

# FLORIDA DEPARTMENT OF LAW ENFORCEMENT

## ADDENDUM #1

Bid No.: ITB #1419  
Bid Title: Textbook Printing, Florida Basic Recruit  
Opening Date: December 31, 2013  
Addendum No.: One (1)  
Date: December 20, 2013

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Please be advised that the following changes highlighted in red are applicable to the responses for the above referenced ITB #1419:

### QUESTIONS & ANSWERS

#### ITB 1419 Text Book Printing WRITTEN ANSWERS TO QUESTIONS RECEIVED

All written questions are reproduced in the same format as submitted by the Respondent.

Question #1	Section 4.2 Specifications includes items 1) printing and binding and 3) shipping; should there be an item 2)?
<b>Answer #1</b>	No, this should read 1) printing and binding of three textbooks and 2) shipping and warehousing for the textbooks.
Question #2	Section 5.2 requests print samples within 15 days after bid is awarded; we are happy to supply our samples at the time of submitting our bid – is this acceptable?
<b>Answer #2</b>	Yes
Question #3	To confirm, bids should be submitted in hardcopy only, not electronically?
<b>Answer #3</b>	Hardcopy only
Question #4	Is FedEx delivery acceptable?
<b>Answer #4</b>	Yes
Question #5	Attachment A, Cost Proposal Sheet, requests a “Grand Total Price” but as the components are three separate publications, it is unclear what the grand total should reflect. Should this be the sum of the prices of the three books, or something else?

<b>Answer #5</b>	The sum of everything: <ol style="list-style-type: none"> <li>1. FL B RTP Law Enforcement Curriculum Volume 1</li> <li>2. FL B RTP High Liability Curriculum Volume 2</li> <li>3. FL B RTP Correctional Curriculum Volume 1</li> <li>4. Printer Services Including Corrections to text</li> <li>5. Set up Charge (if applicable)</li> </ol>
Question #6	Attachment D, ITB Checklist: item three is “two hard copies of ITB.” We are unclear on what is requested here; does this mean that we should submit two hard copies of the document we downloaded from your website?
<b>Answer #6</b>	Yes
Question #7	Should there be an Attachment C?
<b>Answer #7</b>	Page 21, ITB Checklist, should be labeled “Attachment C”
Question #8	In addition to the print quote, we would like to propose a print + ebook option: is this acceptable?
<b>Answer #8</b>	No
Question #9	Whether companies from Outside USA can apply for this? (From India or Canada)
<b>Answer #9</b>	Yes
Question #10	Whether we need to come over there for meetings?
<b>Answer #10</b>	No meetings are scheduled
Question #11	Can we perform the tasks (related to RFP) outside USA? (From India or Canada)
<b>Answer #11</b>	Yes – please note this is an ITB not and RFP
Question #12	Can we submit our proposals via email?
<b>Answer #12</b>	No.
Question #13	Is shipping costs to be included as part of the bid price?
<b>Answer #13</b>	No – Shipping costs should not be included as part of the bid price

## ITB 1419 Text Book Printing

### Cover Page (Title Page) (should now read as follows)

Commodity Code: 692-220

### Section 1.0 Introduction (should now read as follows)

The State of Florida's Department of Law Enforcement, hereinafter called the FDLE, Department, Customer, or Purchaser intends to obtain competitive sealed bids for the professional printing, binding, sales and distribution of the 2014 Florida Basic Recruit Textbooks. FDLE intends to purchase approximately one hundred (100) of each book. Future purchase orders will be submitted independently by the various training schools located throughout the State of Florida.

Books to be published are as follows:

FL BRTP Law Enforcement Curriculum Volume 1  
FL BRTP High Liability Curriculum Volume 2  
FL BRTP Correctional Curriculum Volume 1

Bidder will be responsible for providing the new ISBN number prior to printing of any textbooks.

#### Added:

**Books are effective from July 1 to July 1 of the calendar year. Complete 2013 order data has not been collated.**

### Section 3.11 Bid Term (should now read as follows)

The initial term of the bid shall be for a period of one (1) year, effective upon issuance of the initial Purchase Order to the awarded bidder.

**Deletion of second sentence.**

### Section 3.12 Printing within the State (should now read as follows)

In accordance with Section 283.35, Florida Statutes, when awarding a contract to have materials printed, the agency, university, college, school district, or other political subdivision of this state awarding the contract shall grant a preference to the lowest responsible and responsive vendor having principal places of business within this state. The preference shall be five (5) percent if the lowest bid is submitted by a vendor whose principal place of business is location outside the state and if the printing can be performed in this state at a level of quality comparable to that obtainable from the vendor submitting the lowest bid located outside the state. As used in this section, the term "other political subdivision of this state" does not include counties or municipalities.

**Section 3.14 Recycled Material (should now read as follows)**

The Department encourages the use of products and materials with recycled content and post-consumer recovered materials.

**Deletion of last three sentences.**

**Section 4.1 Statement of Purpose (should now read as follows)**

The Department requests competitive sealed bids for the purchase of professional printing, binding, sales and distribution of the 2014 Florida Basic Recruit Textbooks.

The FDLE Criminal Justice Professionalism Program annually prints three textbooks, referred to as Florida BRT Curriculum Law Enforcement, High Liability, and Corrections. The text books have been designed for the Florida criminal justice officer basic recruit classroom training and as a study guide for the mandated State Officer Certification Examination. At a minimum, basic recruits must have a high school diploma or GED and must be at least nineteen (19) years of age.

**Section 4.2 Specifications (should now read as follows)**

Description of Services and Deliverables Required

Vendor shall provide a price for each of the following three (3) items (all applicable costs must be included fully):

1.) Printing and binding of three textbooks.

The textbooks will be presented to the vendor in the form of print-ready PDFs. The cover art of the textbooks will also be provided. The textbooks feature ‘perfect glue binding’. All three books have approximately 8” x 10” covers with variable spine width. The covers are in full color. The textbook covers will have a single coat of gloss film lamination (or its equivalent). The textbooks will use a 50 pound white offset paper (or its equivalent).

Please consult the following table for an approximation of the number of pages within each textbook:

<b>Title of Textbook</b>	<b>Estimated Page Count 11 pt font (REQUIRED)</b>
<b>Corrections</b>	<b>288</b>
<b>Law Enforcement</b>	<b>580</b>
<b>High Liability</b>	<b>400</b>

The training schools place the majority of the orders. There are approximately 41 training schools and associated colleges or resellers throughout the state of Florida. The vendor is responsible for printing, packaging, receiving, processing and shipping the book orders. Approximately 18,900 copies of the textbooks were ordered for 2012, but orders for the next edition may vary. There is no minimum or maximum number of orders guaranteed with this Invitation to Bid request.

FDLE may need to add and/or delete up to fifty-two (52) pages to the three (3) training books on an as needed basis before the final PDF of the book is turned in. FDLE shall provide to the awarded bidder, at a minimum, fifteen (15) day notice of any additional pages to be included as necessary to the three (3) textbooks.

Cost for proofs will be included as part of the conditions of the bid. The printer must disclose an hourly charge for any necessary corrections as part of the bid.

**2.) Shipping and warehousing for the textbooks.**

Training schools and other interested third parties will order the textbooks directly from the Vendor. The Vendor is then responsible for collecting funds from the ordering party directly. The Vendor is responsible for fulfilling, packaging, and shipping each order. FDLE is not responsible for any cost or liability concerning book orders.

**Corrected Table and Numbering.**

**REQUIRED COMPLETION DATES**

FDLE will deliver all covers and PDFs to awarded vendor on or before **March 28, 2014.**

**Vendor must deliver books within 30 days from receipt of a purchase order by FDLE and/or independent training centers.** All initial orders for the printed books must be delivered to the various training schools by **June 1, 2014.**

**Added first sentence to the second paragraph.**

**Section 6.0 ITB Packaging and Submission Requirements (should now read as follows)**

**Bidders shall submit TWO (2)** printed copies, one of which must contain an original signature of a company official with the power to bind the company.

Cost Proposals shall be submitted in the format specified on the Cost Proposal Sheet (Attachment A).

Bidders shall submit hard copy written proposals that address each of the requirements specified in this ITB. Bidder shall provide sufficient information to enable FDLE to make a fully informed decision.

The ITB package must be clearly marked “**Textbook Printing, Florida Basis Basic Recruit**” and addressed as follows:

**Corrected first sentence.**

**“ATTACHMENT A COST PROPOSAL SHEET”**

**(PLEASE SEE ATTACHED NEW PRICE PROPOSAL SHEET)**

**ATTACHMENT A  
COST PROPOSAL SHEET**

<u>Item:</u>	<u>Flat Rate per Copy</u>
1. FL BRTP Law Enforcement Curriculum Volume 1	\$ _____
2. FL BRTP High Liability Curriculum Volume 2	\$ _____
3. FL BRTP Correctional Curriculum Volume 1	\$ _____
Printer Services Including Corrections to text	\$ _____/Hour
Set up Charge (if applicable)	\$ _____
Grand Total Price	\$ _____

**BASIS OF AWARD:** The award shall be made to the responsive and responsible bidder meeting all of the requirements as specified in this Invitation to Bid at the lowest grand total price. Bids will remain firm for a period of one (1) year after bid award.

**BY AFFIXING MY SIGNATURE ON THIS ITB, I HEREBY STATE THAT I HAVE READ ALL THE BID TERMS, CONDITIONS AND SPECIFICATIONS AND AGREE TO ALL TERMS, AND CONDITIONS, PROVISIONS, AND SPECIFICATIONS; AND I CERTIFY THAT I WILL PROVIDE, AND DELIVER TO THE LOCATIONS SPECIFIED IN THE BID.**

AUTHORIZED  
REPRESENTATIVE: \_\_\_\_\_

(Signature)

NAME AND  
TITLE: \_\_\_\_\_

(Print or Type)

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

**ADDENDUM 1 ACKNOWLEDGEMENT**

Invitation to Bid: ITB#1419  
ITB Title: Textbook Printing, Florida Basic Recruit  
Addendum effective date: December 20, 2013

This is to acknowledge that \_\_\_\_\_ is in receipt of  
(Company Name)

Addendum 1 for the Florida Department of Law Enforcement ITB#1419 effective date  
12/20/13.

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Printed Name of Company Official

\_\_\_\_\_  
Title of Company Official

\_\_\_\_\_  
Date

**NOTE: THIS ACKNOWLEDGEMENT ALONG WITH THE NEW COST PROPOSAL SHEET  
(ATTACHMENT A) MUST BE SIGNED AND RETURNED WITH THE PROPOSER'S  
RESPONSE ON OR BEFORE THE OPENING DATE OF 12/31/13 @ 2:00PM EST.**