12. Q. Is it possible to have as few as 50 of each and or any map go to any or all 110 locations?

A. There will be a minimum order of 1000 for each brochure, but some locations may receive only 50 of that brochure

13. Q. Will the commission provide a hard copy imposition of EACH area when submitting the PDF for verification?

A. Hard copy example of at least one brochure will be provided as an example of how work is to be performed. Verification will be provided electronically.

14. Q. When will the Art be ready to being the process?

A. The Commission anticipates starting to send the art following approval by the Commission at its meeting on February 8, 2012.

15. Q. What do you think the likelihood is that all art from all the areas will be ready on or before 4/1/2010?

A. The Commission anticipates that the vast majority of brochures will be sent prior to 4/1/12. There may be a very few brochures that were approved late, that could be submitted after that date. These would be considered additional order.

16. Q. Is there a contingency plan should all areas not be ready by that time to make the 5/24 delivery.

A. The Commission anticipates all art received by the vendor by 4/1/2012 and subsequently approved will be delivered by 5/24/2012.

17. Q. The biologist will be at each location and readily available to the vendor at the office addresses provided as we will need confirmation ASAP

A. The biologists carry cell phones and the Commission anticipates they will be available for confirmation as soon as possible.

18. Q. If traveling will it be ok to send them the proofs wherever they are to get approval as to not lose time?

A. Yes

19. Q. Is there a contingency plan if art is not provided by 4/1 and the biologist are unable to return the proofs by 4/10, time is so short for the production and "picking part" to completion for the on time delivery of 5/24 or will those areas be treated as an "additional order" and handled separately?

A. The Commission anticipates that the vast majority of brochures will be sent prior to 4/1/12. There may be a very few brochures that were approved late, that could be submitted after that date. These would be considered additional order.

20. Q. Inside deliveries are required on all? So all deliveries including the common carriers must have a lift gate and pallet jacks for unloading or be hand unloaded to the destination location?

A. The delivery will be FOB and the Commission staff is unavailable to unload and transport the deliveries therefore, the common carrier must be prepared to move the delivery from the truck to inside storage.(please see WARRANTIES/DAMAGED ITEMS/DELIVERY Clause page 8 of bid document)

21. Q. What type of material is to be used for the binding? Is string ok, or are they shrink wrapped. Please let me know.

A. The finished brochures shall be packaged in machine-bound bundles of 50 brochures and delivered in the amount specified for each WMA brochure on the SHIPPING AND DELIVERY LIST (under Option I) or as specified in the request for additional brochures (for Option II). Either binding material is OK.

22. Q. Shipping question – If for example, 6,600 brochures for Allapattah Flats are printed for multiple Tax Collectors, after the bid is awarded, would there be a breakdown of how many brochures, per brochure name, per tax collector?

A. Yes

23. Q. In the same respect, what if it states for example 11 different brochures for a total of 750 will be shipped to the Alachua County Tax Collector with just 60-70 certain brochures to be shipped to this location? How would that be handled?

A. Orders are made in increments of 50 and a minimum order of 50. This scenario should not happen.

24. Q. Is Fed Ex Ground an acceptable method of delivery?

A. Yes, Fed Ex may be used. Please note: The U.S. Post Office shall not be used for shipment of the brochures due to delivery delays. The vendor shall be responsible for providing confirmation of receipt of shipped brochures.

25. Q. Will all of the brochures under Option 1, be printed at the same time? Will all of the files be received at the same time?

A. The files are sent in batches by region. They may be printed as soon as approved by the regional biologist.

26. Q. Do I understand correctly that even if some brochures are printed and ready for shipment early, we are to wait and ship all of the brochures at the same time?

A. Yes, most destinations will only receive one shipment. Any possible additional orders, received after the deadline may be shipped separately.

27. Q. When multiple types of brochures are shipped to the same location, can the same box be used for multiple brochure types?

A. Yes

28. Q. Does Machine Bound Bundles of 50 mean shrinkwrapped?

A. Shrinkwrap is acceptable, but they may be secured in bundles with other secure material.

29. Q. Is the estimated budget of \$57,720.00 based on the previous year's contract award?
- A. No. This is the total budget that can be spent on this project for this year. 6.1 The quantity of each WMA brochure to be printed under Option I shall be as specified on the final BROCHURE ORDER LIST. An example with data from the 2011-2012 brochure order is attached (attachment #2). The number of different WMA brochures and the quantity of printed brochures may vary for each year.
30. Q. We have one additional question. Why does the Price Sheet state "The quoted price for a renewal year shall not go below the preceding year's price by more than 10%"?
- A. It means a vendor cannot drop their renewal price more than 10% each renewal year. The vendor may however increase the renewal bid price as the vendor sees fit. Please note: Award will be made to the vendor supplying the lowest cost.