



THE SCHOOL DISTRICT OF LEE COUNTY

PROCUREMENT SERVICES DEPARTMENT

Tracey N. Adams, Procurement Agent

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: RFP No. R147206TA – Printing Services

DATE OF ISSUE: November 25, 2014

The following information shall be included in the RFP documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

As a result of this Addendum, all Proposers shall submit the revised Page 1A and Attachment I.

Proposer's questions/issues and District answers from the Pre Proposal Meeting, dated November 19, 2014 @ 2:00 PM:

- Q1. Are large signs and banners part of this bid?
- A1. No. Signs and banners are not included in this RFP.
- Q2. Is 50 lb offset print acceptable for lines 47-74?
- A2. Yes, 50 lb offset print is equivalent therefore this is acceptable.
- Q3. What is the process for fingerprinting?
- A3. Fingerprinting instructions are located in the solicitation, page 7, item 39. The District requests that vendors who receive a contract award as a result of this RFP have their school delivery personnel fingerprinted in accordance with the guidelines.
- Q4. How will "Service Offering" be evaluated?
- A4. The District is seeking to establish a comprehensive portfolio of printing services to complement the services offered by the District's Printing Services Department. Proposer's service offerings will be compared to one another, and to the District's printing abilities, to assist in establishing a comprehensive portfolio.
- Q5. How are vendors paid?
- A5. Invoicing instructions are located in the solicitation, page 7, item 45.

Q6. Can a unique account be set-up for invoicing?

A6. The District's invoicing instructions are located in the solicitation, page 7, item 45. If a vendor requests an account setup, a complete description of actions required should be submitted with the proposal.

Q7. Does the 7 day delivery requirement apply to all jobs?

A7. No, each job is unique and some may require fewer days and some may require additional days.

Q8. How much outsourcing has been done in the past?

A8. For the past 3 years, the District has spent approximately \$300,000/per year.

Q9. How should we quote "Stapling"? Does it depend on the location of the staple, example: middle or page, top left or top right corner of page?

A9. Quote is for each staple. The location does not matter.

Q10. Who makes up the Evaluation Committee?

A10. There are 3 District Committee Members for the following District Departments:
1. Fine Arts Department
2. Procurement Department
3. Printing Services Department

Q11. What is the current PO process that you use with other vendors?

A11. This information is located on Page 4, section 19 of the solicitation.

Q12. Will the other 9 vendors that are currently in place be automatically renewed or are they bidding as well?

A12. The currently awarded vendors will not be automatically renewed. They will need to submit a bid to be considered an award.

Q13. Will you be issuing your own contract or will you sign the vendors contract?

A13. The signed submitted solicitation and acceptance of our Purchase Order after award will be our signed contract. We will not sign vendor contracts.

Q14. If we are to use your contract, can we see the terms and conditions of that contract prior to bidding?

A14. All Terms and Conditions are stated in the solicitation.

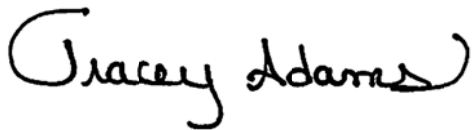
Additional Changes

Florida Statutes 283.35 states the In State Vendor Preference rules apply when awarding a contract for printing. All Proposers are required to complete Attachment I (attached) when submitting your proposal.

A revised copy of Page 1 of the solicitation is attached, to reflect Attachment I is to be submitted. All vendors are required to replace Page 1 of the original RFP with the revised Page 1A when submitting a proposal.

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form.

Thank you for your interest in The School District of Lee County.

A handwritten signature in black ink that reads "Tracey Adams". The signature is written in a cursive, flowing style.

Tracey Adams
Procurement Agent



REQUEST FOR PROPOSALS

School District of Lee County
Department of Procurement Services
(239) 337-8180 Phone

Release Date: November 7, 2014

RFP No.: R147206TA

RFP Title: **Printing Services**

Contact: Tracey Adams, TraceyNA@leeschools.net

This proposal must be submitted to The School District of Lee County, Department of Procurement Services, 2855 Colonial Boulevard, Fort Myers, Florida, 33966-1012, no later than **2:00 p.m. local time on December 9, 2014** and plainly marked RFP No. RFP#. Proposals are due and will be opened at this time.

Proposers Conference will be held on **November 19, 2014 at 2:00 PM EST** at the Department of Procurement Services of the School District of Lee County, Florida, 2855 Colonial Blvd., Fort Myers, Florida 33966-1012.

REQUIRED SUBMITTAL CHECKLIST - REVISED

For each item below initial that forms are accurately completed, signed by an officer of the business, and returned with the proposal.

- | | |
|--|---|
| <input type="checkbox"/> Proposal Response Form (Attachment A) | <input type="checkbox"/> Public Entities Crime Form (Attachment G)
<u>must be notarized</u> |
| <input type="checkbox"/> Reference Form (Attachment B) | <input type="checkbox"/> Sealed Proposal Label (Attachment H) |
| <input type="checkbox"/> Insurance Requirements Form (Attachment C) | <input type="checkbox"/> <u>Principal Place of Business Form (Attachment I)</u> |
| <input type="checkbox"/> Current Certificate of Insurance as required herein | <input type="checkbox"/> Evidence of three (3) years printing/related services |
| <input type="checkbox"/> Addenda Acknowledgement Form (Attachment D)
and copies of each addendum issued, if any | <input type="checkbox"/> One (1) manually signed proposal, three (3) copies,
and an electronic version in usable Microsoft Word or
Excel format on CD/DVD or flash drive as required
herein. |
| <input type="checkbox"/> Debarment Form (Attachment E) | |
| <input type="checkbox"/> Drug Free Workplace Certification (Attachment F) | |

Proposer Business Name: _____

Proposer Taxpayer Identification Number: _____

Address: _____

City, State & Zip Code: _____

Telephone: _____ Fax: _____

Name of Owner or Authorized Officer/Agent: _____

Title: _____ Date: _____

Email Address: _____ Internet URL: _____

Signature of Owner or Authorized Officer/Agent: _____

*(Proposal **must** be signed by an officer or employee having authority to legally bind the proposer)*

Anti-Collusion Statement/Public Domain: I, the proposer, have not divulged, discussed, or compared this proposal with any other proposer and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal. I acknowledge that all information contained herein is part of the public domain subject to the Public Records Act, Chapter 119, Florida Statutes.

Proposal Certification: By my signature, I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this proposal this **Required Submittal Checklist**, I further certify complete and unconditional acceptance of the contents inclusive of this Request of Proposal, and all appendices and the contents of any addenda released hereto.

NO RESPONSE – I HEREBY SUBMIT THIS AS A “NO RESPONSE” FOR THE REASON(S) CHECKED BELOW:

- | | |
|---|---|
| <input type="checkbox"/> Insufficient time to respond | <input type="checkbox"/> Addendum received too late to respond |
| <input type="checkbox"/> Specifications were unclear or restrictive | <input type="checkbox"/> Could not meet insurance requirements |
| <input type="checkbox"/> Could not meeting bonding requirements | <input type="checkbox"/> We do not offer the product or service requested |
| <input type="checkbox"/> Our schedule will not permit us to respond | <input type="checkbox"/> Remove our company name from this commodity listing only |
| <input type="checkbox"/> Terms & Conditions were unclear or restrictive | <input type="checkbox"/> Keep our company on the bid list for future bids |
| <input type="checkbox"/> Could not meet specifications | <input type="checkbox"/> Other _____ |

**ATTACHMENT I – BIDDER’S STATEMENT OF PRINCIPAL PLACE OF BUSINESS
AND OPINION OF OUT-OF-STATE BIDDERS’S ATTORNEY ON BIDDING PREFERENCES**

PART A. TO BE COMPLETED BY ALL BIDDERS – STATEMENT OF PRINCIPAL PLACE OF BUSINESS

Name of Firm/Individual Bidding: _____

Identify the State in which the Bidder has its principal place of business: _____

Identify the political subdivision in which Bidder has its principal place of business: _____

Signature of Legally Authorized Bidder’s Representative

Date

Printed Name of Legally Authorized Bidder’s Representative

**PART B. TO BE COMPLETED BY OUT-OF-STATE BIDDERS (Bidders with a principal place of business outside of Florida)
OPINION OF OUT-OF-STATE BIDDER’S ATTORNEY ON BIDDING PREFERENCES
(Sections I and II must be completed by the Attorney for an Out-of-State Bidder)**

NOTICE: Section 287.084(2), Florida Statutes provides that “a vendor whose principal place of business is outside this State must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.” See also: Section 287.084(1), Florida Statutes.

Section I. LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(Please Select One)

_____ The bidder’s principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

_____ The bidder’s principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in the state: (Please describe applicable preference(s) and identify applicable state laws(s)): _____

Section II. LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(Please Select One)

_____ The bidder’s principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

_____ The bidder’s principal place of business is in the political subdivision of _____ and the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in the political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]: _____

Signature of out-of-state bidder’s attorney:

Printed name of out-of-state bidder’s attorney:

Address of out-of-state bidder’s attorney:

Telephone Number of out-of-state bidder’s attorney: (_____) _____ - _____ Date: _____

Email address of out-of-state bidder’s attorney:

Attorney’s state of bar admission: