

Electra Theodorides-Bustle  
Executive Director

2900 Apalachee Parkway  
Tallahassee, Florida 32399-0500  
www.flhsmv.gov



Charlie Crist  
Governor

Bill McCollum  
Attorney General

Alex Sink  
Chief Financial Officer

Charles H. Bronson  
Commissioner of Agriculture

February 13, 2009

Addendum #2  
ITB #016-09  
RiderCoach Trainer for FRTP RiderCoach Preparation Courses

Dear Sir or Madam,

The subject Invitation to Bid is amended as follows:

Remove: Pages 1 and 22 of 30 (02/03/09)  
Insert: Pages 1 and 22 of 30 (REVISED AS OF 02/13/09)

This addendum changes Section 3.1 Calendar of Events.

**Failure to return this addendum signed with your bid response will cause your bid to be considered non-responsive.**

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Any notice of protest or protest to this solicitation which was filed prior to this notice is null and void.

Sincerely,

Stacy Arias, Chief  
Bureau of Purchasing and Contracts

Cc: Rod McQueen, Contract Manager

<b>Complete and Sign below:</b>	
Authorized Signature:	_____
Printed Name, Title:	_____
Firm:	_____
Date:	_____

**Failure to return this addendum signed with your bid response will cause your bid to be considered non-responsive.**



**STATE OF FLORIDA**  
**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**  
**BID LIST REGISTRATION**

**February 3, 2009**

With this sheet you have received solicitation documents for the following:

Solicitation No.	<b>ITB 016-09</b>
Number of Addenda as of above date:	<b>None</b>
Item(s) of Bid	<b>RiderCoach Trainer for FRTP RiderCoach Preparation Courses</b>
Commodity Code	<b>905-950</b>
Date and Time Due	<b>February 17, 2009 2:30 PM EST</b>

**The solicitation documents you received are subject to change. To receive electronic notices of addenda to this solicitation, please fill in the information below and send to the Procurement Officer identified in section 2.3 of this solicitation or fax to the Bureau of Purchasing & Contracts at (850) 617-5115, or mail to:**



Department of Highway Safety and Motor Vehicles  
 Neil Kirkman Building, Room B412, Mail Station 31  
 2900 Apalachee Parkway  
 Tallahassee, Florida 32399-0524

**It is important that proposers monitor the Vendor Bid System (VBS) for any changes to this solicitation. It is the proposer's responsibility to be aware of any changes posted to the VBS. REGISTRATION WITH THE DEPARTMENT FOR THIS SOLICITATION IS NOT A REQUIREMENT TO SUBMIT A PROPOSAL.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Fax No.: ( ) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For further information on this process, you may telephone (850) 617-3203.

To receive information on DHSMV solicitations 24 hours a day, 7 days a week, visit the Vendor Bid System at [http://vbs.dms.state.fl.us/vbs/search.criteria\\_form](http://vbs.dms.state.fl.us/vbs/search.criteria_form)

(Revised 10/02/2008)

### **3.0 SPECIAL CONDITIONS**

**3.1 CALENDAR OF EVENTS:** The following time schedule will be strictly adhered to in all actions relative to this solicitation, unless modified by the Department by addendum to this solicitation.

<b>February 3, 2009</b>	<b>Solicitation issued.</b>
<b>February 17, 2009</b>	<b>Bids due.</b> Public bid opening at <b>2:30 PM</b> at the location specified in section 3.11.
<b>February 17, 2009</b>	Posting of Intent to Award. No later than 5:00 PM ET.
<b>February 20, 2009</b>	Bid Awarded.

**3.2 TERM OF CONTRACT:** Refer to attached Form PUR 1000, Paragraph 27. The contract shall be in effect upon issuance of a direct order or a contract signed by both parties. Term shall be as specified on the Direct Order issued pursuant to this contract unless terminated earlier by the Department under the terms provided herein, subject to an annual appropriation by the State Legislature. If at any time the contract is canceled, terminated, or expires, and a contract is subsequently executed with a firm other than contractor, contractor has the affirmative obligation to assist in the smooth transition of contract services to the subsequent contractor. In the event this solicitation includes renewals, the requirements of Section 287.057, Florida Statutes, shall apply.

**3.3 PROPOSER'S INQUIRIES:** The proposer shall examine the solicitation to determine if the State's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request, in writing, to the State that the specifications be changed. The proposer who requests changes to the State's specifications must identify and describe the proposer's difficulty in meeting the State's specifications, must provide detailed justification for a change, and must provide recommended changes to the specifications. Questions concerning conditions and specifications of this solicitation, and/or requests for changes to the solicitation must be received in writing by the procurement officer no later than the time and date specified in the Calendar of Events (section 3.1 of this solicitation). A proposer's failure to request changes by the date described above, shall be considered to constitute the proposer's acceptance of the State's specifications. The State shall determine what changes to the solicitation shall be acceptable to the State. If required, the State shall issue an addendum reflecting the acceptable changes to this solicitation, which shall be posted in order that all proposers shall be given the opportunity of submitting proposals to the same specifications. Copies of questions and final answers, along with any changes to the solicitation, will be posted by the Department, in the form of a written addendum, as soon as reasonably practicable. Proposers submitting a response must submit by the response deadline written acknowledgement of any addendum.

**3.4 INDEPENDENT CAPACITY OF CONTRACTOR:** The parties hereto agree that the proposer, its officers, agents and employees, in the performance of this Contract, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the State. Proposer agrees to take such steps as may be necessary to ensure that each sub-contractor of proposer will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of State. All persons furnished, used, retained, or hired or on behalf of proposer or such sub-contractor, and proposer shall be responsible for payment of any and all unemployment, social security, and other payroll taxes for such persons, including any related assessments or contributions required by law.

**3.5 INVOICES:** All invoices will be submitted in accordance with the attached Form PUR 1000, Paragraph 15, and Attachment V. Invoices for services will reference a valid direct order number and be submitted to the Contract Manager specified in Section 2.4 of this solicitation. Invoices for commodities will reference a valid direct order number and be submitted to the Bureau of Accounting, DHSMV, Accounts Payable Section, Neil Kirkman Building, Room A414, MS-22 2900 Apalachee Parkway, Tallahassee, Florida 32399-0514

**3.6 BID OPENING:** Bids will be opened in Room B409, Neil Kirkman Building, at the date and time shown in the Calendar of Events (Section 3.1 of the solicitation).