

**AGREEMENT FOR  
GILLIG BUS PARTS FOR LEETRAN**

**THIS AGREEMENT** ("Agreement") is made and entered into by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Muncie Reclamation and Supply DBA Muncie Transit Supply, a Missouri corporation authorized to do business in the State of Florida, whose address is 3720 S. Madison St., Muncie, IN 47302, and whose federal tax identification number is 36-3648851, hereinafter referred to as "Vendor."

**WITNESSETH**

**WHEREAS**, the County intends to purchase Gillig bus parts from the Vendor in connection with "Gillig Bus Parts for LeeTran" (the "Purchase"); and,

**WHEREAS**, the County issued Solicitation No. B200372RJD on October 9, 2020 (the "Solicitation"); and,

**WHEREAS**, the County evaluated the responses received and found the Vendor qualified to provide the necessary products and services; and,

**WHEREAS**, the County posted a Notice of Intended Decision on December 23, 2020; and,

**WHEREAS**, the Vendor has reviewed the products and services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such products and services in accordance with its terms.

**NOW, THEREFORE**, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

**I. PRODUCTS AND SERVICES**

The Vendor agrees to diligently provide all products and services for the Purchase, a more specific description of the project Scope of Work and Specifications of B200372RJD as modified by its addenda, a photocopy of said sections being attached hereto and incorporated by reference as Exhibit A. Vendor shall comply strictly with all of the terms and conditions of Solicitation No. B200372RJD, as modified by its addenda, copies of which are on file with the County's Department of Procurement Management and are deemed incorporated into this Agreement.

**II. TERM AND DELIVERY**

- A. This Agreement shall commence immediately upon the effective date and shall continue for a period of three (3) years. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest. The effective date shall be the date the Lee County Board of County Commissioners awarded the Solicitation to the Vendor.
- B. A purchase order must be issued by the County before commencement of any work or purchase of any goods related to this Agreement.

**III. COMPENSATION AND PAYMENT**

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all products and services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to the Solicitation, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any services under this Agreement until receipt of written authorization from the County. Vendor acknowledges and agrees that no minimum order or amount of product or service is guaranteed under this Agreement and County may elect to request no products or services. If the County authorizes delivery of products or performance of services, the County reserves the right to amend, reduce, or cancel the authorization in its sole discretion.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

**IV. METHOD OF PAYMENT**

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the products and services have been provided in conformity with this Agreement.
- B. The Vendor shall submit an invoice for payment to the County on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B) that were provided during that invoicing period.
- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by the County.

**V. ADDITIONAL PURCHASES**

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.
- B. If the County requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

**VI. LIABILITY OF VENDOR**

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. This section shall survive the termination or expiration of this Agreement.

## **VII. VENDOR'S INSURANCE**

- A. Vendor shall procure and maintain insurance as specified in Exhibit C, Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of "B or better." No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

## **VIII. RESPONSIBILITIES OF THE VENDOR**

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by County, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
- 2) upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

**IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, [PRRCustodian@leegov.com](mailto:PRRCustodian@leegov.com); <http://www.leegov.com/publicrecords>.**

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.
- F. The Vendor shall comply with the Vendor Background Screening Affidavit attached hereto and incorporated herein as Exhibit D.

**IX. OWNERSHIP OF PRODUCTS**

It is understood and agreed that all products provided under this Agreement shall become the property of the County upon acceptance by the County.

**X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES**

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.
- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement. If the services provided require use of specific key personnel, the personnel shall be agreed to by the County and Vendor. If the Vendor's key personnel have been predetermined and approved, through the Solicitation process or otherwise, any subsequent change or substitution to the personnel must receive the County's written approval before said changes or substitution can become effective.
- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

**XI. COMPLIANCE WITH APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

**XII. TERMINATION**

- A. The County shall have the right at any time upon thirty (30) days' written notice to the Vendor to terminate this Agreement in whole or in part for any reason whatsoever. In the event of such termination, the County shall be responsible to Vendor only for fees and compensation earned by the Vendor, in accordance with Section III, prior to the effective date of said termination. In no event shall the County be responsible for lost profits of Vendor or any other elements of breach of contract.
- B. After receipt of a notice of termination, except as otherwise directed, the Vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or sub-

contracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

- C. The County reserves the right to require Vendor to repay amounts previously paid by the County to the Vendor due to untimely delivery, inadequate product delivered, or inadequate product performance and the Vendor shall comply with such demand within thirty (30) days.
- D. The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

### **XIII. DISPUTE RESOLUTION**

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

### **XIV. STOP WORK ORDER**

The County may, at any time, by written order to the Vendor, require the Vendor to stop all or any part of the work called for by this Agreement. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be effective as of the date the order is delivered to the Vendor. Upon receipt of such an order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence

of costs allocable to the work covered by the order during the period of work stoppage. The Vendor shall not resume work unless specifically so directed in writing by the County. The County may take one of the following actions:

1. Cancel the stop work order; or
2. Terminate the work covered by the order; or
3. Terminate the Agreement in accordance with provisions contained in Section XI.

In the event the County does not direct the Vendor to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XII. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order. In the event the County does not direct the Vendor to resume work within ninety (90) days, the Vendor may terminate this Agreement.

#### **XV. VENDOR WARRANTY**

- A. All products provided under this Agreement shall be new (unless specifically identified otherwise in Exhibit B) and of the most suitable grade for the purpose intended.
- B. If any product delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of the products or the specifications listed in this Agreement, the Vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. In such case, the Vendor shall refund to the County any money which has been paid for same.
- C. Vendor shall secure from the applicable third party manufacturers, and assign and pass through to the County, at no additional cost to the County, such warranties as may be available with respect to the equipment, parts and systems provided through the Purchase.

#### **XVI. MISCELLANEOUS**

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party



to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.

- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither the County's review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. When any period of time is referred to by days herein, it shall be computed to exclude the first day and include the last day of such period. When the period of time is fewer than three (3) days, it shall mean business days as defined by Lee County. If the period of time is greater than three (3) days, then it shall mean calendar days. For any period of time greater than seven (7) days, where the deadline falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline will then fall to the next Monday or non-Lee County recognized holiday

- I. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

Vendor's Representative:		County's Representatives:		
Name:	<u>Becky Huff</u>	Names:	<u>Roger Desjarlais</u>	<u>Mary Tucker</u>
Title:	<u>Contract Manager</u>	Titles:	<u>County Manager</u>	<u>Director of Procurement Management</u>
Address:	<u>3720 S. Madison St. Muncie, IN 47302</u>	Address:	<u>P.O. Box 398 Fort Myers, FL 33902</u>	
Telephone:	<u>768-288-1971</u>	Telephone:	<u>239-533-2221</u>	<u>239-533-8881</u>
Facsimile:	<u>765-213-3325</u>	Facsimile:	<u>239-485-2262</u>	<u>239-485-8383</u>
E-mail:	<u>bhuff@abc-companies.com</u>	E-Mail:	<u>rdesjarlais@leegov.com</u>	<u>mtucker@leegov.com</u>

- J. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- L. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:
1. Agreement
  2. County's Purchase Order
  3. Solicitation
  4. Vendor's Submittal in Response to the Solicitation

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date last below written.

WITNESS:

**MUNCIE RECLAMATION AND SUPPLY  
DBA MUNCIE TRANSIT SUPPLY**

Signed By: *Mechelle Peckham*

Signed By: *Becky Huff*

Print Name: Mechelle Peckham

Print Name: Becky Huff

Title: Contract Manager

Date: January 4, 2021

**LEE COUNTY**

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

BY: *Cecil L. Pendergrass*  
Vice- CHAIR

DATE: 2/1/21

ATTEST:  
CLERK OF THE CIRCUIT COURT  
Linda Doggett, Clerk

BY: *William Butler*  
**DEPUTY CLERK**

Commissioner Cecil L. Pendergrass  
Lee County Board of County Commissioners  
District 2



APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY:

BY: *Alexander Rich*  
OFFICE OF THE COUNTY ATTORNEY

## EXHIBIT A SPECIFICATIONS OR SCOPE OF SERVICES

VER 4-16-2020

### SCOPE OF WORK AND SPECIFICATIONS

1. GENERAL SCOPE OF WORK

1.1. The Lee County Board of County Commissioners (County) seeks to contract with a qualified Vendor for the purchase and delivery of Original Equipment Manufacturer (OEM) Gillig bus parts on an annual as-needed basis.

2. PRICING & INVOICING

2.1. The Vendor shall provide for a discount off the Manufacturer Suggested Retail Price (MSRP)/published retail price.

2.2. All invoices shall include, at minimum, the following information: Purchase Order number, manufacturer, manufacturer part number, MSRP/published retail price, discount, and the final cost of the item.

2.3. Delivery shall be included for all parts as no costs to the County.

2.4. The County reserves the right to conduct an audit at any time during the term of this Agreement to assure that pricing is in compliance with the submitted price list.

3. PRODUCT CATALOGS/PRICE GUIDES

3.1. The Vendor shall, at no cost to the County, provide the necessary product catalogs (preferably e-catalogs with on-line access) to identify purchased goods and to verify the MSRP/published retail price of such goods.

4. WARRANTY

4.1. The Vendor shall provide full factory warranty on all products furnished, against defects in materials and/or workmanship. The warranty shall start on the date of delivery and acceptance by the County.

5. PRODUCT DELIVERY

5.1. The Vendor shall deliver, or arrange for delivery, of all parts procured by the County under this Agreement. Parts shall be delivered F.O.B. destination; packaging, shipping, handling, fuel surcharges and delivery included, with inside delivery. Quantities of orders may vary from order to order.

5.2. The delivery location shall be the following:

- LeeTran Headquarters: 3401 Metro Parkway, Fort Myers, FL 33901
- LeeTran will accept deliveries Monday through Friday from 7:00 A.M. to 7:00 P.M.; and Saturday 7:00 A.M. to 3:00 P.M.

5.3. The Vendor shall adhere to the following specifications for delivery of parts to the County under this Agreement:

- a. All parts shall be delivered within five (5) business days after receipt of order.
- b. Should the Vendor not be able to deliver an order at the time specified, or within a reasonable period of time thereafter, as determined by LeeTran at time of notification of delay, or should the Vendor fail to make timely replacement of rejected items when so requested, the County may purchase items of comparable quality in the open market to replace the rejected or undelivered items. The Vendor shall reimburse the County for all costs above the contract price when purchases are made in the open market.
- c. All backorders shall be shipped upon availability. Shipping of any individual backorder shall not be delayed in order to ship item with a group or other items.
- d. No payment shall be made for materials ordered without proper purchase order authorization. Payment cannot be made until materials, goods, or services have been received and accepted by the County in the quality and quantity ordered.

**6. RETURN OF PARTS/EXCHANGES**

- 6.1. Returns due to the Vendor's error in providing accurate items shall be at the Vendor's expense.
- 6.2. The Vendor shall replace all defective parts without a restocking fee to the County.
- 6.3. All parts returned for credit shall be credited to the order they were originally purchased on. At no time will cash refunds be made. At no time will a part be exchanged for another, without a credit memo and a new invoice being issued containing a notation of the applicable order number.

**7. REPLACEMENT PARTS**

- 7.1. Genuine OEM Gillig parts are defined in connection with the vehicle's manufacturer, meaning the manufacturer that designed and manufactured the parts, then distributed by authorized divisions, subsidiaries or dealerships.
- 7.2. The Vendor shall use new OEM Gillig parts unless prior approval is granted by the County for used or authorized factory remanufactured parts. New parts shall be the most updated and of the best quality with the highest grade of workmanship, and in the original packaging. The Vendor shall be authorized by Gillig to sell such parts.

**8. ACCEPTANCE**

- 8.1. The items delivered under this Agreement shall remain the property of the Vendor until physical inspection and acceptance by the County. In the event the material supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the Vendor and return such products to the Vendor at the Vendor's expense.

End of Scope of Work and Specifications Section

**SPECIAL CONDITIONS**

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

**1. TERM**

1.1 The Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for one (1) three-year (3) period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.

**2. BASIS OF AWARD**

2.1 The basis of award shall be determined by the *highest discount percentage* off of the Manufacturer Suggested Retail Price (MSRP)/published retail price of the most responsive, responsible, and qualified Vendor meeting all bid specifications.

2.2 The County reserves the right to award to the Vendor whose prices, in its sole judgement, are the most realistic in terms of provision of the best services and in the best interest of the County. Additionally, the County reserves the right to reject any and all bids at any time, unconditionally, and without cause.

**3. ESTIMATED ANNUAL EXPENDITURE**

3.1 The estimated annual expenditure for Gillig bus parts is approximately \$200,000.00. However, no minimum amount is guaranteed.

End of Special Conditions Section



Procurement Management Department  
 2115 Second Floor, 1<sup>st</sup> Floor  
 Fort Myers, FL 33901  
 Main Line: (239) 533-8881  
 Fax Line: (239) 485-8383  
[www.lee.gov/procurement](http://www.lee.gov/procurement)

Posted Date: October 22, 2020

Solicitation No.: B200372RJD

Solicitation Name: Gillig Bus Parts for LeeTran

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. **ARTICLE REVISION:**

1) **ARTICLE 2** of the Special Conditions section titled: **BASIS OF AWARD** shall be deleted and replaced as shown:

- ~~2.1 The basis of award shall be determined by the highest discount percentage off of the Manufacturer Suggested Retail Price (MSRP)/published retail price of the most responsive, responsible, and qualified Vendor meeting all bid specifications.~~
- ~~2.2 The County reserves the right to award to the Vendor whose prices, in its sole judgement, are the most realistic in terms of provision of the best services and in the best interest of the County. Additionally, the County reserves the right to reject any and all bids at any time, unconditionally, and without cause.~~
- 2.1 It is the County's intent to award to a pool of Vendors that are responsive, responsible, and meet the County requirements and specifications. This will allow LeeTran to use the Vendor that has the needed Gillig product that best supports their needs at a reasonable price with competitively bid percentage discounts. The County reserves the right to purchase Gillig products elsewhere in an emergency.**
- 2.2 The discount provided shall apply across the entire Gillig product line. The County reserves the right to award to multiple Vendors at their discretion. Vendor MUST bid Blanket Percentage (%) Off of the Manufacturer Suggested Retail Price (MSRP)/published price.**
- 2.3 The County reserves the right to award to the Vendor whose prices, in its sole judgement, are the most realistic in terms of provision of the best services and in the best interest of the County. Additionally, the County reserves the right to reject any and all bids at any time, unconditionally, and without cause.**

2. **QUESTIONS/ANSWERS**

1.	I downloaded the bid but didn't see a price list with part numbers and quantities? Is there a list for pricing or are you looking for a discount on the manufacturers catalog?
Answer	Please see Article revision listed above.
2.	Prevost is interested in pursuing to quote on the above said annual bid. Unfortunately we do not have the entire catalogue of Gillig parts set up on our system but just the majority. We can cross some parts but not all. Could you please advise if Prevost should continue to quote?

Answer	Lee County encourages all Vendors whom provide Gillig bus parts to submit in response to this solicitation. Please see Article revision listed above. The discount provided in your submission will be applied to the Gillig items the Vendor supplies. The Vendor shall, at no cost to the County, provide the necessary product catalogs to identify purchased goods and to verify the MSRP/published retail price of such goods/items.
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BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.



Robin Dennard  
Procurement Analyst Direct Line: 239-533-8837  
Lee County Procurement Management





Procurement Management Department  
2115 Second Street, 1<sup>st</sup> Floor  
Fort Myers, FL 33901  
Main Line: (239) 533-8881  
Fax Line: (239) 485-8383  
[www.lee.gov/procurement](http://www.lee.gov/procurement)

Posted Date: October 27, 2020

Solicitation No.: B200372RJD

Solicitation Name: Gillig Bus Parts for LeeTran

Subject: Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date.

**OPEN DATE/BIDS DUE EXTENSION:**

**FROM: November 6, 2020 at 2:30 PM**

**TO: November 19, 2020 at 2:30 PM**

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Robin Dennard*

Robin Dennard  
Procurement Analyst Direct Line: 239-533-8837  
Lee County Procurement Management



Procurement Management Department  
2115 Second Floor, 1<sup>st</sup> Floor  
Fort Myers, FL 33901  
Main Line: (239) 533-8881  
Fax Line: (239) 485-8383  
[www.lee.gov/procurement](http://www.lee.gov/procurement)

Posted Date: November 6, 2020

Solicitation No.: B200372RJD

Solicitation Name: Gillig Bus Parts for LeeTran

Subject: Addendum Number 3

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. **BID/PROPOSAL FORM**

The Bid/Proposal Form has been updated and a new Bid/Proposal Form is attached and made part of this addendum.

2. **ARTICLE REVISION:**

1) **ARTICLE 2 of the Special Conditions section titled: BASIS OF AWARD shall be deleted and replaced as shown:**

~~2.1 The basis of award shall be determined by the highest discount percentage off of the Manufacturer Suggested Retail Price (MSRP)/published retail price of the most responsive, responsible, and qualified Vendor meeting all bid specifications.~~

~~2.2 The County reserves the right to award to the Vendor whose prices, in its sole judgement, are the most realistic in terms of provision of the best services and in the best interest of the County. Additionally, the County reserves the right to reject any and all bids at any time, unconditionally, and without cause.~~

**2.1 It is the County's intent to award to a pool of Vendors that are responsive, responsible, and meet the County requirements and specifications. This will allow LeeTran to use the Vendor that has the needed Gillig product that best supports their needs at a reasonable price with competitively bid percentage discounts. The County reserves the right to purchase Gillig products elsewhere in an emergency.**

**2.2 The discount provided shall apply across the entire Gillig product line. The County reserves the right to award to multiple Vendors at their discretion. Vendor MUST bid Blanket Percentage (%) Off of the Manufacturer Suggested Retail Price (MSRP)/published price.**

**2.3 The County reserves the right to award to the Vendor whose prices, in its sole judgement, are the most realistic in terms of provision of the best services and in the best interest of the County. Additionally, the County reserves the right to reject any and all bids at any time, unconditionally, and without cause.**

2) **ARTICLE 2 of the Scope of Work and Specifications section titled: PRICE & INVOICING shall be deleted and replaced as shown:**

~~2.1 The Vendor shall provide for a discount off the Manufacturer Suggested Retail Price (MSRP)/published retail price.~~

- ~~2.2 All invoices shall include, at minimum, the following information: Purchase Order number, manufacturer, manufacturer part number, MSRP/published retail price, discount, and the final cost of the item.~~
- ~~2.3 Delivery shall be included for all parts as no costs to the County.~~
- ~~2.4 The County reserves the right to conduct an audit at any time during the term of this Agreement to assure that pricing is in compliance with the submitted price list.~~
- 2.1 The Vendor shall provide for a discount off all Gillig Bus Parts offered by the Vendor.
- 2.2 All invoices shall include, at minimum, the following information: Purchase Order number, manufacturer part number, unit price, discount, and final extended cost of item.
- 2.3 All charges are subject to the approval of the Project Ordering Department.
- 2.4 Delivery shall be included for all items at no cost to the County.
- 2.5 When requested by the ordering department, the Vendor shall provide a pro forma invoice/quote that may be utilized for unit price verification. The pro forma invoice/quote shall include at minimum the following information: requested date, manufacturer part number, and unit price.

3. QUESTIONS/ANSWERS

1.	Gillig does not normally maintain a price book. We would like to know if a price list of currently purchased parts by Lee County with prices would be adequate for use on the bid. If this is ok please let me know.  If it is not OK can you please define what would be needed on the list you require?
Answer	Please see Article revision listed above.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.


ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.



Robin Dennard  
Procurement Analyst Direct Line: 239-533-8837  
Lee County Procurement Management

Lee County Procurement Management  
BID/PROPOSAL FORM

ADDENDUM #3

 <b>LEE COUNTY</b> SOUTHWEST FLORIDA		<b>PROCUREMENT MANAGEMENT          DEPARTMENT  <u>BID/PROPOSAL FORM</u></b>
<b>COMPANY NAME:</b> _____		
<b>SOLICITATION:</b> <u>B200372RJD, GILLIG BUS PARTS FOR LEETRAN</u>		
Having carefully examined the Contract Documents, Contractor/Vendor proposes to furnish the following which meeting these specifications.		
The County will only accept bids submitted on bid forms provided by the County. Bids submitted on other forms, other than those provided by the County, will be deemed non-responsive and ineligible for award.		
<i>OEM GILLIG BUS PARTS</i>		
<b>PERCENTAGE DISCOUNT</b>		
<b>BLANKET PERCENTAGE OFF CATALOG OR LIST PRICE</b>	<b>PERCENTAGE %</b>	
Percentage off all OEM Gillig bus parts provided by Vendor. Percentage off shall apply to all purchases made through Vendor.		

ADDENDUM #3 – DATED 11/06/2020

24	B200372RJD, GILLIG BUS PARTS FOR LEETRAN
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Procurement Management Department  
2115 Second Street, 1<sup>st</sup> Floor  
Fort Myers, FL 33901  
Main Line: (239) 533-8881  
Fax Line: (239) 485-8383  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

Posted Date: November 18, 2020

Solicitation No.: B200372RJD

Solicitation Name: Gillig Bus Parts for LeeTran

Subject: Addendum Number 4

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date.

**OPEN DATE/BIDS DUE EXTENSION:**

**FROM: November 19, 2020 at 2:30 PM**

**TO: December 3, 2020 at 2:30 PM**

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Robin Dennard*

Robin Dennard

Procurement Analyst Direct Line: 239-533-8837

Lee County Procurement Management

**EXHIBIT B  
FEE SCHEDULE**

<i>OEM GILLIG BUS PARTS</i>	
<i>PERCENTAGE DISCOUNT</i>	
<b>BLANKET PERCENTAGE OFF CATALOG OR LIST PRICE</b>	<b>PERCENTAGE %</b>
Percentage off all OEM Gillig bus parts provided by Vendor. Percentage off shall apply to all purchases made through Vendor.	20%

## EXHIBIT C INSURANCE REQUIREMENTS



### Lee County Insurance Requirements

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence  
\$2,000,000 general aggregate  
\$1,000,000 products and completed operations  
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL); or  
\$500,000 bodily injury per person  
\$1,000,000 bodily injury per accident  
\$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident  
\$500,000 disease limit  
\$500,000 disease – policy limit

*\*The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

Revised 03/19/2018 – Page 1 of 2



**Verification of Coverage:**

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902**

- b. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials"* will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.**

**Special Requirements:**

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.



**EXHIBIT E**  
**VENDOR BACKGROUND SCREENING AFFIDAVIT**



**VENDOR BACKGROUND  
SCREENING AFFIDAVIT**

Florida Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Vendor who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law.

The Vendor is responsible for ensuring that such required background screenings are conducted in accordance with Florida Statutes Chapter 435. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.

**Under penalty of perjury, I declare that I have read and understand the requirements stated above, and that all required background screenings shall be conducted in accordance with this affidavit.** I further understand that there may be additional local, state, and federal regulations that may require background screening, and that the Vendor will be solely responsible for complying with such legal requirements. Furthermore, the Vendor shall indemnify and hold Lee County harmless from any and all claims or actions resulting from failure to comply with this affidavit.

Date: January 4, 2021

  
\_\_\_\_\_  
Signature

STATE OF Indiana  
COUNTY OF Delaware

Becky Huff, Contract Manager  
\_\_\_\_\_  
Name/Title

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 4th day of January, 2021, by the above-named person and in their stated capacity, and is either personally known to me or who has produce the following as identification: Personally Known to Me



  
\_\_\_\_\_  
Signature, Notary Public