

# Questions & Answers to ITB - 152705

The following questions/requests have been submitted concerning ITB 152705 – Drivers’ Education Automobiles Leasing, Maintenance and Repairs. None of the questions (below) received indicated a need for a change to the ITB document. Thus, no Addenda will be issued. All questions received by various firms have been answered, even if asked by another firm. The questions below are provided verbatim from what was received and are grouped by inquiring firm.

I do have a question about section II paragraph “J”. While we do have garage insurance on all our vehicles. Will the district be insuring the vehicles while they are in the districts use? As well as being tagged by the district? This is the arrangement we have with other school districts. What limits do you require that we have on vehicles?

The automobiles will be insured by the District while they are in District use. The ownership of the automobiles will still remain under the Bidder’s name. The tags will be in the District’s name.

Regarding the term of the Lease, please clarify the “term” for the 21 units. The Bid Request (Cover Page & Page 6) indicates an initial term of 1 year (August 1, 2015 – July 31, 2016) w/(4) 1-Year renewal options. Is funding guaranteed for the term of the agreement, typically 3 years. If not, what is the guaranteed funding period?

Funding is not guaranteed, it is dependent upon available funding.

The Bid Request (Page 2 / Page 6) indicates that we are “to include any repairs and maintenance services needed.” Are you referring to “Standard Warranty” coverage or “all” required maintenance (ie. Oil Changes, belts, hoses, brake linings, etc.)?

As this bid document is a request to “Lease” and not to “Buy” “new” automobiles, if a hose or a belt breaks that should be covered under the Manufacturer’s Warranty of workmanship or a Standard Warranty. As we are requesting new automobiles each year we will not be keeping the automobiles long enough to run out of the basic warranty.

Maintenance such as oil changes is to be included in the bid price.

See Section III. SPECIAL CONDITIONS, Part C. Responsibility of the Bidder, on page 6,

4. Maintenance:

- a. While in possession of the District, the Bidder will provide all necessary maintenance to keep each automobile in a safe operating condition at no additional cost to the District.

See Section III. SPECIAL CONDITIONS, Part D. Responsibility of the Escambia County School District, on page 8,

6. Maintain automobile fluid levels and tire air pressure as designated by the Bidder and report the need for services in accordance with the Bidder’s instructions.

See Section IV. PREPARATION AND SUBMISSION REQUIREMENTS, under number 6, on page 10,

“Include a schedule that outlines Bidders’ routine maintenance and any value added services”

# Questions & Answers ITB – 152705 (Cont.)

Regarding Pricing (Page 8), “It is the Bidders responsibility to ensure that the pricing listed in the bid will be the pricing for the entire bid period. This includes all renewal periods.” Does this refer to the “lease” payments for the initial 21 units or are you referring to “additional” units purchase/leased in the renewal periods beyond the original term listed (August 1, 2015 – July 31, 2016)?

If one (1) or more automobile(s) are added or subtracted from the original 21 automobiles listed over the course of time, by the terms of this agreement the price the Bidder provided will remain firm. The monthly price per automobile bid will remain constant but the District’s total monthly invoice will vary with the number of automobiles leased.

See Section I. INTRODUCTION, on page 2,

“...The current number of automobiles needed is twenty-one (21)...The District reserves the right to increase or decrease the total number of automobiles based on need. The agreement will consist of the commitment of District business in exchange for the delivery of quality products with firm prices in a timely manner.”

See Section III. SPECIAL CONDITIONS, Part A. Term of the Agreement, on page 6,

TERM OF THE AGREEMENT: All prices, terms, and conditions of the purchasing agreement will be in effect from August 1, 2015 through July 31, 2016 with four (4) one-year renewal options, by mutual agreement and upon approval by the Escambia County School Board.

Regarding Payment Methods (Page 9), in the event of a “P-Card” payment on the District’s Visa Credit Card, are you asking that the Bidder absorb the additional fees associated with Credit Card Processing and Payments? If not, will the district cover those additional charges?

Once a bidder submits their bid and it has been accepted by the District, as a legally binding contract, the price may not change. If an awarded Bidder attempts to charge additional fees not included in their bid price, the Bidders’ contract with the District may be in jeopardy of being Terminated by Default or for Convenience.

Also, note that Florida Statute 501.0117 states a seller or lessor in a sales or lease transaction may not impose a surcharge on the buyer or lessee for electing to use a credit card in lieu of payment by cash, check or similar means.

See Section III. SPECIAL CONDITIONS, Part M. Payment Methods, on page 9,

“The pricing submitted by the Bidder and accepted by the District is inclusive of any applicable payment terms and all fees incurred by the Bidder through their financial institution for accepting the above payment methods. No additional fees or charges to the District shall apply, unless otherwise preapproved by the District.”

## Questions & Answers ITB – 152705 (Cont.)

I am not sure I understand page 14-15. Does this need to be filled out for every one or just in special situations? If so what would they be?

This is a federal government debarment form verifying that your company has not been debarred by the federal government previously and thus is eligible for further contractual awards.

See Section IV. PREPARATION AND SUBMISSION REQUIREMENTS, on page 10,

**“BID DOCUMENTATION AND REQUIRED ENCLOSURES: Submissions must be in hardcopy format; fax and/or email submissions will be considered “nonresponsive”. Failure to return the following forms MAY result in your bid not being accepted”**

And see number 5,

“Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions: This form, located on pages 14 and 15 of the bid document, must be returned with the bid completed with an ORIGINAL signature.

In regards to your bid for Driver Ed vehicles, can a leasing company respond to this bid?

Yes. Leasing companies may respond to this bid as long as they can agree and uphold to the prices, terms and conditions as specified.