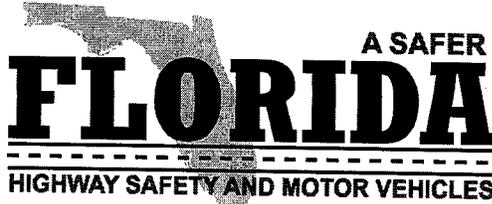


Julie L. Jones
Executive Director

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Tallahassee, Florida 32399-0500
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Rick Scott
Governor

Pam Bondi
Attorney General

Jeff Atwater
Chief Financial Officer

Adam Putnam
Commissioner of Agriculture

May 31, 2011

Addendum # 1
ITB No. 025-11
Child Safety Seats and Booster Seats

Dear Sir or Madam,

Remove Page: 5, 16, and 20 (May 18, 2011)

Add Page: 5, 16, and 20 (May 31, 2011)

Please add the new page to your copy of the Invitation to Bid, and remove the earlier version of the same page issued prior to this addendum # 1 as of May 31, 2011. **Please remember you must include this addendum containing an authorized signature with your proposals due on June 14, 2011 no later than 2:30 PM EST.**

This addendum serves as notice to answer the questions received on Invitation to Bid 025-11, Child Safety Seats and Booster Seats

Note: Addendum #1 must be signed and returned with your proposal. Failure to do so will cause your proposal to be deemed non-responsive.

<p><u>Complete and Sign Below</u> Authorized Signature: _____ Printed Name, Title: _____ Firm: _____ Date: _____</p>
--

Sincerely,

A handwritten signature in black ink, appearing to be "KB", written over a large, light-colored scribble.

Kevin Bailey, Chief
Bureau of Purchasing and Contracts

KB/lw
CC: Fred Malfa

1.0 PURPOSE AND GENERAL INFORMATION

1.1 PURPOSE: The Department of Highway Safety and Motor Vehicles, hereinafter called the Department or the Customer, requests written offers from qualified firms to provide the maximum number of convertible child Safety Seats and Booster Safety Seats for the maximum allowable budget of \$415,675.00.

The award will be made to the single vendor offering the maximum number of Convertible Child Safety Seats and Booster Safety Seats within the maximum allowable budget of \$415,675.00.

All seats must be delivered on or before July 29, 2011.

1.2 GLOSSARY: See attached PUR 1000, Paragraph 1, and PUR 1001, Paragraph 1 for further definitions.

Contractor: The proposer who is awarded a contract by the Department as a result of this solicitation.

Day: A Calendar day.

DDL: Division of Driver Licenses

Department: Department of Highway Safety and Motor Vehicles

Direct Order: A Direct Order is a purchase order issued via the eProcurement system. See attached PUR Form 1000, paragraph 2.

DMV: Division of Motor Vehicles

Equipment Failure: A malfunction in equipment maintained by the contractor that delays or prevents the State's productive use of said equipment for the purpose for which said equipment was installed.

FHP: Florida Highway Patrol

ISA: Information Systems Administration of the Department of Highway Safety and Motor Vehicles.

ITB: Invitation to Bid

Machine(s): Equipment, components and/or their features, model conversions, equipment elements and accessories submitted by the contractor in response to this solicitation.

NHTSA: National Highway Traffic Safety Administration

Number of Verbs or Nouns: Throughout this solicitation, the singular may be read as the plural and the plural as the singular.

Packing: Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases or other types of containers. All containers and packing shall become and remain Department property.

Proposer: Any firm or person who submits a proposal to the Department in response to this solicitation.

Proposal: All information and materials submitted by a proposer in response to this solicitation.

State: State shall be synonymous with the Department of Highway Safety and Motor Vehicles.

Subcontractor: Any person other than an employee of the contractor who performs any of the services listed in this solicitation for compensation paid by the contractor.

Vendor: Any firm or person who submits a proposal to the Department in response to this solicitation.

3.0 SCOPE OF WORK

3.1 BACKGROUND: A recent survey conducted by AAA found that in Florida over ninety six (96%) percent of all car seats checked were improperly installed. Although statistically most infants and toddlers under the age of four (4) ride in the correct child safety seat, less than (10%) ten percent of the children (ages five (5) to eight (8)) who should be in booster seats use one. "Booster seats are as important as any of the other steps for protecting your child's life, while riding in the car," according to NHTSA, which also recommends that "children who have outgrown child safety seats be properly restrained in booster seats until they are at least eight (8) years old, unless they are 4'9" tall." Since vehicle seat belts are designed for adults, not children, booster seats are important because they "boost" children up so that seat belts can fit them correctly. Recognizing the importance of this issue, our agency makes designated personnel available, including troopers and other sworn law enforcement officers, who are certified technicians to provide the following services: instruction to parents/caregivers on the proper installation/use of child safety seats and booster seats, educational resources and materials and low-cost child seats and boosters for needy families. Currently, over one hundred (100) Department staff members are available statewide to provide these services to assist the public in keeping child passengers as safe as possible on Florida's roadways. In addition, the Department coordinates and oversees traffic safety presentations designed for a variety of audiences, including teens at area high schools and adult motorists, to further encourage traffic safety and the use of child restraints for children and safety belts for all passengers. The Florida Highway Patrol's Occupant Protection Specialists and Certified Child Passenger Safety Technicians will make these child safety seats and booster seats available for families who cannot afford to buy child safety seats for their children.

3.2 OBJECTIVES: The objective of this project is to provide the maximum number of Convertible Child Safety Seats and Booster Seats including all delivery costs from a single vendor to be purchased for the maximum allowable budget of \$415,675.00.

3.3 PRODUCT SAMPLES: All submitted proposals must include at least one (1) actual sample of each item, the convertible child safety seat and booster seat, with their bid proposal to be considered responsive. Product samples submitted are not required to have the fabric or coloring requested in this bid, but must be representative of the quality of products to be produced and must meet all mandatory requirements to be considered. This Agency will not accept responsibility for any charges associated with returning the samples. Prospective vendors must provide shipping materials if they want the samples returned.

3.4 PRODUCT COMPLIANCE / EVALUATION: The Department will review product samples at the bid opening to determine that product samples are in compliance with the mandatory requirements. Samples that do not meet the mandatory requirements will cause the bid submission to be non-responsive. Samples will only be returned to unsuccessful bidders if proper shipping and return materials are provided with bid. This Agency will not accept responsibility for any charges associated with returning the samples.

3.5 PACKAGING: The Department will accept the following types of packaging:

- a. Convertible Child Safety Seats and Booster Seats may be packaged two (2) per box, stacked and shrink wrapped on a pallet. **Inside delivery is required.**
- b. Convertible Child Safety Seats and Booster Seats may be delivered without boxes with the provision that they are kept well protected in either sealed plastic bags, preformed plastic packaging with handles or thoroughly wrapped in sheets of plastic or other material to keep them clean and in brand new condition. Inside delivery is required. Additionally, the vendor's delivery personnel must unload the truck and carefully place and stack all convertible child safety seats and booster seats in our storage locations, as required.

3.6 DELIVERY SCHEDULE: Vendor's delivery personnel must be available to deliver all safety seats in acceptable packaging to all nine (9) storage units and FHP locations as indicated in Section 3.7, Delivery Locations. Inside delivery is required. Deliveries may be made Monday through Friday between the hours of 8:00 AM and 4:00 PM.

Vendor must call the contact person listed with the shipping location twenty-four (24) hours in advance to schedule delivery appointment.

5.0 PRICE PROPOSAL FORM

Award will be made to the single Vendor offering the maximum number of Convertible Child Safety Seats and Booster Safety Seats within the maximum allowable budget of \$415,675.00.

CONVERTIBLE CHILD SAFETY SEAT

The quantity of the convertible child safety seats proposed must be ninety (90%) percent of vendor's total order.

	<u>PRICE</u>	<u>QUANTITY</u>
MANUFACTURER: _____		A.)
MODEL: _____	\$374,107.50	
UNIT PRICE: _____		

BOOSTER SEAT

The quantity of the high back booster seats proposed must be ten (10%) percent of vendor's total order.

	<u>PRICE</u>	<u>QUANTITY</u>
MANUFACTURER: _____		B.)
MODEL: _____	\$41,567.50	
UNIT PRICE: _____		
TOTAL QUANTITY: (A + B) = C	\$415,675.00	C.)

All Items must be received by July 29, 2011.

FAILURE TO SUBMIT A PROPOSAL (BID) BOND WILL CAUSE YOUR BID TO BE NON-RESPONSIVE.

Complete and Sign below. Unsigned offers will not be considered.
As the person authorized to sign this statement, I certify that this firm complies with all requirements of ITB 025-11.

RESPONDENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____ PHONE: _____

Please complete legibly.