

## FLHSMV-ITB-004-21

### Addendum No.1

## Driver License (DL) and Commercial Driver License (CDL) Handbooks

July 6, 2021

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 ITB are underlined. All terms and conditions of the ITB, not modified by Addendum No. 1, shall remain in full force and effect.

### Item No. 1

Section **1.0 Specifications, E., Packing, Shipping and Delivery**, item no. 3, and item no.7 are hereby revised as follows:

1. Delivery of the handbooks shall be completed in accordance with the production timeframes listed in Section 1.0, Specifications, subsection C., Production and Delivery Timeframes, above, to the delivery locations indicated in ATTACHMENT B - EXHIBIT 1, which may be modified at any time during the contract term.
2. All handbooks must be packed in box sizes not to **exceed 9"x11"x11"** **with no box exceeding a total weight of 25 lbs.** Each box must be clearly labeled on an exterior side panel: "Florida Driver's License Handbook" and/or "Florida Commercial Driver License Handbook" – with the language version and the total number of handbooks contained in the box clearly indicated. Each label shall match the contents of the box to which it is affixed.
3. Delivery will be to Department of Motorist Services offices and County Tax Collector offices that issue driver licenses in the state of Florida, and to Driver Education Licensing Assistance Program (DELAP)/high school locations as designated in ATTACHMENT B – EXHIBIT 1. Shipping shall be Free on Board (FOB) destination. The Department reserves the right to add or delete locations during the contract term. At each printing order, the Department will provide the Contractor an updated distribution list.

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4. The delivery truck's length shall not exceed 48', including the sleeper cab. Due to the limited space of some delivery locations, no truck over 48' in length, whether having a sleeper cab or not having a sleeper cab, may be utilized for deliveries related to this ITB.
5. Any or all items delivered to the Department not meeting the specifications of this solicitation and Contract, or that are found to be defective, will not be accepted. Such items will be returned to the Contractor at the Contractor's expense for refund or replacement. Since it is impossible for the Department to inspect all items upon arrival, the Contractor shall afford a reasonable opportunity for inspection and returning of defective items.
6. Deliveries shall be made between 8:30 a.m. and 5:00 p.m. EDT, Monday through Friday, excluding state holidays, unless otherwise stated on a purchase order.
7. Deliveries to the DELAP/high school locations listed on ATTACHMENT B, Exhibit 1, Tab 2, can be done by common carrier. Shipping shall be FOB destination.
8. Inside warehouse delivery is required for all shipments to the Tax Collector locations, which are indicated in ATTACHMENT B, Exhibit 1. The Contractor will be responsible for the following:
  - a. Require all freight carriers providing services under the Contract to have lift gate capabilities (see, ATTACHMENT B, Exhibit 1 for applicable delivery locations);
  - b. Mark all waybills with "INSIDE DELIVERY REQUIRED";
  - c. Require delivery drivers to unload all shipments, which includes transporting all pallets or individual boxes, as indicated in ATTACHMENT B, Exhibit 1, comprising the entire shipment for each delivery location into the building. Certain locations indicated in ATTACHMENT B, Exhibit 1, require individual boxes to be delivered and placed in a designated spot within the building, as indicated by the Department's Contract Manager.

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- d. Require delivery drivers to have the necessary tools or equipment to unload pallets or boxes., as indicated in c., above.
  
- 9. Department employees will not be responsible and may not be utilized for unloading shipments.
  
- 10. The Department reserves the right to reject a delivery should inside delivery not be in accordance with these terms. The Contractor accepts full responsibility for the rejected delivery, and timely redelivery, within five (5) working days, in accordance with these terms.

**Item No.2**

**Questions and Answers**

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

<b>Question(s) received on 6/28/2021 from David Marble.</b>		
1.	<b>Question:</b>	Are we delivering all of the skids to one address or are we drop shipping to many throughout the state?
	<b>Answer:</b>	Please see ATTACHMENT B, SCOPE OF WORK, Section 1.0, Specifications, E., Packing, Shipping and Delivery, and Exhibit 1 to ATTACHMENT B, SCOPE OF WORK and Item no. 1 above for revisions. Exhibit 1 includes all addresses and additional information regarding liftgate, pallets/boxes requirements, and shipping docks requirements. Also, this Exhibit 1 provides a list of high schools enrolled in the Driver Education Licensing Assistance Program (DELAP) , with addresses and zip codes.
2.	<b>Question:</b>	Is it dock to dock or FOB our plant for drop shipments?
	<b>Answer:</b>	The shipping shall be FOB destination. Please see Item no. 1 above for revisions.
3.	<b>Question:</b>	What quantities go to each location by zip code?
	<b>Answer:</b>	All estimated quantities per location are listed in Exhibit 1 of ATTACHMENT B, SCOPE OF WORK. Please note that the quantities are estimates based on the previous fiscal year and should not be construed as representing actual, guaranteed, or minimum purchases to be made by the Department.

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4.	Question:	Or do they all go to one location zip code?
	Answer:	No, please see the answer to question no. 1.
5.	Question:	Are they dock to dock or need a lift gate?
	Answer:	Please see the answer to question no. 1.
6.	Question:	How are they packed, boxed, skid packed or on a Gaylord etc?
	Answer:	Please see ATTACHMENT B, SCOPE OF WORK, Section 1.0, Specifications, E., Packing, Shipping and Delivery information, item 2.: “All handbooks must be packed in box sizes not to exceed 9”x11”x11” with no box exceeding a total weight of 25 lbs. Each box must be clearly labeled on an exterior side panel: “Florida Driver’s License Handbook” and/or “Florida Commercial Driver License Handbook” – with the language version and the total number of handbooks contained in the box clearly indicated. Each label shall match the contents of the box to which it is affixed.” Packing can vary depending on location and quantities as outlined on ATTACHMENT B, SCOPE OF WORK, Exhibit 1.
7.	Question:	Or should we submit the bid with no shipping at this point?
	Answer:	No, all bidders shall submit their bid responses according to the ITB requirements. <b>The unit price shall include all costs related to materials, production, shipping and delivery</b> , as indicated in Section 3.0 Bid Instructions, sub-section 3.1 Price Sheet Instructions.