

# FSA Cooperative Purchasing Program



## Qualification Packet



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## INVITATION TO BID REQUIREMENTS

The Florida Sheriffs Association invites interested bidders, including manufacturers, to submit responses in accordance with these solicitation documents. The Florida Sheriffs Association will serve as the contract administrator in the solicitation process and the administration of the resulting contract. The purpose of this bid is to establish a twelve (12) month contract, beginning October 1, 2022, and ending September 30, 2023.

The Florida Sheriffs Association invites interested bidders to submit bids. Refer to the Bid Calendar for major bid tasks, activities, and dates. **All prospective bidders are required to attend the MANDATORY Pre-Bid Meeting on July 12, 2022, for FSA22-VEL30.0 – Pursuit, Administrative and Other Vehicles or July 13, 2022, for FSA22-VEH20.0 – Heavy Trucks & Buses.**

All bidders must submit a complete bid, which will be uploaded to the bid system by August 25, 2022. A complete bid includes pricing, executed forms and other required materials.

### The bid system accepts:

- Prices for each item bid
- Build sheets for each item bid as a pdf
- Option pricing per item as a pdf
- Lights & Sirens Option pricing sheet, if applicable

### The qualification packet includes:

- Qualifications form
  - Contact Information
  - Business Profile
  - References
  - Disqualifications & Defaults
  - Warranty Service Plan
  - Emergency Vehicle Technician Certification
- State compliance
  - E-Verify
  - Drug-Free Workplace
  - Worker's Compensation
  - Motor Vehicle Dealer License
- Federal compliance
  - Certification Regarding Debarment and Suspension
  - Certification Regarding Lobbying
- Contract Signature Form
- Insurance Checklist
  - FSA will request Certificates of Insurance once the bid system closes. Certificates evidencing the required coverage must be approved by FSA before September 26<sup>th</sup>.

The FSA may reject any bid not submitted in the manner specified by the solicitation documents.



## BID SYSTEM INSTRUCTIONS

Bidders must provide all documentation as required in the terms and conditions. Sections related to bid submission, options and emergency lights and sirens offer specific guidance. Any instructions in this document are technical. Technical questions should be directed to [support@evendorlink.com](mailto:support@evendorlink.com).

VendorLink: Login to the bid system

- Under the “Quick links” section, click on the “Solicitations for which I am a plan holder”.
- Select the appropriate bid, and use the magnifying glass icon to open the appropriate bid.
- Select the button “create a quote/bid”.

The steps below will need to be completed for each item. Use the “Save as draft” button to periodically save your work.

- Click edit for the item you would like to place a bid on.
- Input the bid price for each item and zone you would like to bid on.
- Input the percent (%) discount for price.
- Under “Build sheet” upload a PDF build sheet for each item bid. Remember to select “Add document” or material will be lost.
- Under “Options” upload option sheets for each item bid in PDF format. Remember to select “Add document” or material will be lost.
- Click “Update link” to save your bid input information for each item. This will automatically change the status of your response to “draft”.
- In the “Shipping” section select “Accept shipping requirement”.
- Upon reviewing, select “Accept terms and conditions” in the “Terms and conditions” section.
- Under “Payment” Section, select “Net 45 days” payment term in the dropdown menu.
- Under the “Vendor preferred payment method” section, select “Purchase order”.

Files

- Upload the completed and executed Qualifications Packet.
- All forms must be filled out in their entirety. Failure to do so can result in disqualification.
- Bidder is responsible for providing all required information as stated in the terms and conditions.

Submit

- Review all steps to ensure that information and required forms are complete.
- Select “submit” once your bid submission is complete.
- The status at the top of the page must say “Submitted”.
- You may edit the bid submission up until the time the bid submission is due.

Upon request, FSA staff can provide a video with step-by-step instructions or a more detailed document with screenshots.



## QUALIFICATIONS FORM

Each bidder shall submit the bidder's qualifications form. FSA reserves the right to request documentation confirming the provided information.

FSA Contract Number

### *Contact Information*

Bidder Company Name

Parent Company, if applicable

Business Address

The individuals below will be the point of contacts for FSA during the bid process. If awarded the bidder will need to complete an online contact form to provide FSA staff with the appropriate contacts for servicing this contract.

Primary Contact (Authorized Agent)

Name

Title

Phone number

Email

Secondary Contact

Name

Title

Phone number

Email

### *Business Profile*

Federal Employer Identification Number (FEIN)

State of Incorporation

Length of Time in Business (Years)

Check:  Manufacturer  
 Dealer

If dealer, are you an authorized/certified dealer for the manufacturer of the products that you will be bidding on?  Yes  No

Select the applicable boxes

- Individual
- Partnership
- Corporation
- LLC



Does the bidder meet the requirements for any of the following designations?

- Minority Business Enterprise (MBE)
- Disadvantaged Business Enterprise (DBE)
- Women Business Enterprise (WBE)
- Small businesses Enterprise (SBE)

### References

Provide three references from contracts of comparable size and scope. If bidder does not have experience of comparable size and scope, business references may be provided.

Select if bidder is currently an FSA awarded vendor. References not required for current vendors.

Contracting Entity

Term of Contract

Is this a government fleet sales contract

- Yes  No

Select type of reference (select all that apply)

Contracting Entity

Term of Contract

Is this a government fleet sales contract

- Yes  No

Select type of reference (select all that apply)

Contracting Entity

Term of Contract

Is this a government fleet sales contract

- Yes  No

Select type of reference (select all that apply)

### Disqualifications & Defaults

List the contracts the bidder has been disqualified, terminated, or found in default on within the last five (5) years. Explanations must be provided.

Contracting Entity

Date of occurrence

Is this a government fleet sales contract

- Yes  No

The bidder was (select all that apply)

Explanation of disqualification, termination, and default.



Contracting Entity

Date of occurrence

Is this a government fleet sales contract

Yes

No

The bidder was (select all that apply)

Explanation of disqualification, termination, and default.

Contracting Entity

Date of occurrence

Is this a government fleet sales contract

Yes

No

The bidder was (select all that apply)

Explanation of disqualification, termination, and default.

### *Warranty Service Plan*

The bidder attests that:

The organization maintains a repair facility within the State of Florida to provide warranty service.

The organization does NOT maintain a repair facility within the State of Florida.

**If not:** Does your organization have a Warranty Service Plan to service Florida purchasers if awarded the contract?

Yes

No



### *Emergency Vehicle Technician (EVT) Certification*

Bidders that will provide or contract to provide emergency light and siren installation must only use installers that possess a current Emergency Vehicle Technician Certification. FSA may request certificates for a vendor's installers at any time during the contract term. For vehicles that are manufactured with emergency lights and sirens, including motorcycles, bidders may not charge for labor.

- The bidder attests that emergency light and siren installations are only done by installers that possess a current Emergency Vehicle Technician Certification.





## FLORIDA COMPLIANCE

The following items are required and governed by Florida statute.

### *E-Verify*

Per [Florida Statute 448.095](#) public employers, bidders, and sub-vendors must register with and use the E-Verify system operated by the U.S. Department of Homeland Security to verify the work authorization of all newly hired employees.

As the representative for  
, I hereby attest that (please choose one):

- Yes, our organization meets the Florida requirements for E-Verify.  
 No, our organization does not meet the Florida requirements for E-Verify.

### *Workers Compensation*

Per [Florida Statute Chapter 440](#), employers must provide workers' compensation insurance for their employees.

As the representative for  
, I hereby attest that (please choose one):

- Yes, our organization meets the Florida requirements for Workers Compensation.  
 No, our organization does not meet the Florida requirements for Workers Compensation.

### *Drug-Free Workplace*

The bidder attests that they operate in accordance with [Florida Statute 287.087](#) (Drug-Free Workplace), to make a good faith effort to maintain a drug-free workplace through implementation of best practices identified below.

- Publish and provide a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- Notify employees, that as a condition of working on the FSA contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.



As the representative for  
I hereby attest that (please choose one):

- Yes, our organization meets the requirements of a drug-free workplace.
- No, our organization does not meet the requirements of a drug-free workplace.

*Motor Vehicle Dealer License*

To sell or distribute motor vehicles in the state of Florida bidders must possess the appropriate Motor Vehicle Dealer and Brokers license as outlined by the [Florida Department of Highway Safety & Motor Vehicles](#).

- The bidder possesses the appropriate Motor Vehicles Dealer license.
- The bidder does not possess the appropriate Motor Vehicles Dealer license.



## FEDERAL COMPLIANCE

Bidders have the option to attest and agree to comply with federal regulations, allowing for the acceptance of federal grant dollars. By complying with these regulations, purchasers may be able to purchase items from the vendor using state or federal grant funds. This is encouraged; however, not a requirement of the bid.

As the representative for,  
I certify that my organization (please chose one):

will comply with the requirements for the procurement of rolling stock and materials included within the FSA CPP Terms & Conditions Appendix D regarding federal and state grant compliance.

will not comply with the requirements for the procurement of rolling stock and materials included within the FSA CPP Terms & Conditions Appendix D regarding federal and state grant compliance. *I understand that this means purchasers will not be able to order my products using federal grant funds.*

Bidder Company Name

Name of Authorized Agent

Business Address

Signature

Date

### *Debarment and Suspension*

*\*Required for bidders opting-in for federal compliance*

This contract is a covered transaction for purposes of 2 CFR Part 180 and 2 CFR Part 3000. As such, the bidder is required to verify that none of the bidder's principles (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).

The bidder must comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by the Florida Sheriffs Association. If it is later determined that the bidder did not comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, in addition to remedies available to the Florida Sheriffs Association, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder agrees to comply with the requirements of 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.



The bidder hereby attests that it will comply with the requirements of 2 CFR Part 180 and 2 CFR Part 3000.

Bidder Company Name

Name of Authorized Agent

Signature

*Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements*

*\*Required for bidders opting-in for federal compliance*

No federal appropriated funds have been paid or will be paid, by or on behalf of the bidder, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the bidder shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The bidder shall require that the language of this attestation be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This attestation is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



The bidder attests the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the bidder understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

The bidder hereby attests that they understand and agree to comply with the provisions of 31 U.S.C. § 3801 et seq.

Bidder Company Name

Name of Authorized Agent

Signature



## CONTRACT SIGNATURE FORM

By submitting a response to this Invitation to Bid and signing this form, the bidder declares that he or she has read, and the company understands, accepts and will comply with the terms, conditions and specifications of this bid and any addenda issued. The failure or omission to review this document shall in no way relieve the authorized agent of obligations with respect to this bid. The submission of a bid and signature below shall be taken as evidence of acceptance of the terms and conditions of this bid.

The bidder further declares that no other persons other than the authorized agent herein named has any interest in this bid or in the contract to be taken, and that it is made without any connection with any other person or persons making proposal for the same article, and is in all respects fair and without collusion or fraud.

The bidder further declares that they have carefully examined the specifications and is thoroughly familiar with its provisions and with the quality, type and grade of materials required.

The bidder further declares that they have provided a discount on all factory options included in this bid, and such discount will be included in all purchase orders.

The bidder further declares that the company understands the financial responsibility associated with this bid as stated and further declares that it has the ability to meet the financial responsibility associated with this bid.

The bidder further declares that the company will furnish the items awarded for the price bid.

FSA Contract Number

Bidder Company Name

Business Address

Name of Authorized Agent

Email address of authorized agent

Signature

Date



## INSURANCE CHECKLIST

**The Insurance Checklist outlines the bidder’s insurance coverage obligations, if awarded. Complete insurance requirements are in Section 2.03 of the terms and conditions.**

1. Comprehensive General Liability
  - Minimum limits of \$1,000,000 per occurrence to include:
    - Bodily Injury
    - Property Damage
    - Contractual Liability
    - Completed Products/Operations
  - General Aggregate
    - Minimum limit of \$3,000,000
2. Automobile Liability
  - Minimum limit of \$1,000,000 per occurrence to include:
    - Owned, non-owned, hired, scheduled automobiles
    - Applicable if items are transported or delivered to purchasers by the bidder
3. Garage Insurance
  - Minimum limit of \$1,000,000
    - Applicable when the garage is used to complete work for this contract
    - If bidder does not have garage insurance, a reason must be provided on company letterhead
4. The Florida Sheriffs Association (FSA) must be listed as an Additional Insured
5. The certificate must include the FSA bid number and bid title.
6. AM Best Ratings Services carrier rating of “B+” or better

Bidder understands the insurance requirements of the contract terms and conditions, and that if awarded evidence of insurance is required five (5) business days prior to the contract award date.

**FSA Contract Number**

**Bidder Company Name**

**Signature**

**Date**