May 26, 2011
ADDENDUM 3 – PRE-BID QUESTIONS
RFP-2011-15-001-FLEET

1) The RFP states that we have to supply a hard copy of the price sheet. We don’t work from price sheets; we work off of “master loads.” They’re all electronic. We can only print portions of it, because there is information in them that is confidential.

**MSO RESPONSE:** In an effort to give all vendors equal opportunity to submit a proposal, we will accept price sheet information in any one of the following three formats:

*(Please be reminded that all documents in a government agency’s possession are subject to Florida Sunshine Law.)*

- **Hard copy:** You may print the section of the price sheet that relates to the specific objects that you are quoting. If you print please print the portion that relates to the pricing that you are quoting and be sure that the page includes an identifier with the date and the title of the sheet.
- **Computer Disc:** You may provide the list(s) on a CD.
- **Website:** If your pricing is on a website to which you can give us access, you can provide the link and log-in information, so that we can check prices. We must be able to see the base price, not just the final price that you will charge the Manatee County Sheriff’s Office. **Please note:** In the event that your company is awarded the contract, more than one person at the Sheriff’s Office will have to have access to the site for the purchasing process.

2) The RFP states in Section 2.4 that a vendor is required to conduct business from 8:00 am to 5:00 pm with deliveries provided until 6:00 pm. Were you inferring that anything ordered by 5 had to be delivered by 6? If something is ordered by 5 can be delivered by 5 minutes after 5? I don’t have to deliver it at 6, right?

**MSO RESPONSE:** Our desire is to have parts within an hour. There is a worksheet included in the Pricing Workbook where you will indicate your turnaround time. If you can deliver within an hour – we want to know that. If it’s going to take you longer, we want to know that. You indicate the time on the sheet and it will become part of the evaluation.

If a part is ordered by 5 pm and you can deliver it prior to 6 pm, that would be great. We do not require that there be an hour between order and delivery. We want to receive the part **within** an hour, if at all possible.

3) How many copies of the forms do we need to submit?

Six. You will submit six binders. Each binder must have a copy of all required documents. If you print price sheets, please provide one copy as part of the binder marked “original.”

4) **If we’re already doing business with the Sheriff’s Office, do we still need to submit the forms?**

Your company may already be an established vendor with the Sheriff’s Office. However, we are in the process of updating the forms package for all vendors. If you have just recently completed new forms that were officially notarized, indicate that on the forms and submit them with your proposal. If you are not sure, send an email to bids@manateesheriff.com, and we will check. Otherwise, please complete all forms, placing the originals in the proposal binder marked “original,” and copies in each of the other binders.