

Florida Sheriffs Association Responses to Clarification to Vendors Questions and Answers



Contract FSA18-VEF13.0 Fire/Rescue Vehicles and Other Equipment

Q. We have been on your contract for many years but was unable to be on last year's contract due to our rep arriving late to the Pre-Bid meeting. Do we need to submit this year as a "First Year Bidder"?

A. No, you do not have to complete this requirement as you have been absent from the process for a single contract term.

Q. Under section 2.02 states "Bidders are required to possess a Florida Motor Vehicle Dealers License, or comparable license if the bidder is not located in Florida, in order to bid". What qualifies as a comparable license?

A. Bidding on the FSA fire contract is allowable with an out of state motor vehicle dealer license, per section 2.02 of the contract Terms and Conditions. A comparable license would be the equivalent license to sell vehicles in another state.

If your company intends to acquire the necessary license, please provide your plans to obtain the license when submitting your bid. Additionally, if the company does not have a repair license within the state of Florida, a separate requirement in section 2.02, you should also seek an exception and illustrate the company's plans to either obtain an instate facility (as indicated in the email below) or a plan to service customers within Florida with a contracted partner.

Requests for exceptions under Section 2.07, should come on company letterhead, be signed by the bidder, and provide with any additional information that would be helpful to FSA in evaluating this request.

Q. Will FSA include a set percentage of 3% increase midterm contract?

A. No, prices may be increased or decreased by the percentage change reflected in the nationally Published Producer Price Index. For a midterm adjustment, the PPI used shall refer to the index 60 days prior to the contract anniversary date. New language was added to the contract that allows a vendor to request a price adjustment. See section 1.03 of the contract terms and conditions.

Q. Are the bid bonds needed for each specification or only one for the whole contract?

A. Bid bonds shall be submitted with the bid submission in the amount specified on the individual specification bid document or a single bond for the cumulative amount of bids submitted. Refer to section 1.37 of the contract terms and conditions.

Q. When are purchase orders due?

A. The vendor must submit copies of purchase orders upon receipt to the FSA. Purchase orders are considered late if not submitted fifteen (15) days after the date of the purchase order. Refer to Section 3.24 of the contract terms and conditions.

Q. When are quarterly reports due?

A. Quarterly reports are due no later than the 15th day of the month following the end of the quarter. Refer to Section 3.24 of the contract terms and conditions.

Q. Where do I submit purchase orders and quarterly reports?

A. Purchase orders are submitted in PDF format to COOP@flsheriffs.org. Refer to Section 3.24 of the contract terms and conditions for information on the proper method of naming purchase order files.

Quarterly reports are submitted in MS Excel format to REPORTS@flsheriffs.org. Quarterly reports for each contract are found on-line at [Vendors Only](#). Refer to Section 3.24 of the of the contract terms and conditions for information on the quarterly report filing schedule.

Q. Regarding the Specification Bid Document, is FSA looking for the dimension of the model in the modular box column?

A. Yes

Q. The Instructions for Bid Submission pertaining to the naming of the documents for the USB drive indicates that the general requirements documents be formatted in the following method:

CompanyName.NameOfDocument.pdf. Is FSA looking for the manufacturer's name or the dealer name?

A. The name of the bidding company. Example: ABCFireInc.ContractSignaturePage.pdf. There are also separate instructions for the Specification Bid Document and Build Sheet document file format naming in Appendix I.

Q. Are you looking for bidders to submit all the items listed in section 1.28 Demonstration of Competency with bid submittals?

A. No, this information is only required upon request by FSA during the bid evaluation process, if deemed necessary by FSA. Chapter 2.0 refers to Bidder Instructions and First Year Bidder Qualifications

Q. In section 2.03 Insurance and Indemnification of the contract terms and conditions, what type of safeguards is FSA requiring?

A. Bidder must provide evidence of its ability to provide funding in the amount of the deductible, preferably to include third party verification (i.e., bank verification). The bidder must have adequate funds to cover all deductibles.

Q. In section 3.17 Vehicle Delivery, the rates listed appear to be relevant to police and administrative vehicles. The industry standard for ambulance is determined by freight rate for all chassis deliveries and can most commonly exceed the 350 odometer miles. Is this section pertinent to the Fire Rescue Contract?

A. Yes. Section 3.17 Vehicle Delivery, sets the minimum requirement of the contract.

Q. Are bidders required to include the appendices located at the end of the contract terms and conditions with their submission?

A. Please refer to the Bid Submission Instructions document sent in the Bid Package for a list of the required documentation.