



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

COMMISSIONER WILTON SIMPSON

Addendum Date: June 19, 2026

Addendum Number: 1

Solicitation Number: ITB DOL 26 27 09

Solicitation Title: Printing for the Division of Licensing

This Addendum provides the Department's answers to written questions received by the deadline in the above-referenced solicitation.

EVENT	DATE/TIME	LOCATION
Release of ITB	June 9, 2026	Vendor Information Portal https://vendor.myfloridamarketplace.com/search/bids
Last day for Vendors to Submit Questions	June 16, 2026 By 5:00 PM	Florida Department of Agriculture and Consumer Services Email: Bids@FDACS.gov
Anticipated Posting of Written Responses to Vendors Questions	June 17, 2026 June 19, 2026	Vendor Information Portal https://vendor.myfloridamarketplace.com/search/bids
Sealed Bids Due	June 23, 2026 July 8, 2026 By 5:00 PM	Florida Department of Agriculture and Consumer Services – Mayo Building 407 S. Calhoun Street, SB-8 Tallahassee, Florida 32399-0800
Public Bid Opening	June 24, 2026 July 9, 2026 At 10:15 AM At 9:30	
Anticipated Posting of Recommended Award	TBD	Vendor Information Portal https://vendor.myfloridamarketplace.com/search/bids

Question Number	Question	Answer
1	We are specifically trying to confirm the page counts, stock, ink/color requirements, finishing, packaging, and any variable numbering or barcode requirements for the Table 1 items.	Please see Appendix 1
2	Could you also confirm whether the public FDACS form PDFs linked from Section 2.0 are intended to serve as the specifications for the application packets, or whether separate packet/specification files will be provided?	Please see the Department's answer to Question #1
3	Question concerning the specifications for the items listed in the ITB. The are links for the art files that are housed online but there is no specification as to sizes and paper stock required. Downloading the files for what is printed is fine but there needs to be certain paper stocks required.	Please see the Department's answer to Question #1
4	There is mention in the bid of how the items are to be packaged/bundled and delivered. Can those documents be uploaded as well please?	Tangible product shall be securely and properly packaged for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers- and cellophane wrapped. All containers and packaging shall become and remain in Customer's property.
5	Section 2.3 notes that the estimated quantities are guidelines and not guaranteed actual volumes. What is the anticipated frequency of purchase orders for the high-volume items (such as the 200,000 renewal notices or mailers) throughout the year? Is there a Minimum Order Quantity (MOQ) that the Department will adhere to when issuing individual Purchase Orders, or must vendors honor the firm fixed unit price per 1,000 even if an on-demand order is placed for a fraction of that amount?	1. Anticipated frequency of purchase orders for high-volume items cannot be determined at this time. 2. No

Question Number	Question	Answer
6	Section 3.11 states that pricing for Table 2 (Option 1 - Per Page Pricing) and Table 3 (Option 2 - Printing Unique Numbers) will not be included in the determination of the award. How frequently does the Division anticipate utilizing these optional services throughout the initial contract term?	The division does not anticipate having to use these optional services.
7	Does the requirement in Section 2.5 to deliver within 60 days of receiving a Purchase Order apply uniformly to all items, regardless of volume - whether it is a small run of 500 training guides or a maximum-volume run of 200,000 renewal notices	For higher-volume orders, the division can accommodate partial deliveries within the 60-day timeframe, with the remaining quantities delivered after the 60-day period.
8	Section 2.0 requires the vendor to submit a physical, hard copy paper proof based on the camera-ready .pdf prior to final printing and delivery. What is the Division's expected turnaround time for reviewing and approving these hard copy proofs, and does the Department's internal review window count against the vendor's mandatory 60-day delivery window?	1. Within five (5) business days. 2. No.
9	Regarding Section 3.11 and Section 4.13, the ITB requires vendors to submit firm fixed unit prices for the Initial Term and all Optional Renewal Years. Given the multi-year timeline and potential volatility in the paper market, if a vendor receives a documented price increase directly from a paper mill (e.g., a "mill letter") during a contract renewal year, will the Department have a mechanism to review and approve an equitable price adjustment? Or are vendors expected to absorb 100% of the projected market fluctuation risks within their initial submitted bid prices?	Yes. Section 1.5, Conflicts and Order(s) of Precedence, of the ITB, incorporates PUR 1000, General Contract Conditions by reference. The Department has the ability to review contractor-requested price adjustments when justified under such conditions.

Question Number	Question	Answer
10	Section 3.11 states that the Department can revise forms listed in Appendix I prior to a print request without additional charges. If a Department-directed revision significantly alters the base page count or physical paper weights of a packet listed in Table 1, how will the firm fixed unit price per 1,000 pieces be adjusted to cover increased raw material costs?	1. Additional pricing is included in Appendix 1. 2. There are no anticipated changes to paper weight.
11	Section 2.5 outlines specific warehouse constraints: no loading dock, an on-demand environment, and a requirement for a lift-gate truck to place deliveries "in the door." Are there specific maximum pallet height, width, or weight restrictions dictated by the physical clearance of the receiving doorway?	There are no restrictions.
12	Is the vendor's delivery obligation legally met once palletized shipments are offloaded via a lift-gate truck and positioned just inside the threshold of the doorway entrance, or is the vendor required to break down pallets and perform manual inside-stacking or distribution?	The vendor has legally met their obligation once palletized shipments are offloaded via a lift-gate truck and positioned inside the threshold of the doorway entrance.
13	Section 3.18 dictates a 5% preference given to vendors whose principal place of business is located within Florida. If a responding vendor's corporate headquarters is out-of-state, but the vendor owns and operates a physical, full-service commercial printing facility within the State of Florida where 100% of the contract manufacturing, printing, and fulfillment will take place, will that vendor qualify for the 5% preference?	Section 287.084, F.S., requires each vendor to declare its principal place of business. The Department determines a vendor's principal place of business based on the location from which it actually operates, not its state of formation unless that is also its primary operating base.
14	If a vendor operates a physical manufacturing facility in Florida but holds an out-of-state corporate headquarters, is the vendor still required to submit the written attorney opinion letter regarding foreign state preferences requested in Section 3.18?	Please see the Department's answer to Question #13.

Question Number	Question	Answer
15	Regarding Attachment D (Forced Labor Certification), does the Department define "senior management" strictly as corporate executive officers (C-suite), or can this certification be legally executed by a localized plant president, vice president, or operations manager who has direct operational oversight of the manufacturing facility producing the items?	The Attachment D – Forced Labor Certification for Commodities Purchases should be signed by an individual authorized to legally bind the responding entity.
16	Pursuant to Florida's public records laws (Chapter 119, F.S.), can the Department provide the official Bid Tabulation Sheet, the name of the awarded vendor, and the final executed unit contract pricing from the previous solicitation cycle for these identical items?	Publicly available records will be provided through the Department's public records request process. The previously awarded purchase order for these services (PO #K1312) can be viewed at contracts.fdacs.gov . Enter the PO number in the "Agency Assigned Contract ID" field.
17	I have been reviewing the invitation to bid and would like to clarify whether it is required to submit bids for all listed items, or if we may submit bids for only selected items.	It is required to submit a bid for all listed items.

Question Number	Question	Answer
18	For items 1-A, 1-B, 2-A, 2-B, 3-A, 3-B, 4-B, 5-A, 5-B, 6-A, 6-B, 7-B, 8-A, 8-B, 9-A, 11-A, 11-B, 13-A, and 13-B: Bindery - (3) Collated Sheets - What is the finishing? Corner stitching?	See construction clause in Appendix 1 for each item. Example using item 1 - Items 1-A and 1-B are combined to make a single package and give the option of glued left edge or can be saddle stitched. Currently all these packages are saddle stitched. Corner stitching is a staple in the left corner and is not an option. For your reference the construction clause in appendix 1 for item 1 is: “All pages (12 total) glued left edge or can be saddle stitched. The Class "D" Security Officer License Application (FDACS-16007) (document B) in the application packet shall be perforated along the left edge of the document to allow the applicant to remove the application from the packet for submission to the Division.”
19	For items 4-A and 7-A: Bindery - Saddlestitch?	Item 4A and 4B are combined as 1 package totaling 16 pages. The construction states in Appendix 1 “glued left edge or can be saddle stitched”
20	For item 9-B: Bindery (9) Collated Sheets - What is the finishing? Corner Stitching (unable to saddlestitch not divisible by 4)	Item 9A and B are combined as 1 package totaling 24 pages which is divisible by 4. All packages when submitted for printing will be divisible by 4.
21	For items 18 and 19: What is the size of the piece? Please also provide a PDF for positioning of holes and perfs.	Please see attached PDF documents below.
22	For items 21 and 22: What is the flat size? Is this 32 Page Plus Cover? Or 36 Page Plus Cover?	We do not know the flat size. Item 21 – 36 pages including cover Item 22 – 36 pages including cover

Question Number	Question	Answer
23	For item 23: What is the flat size? Is this 36 Pages Plus Cover? Or 40 Pages Plus Cover?	We do not know the flat size. 40 pages including cover
24	For item 24: Is this 72 Pages Plus Front and Back Cover?	76 pages including cover
25	For item 25: Is this 124 Pages Plus Front and Back Cover? What is a fold line - does that mean a hinge score?	130 pages including the cover. Yes- the term fold line for item 25 means a hinge score.
26	For items 26, 27, and 28: How does this print K/K? or K/0? Not Specified.	Either is acceptable.
27	The specifications dictate the use of "20 lb. register bond" (or 55 lb. offset) for the instruction pages, and "24 lb. OCR" for the application pages that will be run through the Department's Kodak I5200 duplex color scanners. Our manufacturing team notes that standard 50 lb. White Offset, and 60 lb. White Offset are standard industry equivalents to these requested stocks, and both are highly laser and scanner compatible. - Will the Department accept 50 lb. White Offset as an approved equivalent for the 20 lb. register bond / 55 lb. offset requirement? - Will the Department accept standard 60 lb. White Offset as an approved equivalent for the 24 lb. OCR requirement, provided it processes smoothly through your Kodak I5200 scanners?	No – the Department requests items within the current specifications with no equivalent replacements. Please see the Department's answer to Question #1

Question Number	Question	Answer
28	Variable Data Scope (Items 26, 27, and 28) For the Color Photo Page with Barcode, Toggle Page, and Check Page, can the Department clarify the exact nature of the data to be printed? Do these pages require true variable data imaging (e.g., unique applicant names, addresses, or specific demographic info mapped to the barcode for each print), or is the barcode simply static or sequential?	The barcode is static - doesn't change. Please see attachments for data printed on each form.
29	Allowance of Blank Pages for Bindery (Items 1-13) The specifications for the Application Packets state "Blank pages allowed as needed." Because the sub-components use different paper stocks (e.g., 55 lb. offset vs. 24 lb. OCR), they cannot share the same physical press sheet. To physically fold and saddle-stitch these mixed stocks together, each stock component must independently be divisible by 4. Can the Department confirm it is acceptable if the final assembled packets contain several additional blank pages specifically to accommodate the physical saddle-stitching process?	Yes, it is acceptable to insert blank pages. Those blank pages should already be included prior to sending package artwork.
30	Use of Subcontractors Does the Department require vendors to list or pre-approve subcontractors in the bid response, or are subcontractors permitted without prior disclosure provided they comply with all ITB requirements, including E-Verify?	The Department requires vendors to provide a list of subcontractors in the bid response to be approved by the Department's Contract Manager.
31	For Items 1-28, please clarify whether the base bid pricing in Table 1 should include the printing of the unique tracking number and Code 39 (3 of 9) barcode, or if this requirement is to be priced only under Table 3, Option 2 – Pricing for Printing of Unique Numbers on Two (2) Pages?	Table 1 does not include pricing for printing the unique tracking number. Table 3 - Option 2 is for printing of unique tracking numbers on 2 pages.

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32	For the packet components identified as Documents A and B, please confirm whether the 24 lb. OCR paper requirement applies only to the application form (Document B) and is unrelated to the optional barcode/tracking number requirement?	Yes, the 24 lb., requirement applies only to the application form (Document B). Yes.
33	Items 18 and 19 do not appear to specify a finished form size. Please provide the required dimensions.	Items 18 and 19 are printed on 8 ½" x 11" paper.
34	Please clarify the required packaging method for all items. Should products be bulk packed, shrink wrapped, boxed, or packaged in another manner? If applicable, please provide carton quantities and palletization requirements.	Tangible product shall be securely and properly packaged for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers- and cellophane wrapped. All containers and packaging shall become and remain in Customer's property.
35	The specifications state that deliveries will be made to a location without a loading dock and that a lift gate truck is required. Please clarify whether delivery is limited to placement inside the receiving door, or if additional services such as pallet breakdown, inside delivery beyond the doorway, or pallet removal are required.	Required delivery to the inside of the warehouse door meets obligations. No pallet breakdown or removal, etc. is required.
36	Please provide the typical order quantities and ordering frequency for each item, including any historical information regarding partial-package orders.	Please see the Department's answer to Question #1 Partial ordering varies and cannot be estimated.
37	For items requiring 24 lb. OCR paper, please provide any additional OCR specifications or identify approved paper grades that meet the Department's scanning requirements.	Please see the Department's answer to Question #1

Question Number	Question	Answer
38	For the optional barcode/tracking number requirement: What file format will be provided for the variable data (Excel, CSV, TXT, etc.)?	It can be provided in Excel, CSV, or TXT.
39	Are barcode locations predetermined within the artwork?	Yes
40	Are barcode verification or grading requirements applicable?	Yes
41	The specifications require submission of a hard-copy proof prior to production. Please clarify whether the 60-day delivery requirement begins upon issuance of the Purchase Order or upon approval of the proof?	The department typically approves the proof within one week. That week timeframe does not count against the 60-day delivery requirement, but the days between the issuance of the PO and a proof being provided to the department do count against the 60 days.
42	The solicitation indicates forms may be revised by the Department prior to printing. Please provide the approximate number of form revisions made during the past three years if possible?	Approximately 30-40 form changes have been made within the previous 3 years.



**FLORIDA DEPARTMENT OF
AGRICULTURE AND CONSUMER SERVICES
DIVISION OF LICENSING**

**WILTON SIMPSON
COMMISSIONER**

GENERAL LICENSE INFORMATION

Review the information on your license. If there are any errors, notify the Division of Licensing immediately.

Within 10 days of the changing of a permanent address you are required to notify the Division of Licensing of the change.

If your license is lost, stolen or destroyed, notify the Division of Licensing immediately, in writing, and include a fee of \$15 for a replacement license.

For further licensing information, visit our website at www.mylicensesite.com

Annual Requalification Requirement for Class "G" Statewide Firearm Licensees: In order to remain qualified to hold the Class "G" license, the licensee must complete and report to the division four hours of re-qualifying training EACH YEAR prior to the month and day which appears as the expiration date on the face of the license. For more information on this requirement, please visit www.mylicensesite.com.



DIRECT INQUIRIES TO:

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF LICENSING
POST OFFICE BOX 5767
TALLAHASSEE, FLORIDA 32314-5767**





**WILTON SIMPSON
COMMISSIONER**

This license authorizes you to carry a concealed weapon or firearm for lawful self-defense pursuant to s. 790.06, Florida Statutes. It does not authorize the use of such weapon or firearm. Lawful use is regulated by other provisions of Florida law.

A Class "WJ" license becomes invalid upon expiration of the judge's or justice's term in office or retirement (if no longer subject to recall).

For further licensing information, visit our website at www.mylicensesite.com

**FLORIDA DEPARTMENT OF
AGRICULTURE AND CONSUMER SERVICES
DIVISION OF LICENSING**

The license does not authorize any person to openly carry a handgun or carry a concealed weapon or firearm into any place of nuisance as defined in s. 823.05; any police, sheriff, or highway patrol station; any detention facility, prison, or jail; any courthouse; any courtroom, except that nothing in this section would preclude a judge from carrying a concealed weapon or determining who will carry a concealed weapon in his or her courtroom; any polling place; any meeting of the governing body of a county, public school district, municipality, or special district; any meeting of the Legislature or a committee thereof; any school, college, or professional athletic event not related to firearms; any elementary or secondary school facility or administration building; any career center; any portion of an establishment licensed to dispense alcoholic beverages for consumption on the premises, which portion of the establishment is primarily devoted to such purpose; any college or university facility unless the licensee is a registered student, employee, or faculty member of such college or university and the weapon is a stun gun or nonlethal electric weapon or device designed solely for defensive purposes and the weapon does not fire a dart or projectile; inside a passenger terminal and the sterile area of any airport, provided that no person shall be prohibited from carrying any legal firearm into the terminal, which firearm is encased for shipment for purposes of checking such firearm as baggage to be lawfully transported on any aircraft; or any place where the carrying of firearms is prohibited by federal law. A person licensed under this s. 790.06 shall not be prohibited from carrying or storing a firearm in a vehicle for lawful purposes. Section 790.06 does not modify the terms or conditions of s. 790.251(7). Any person who knowingly and willfully violates any provision of this subsection commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

DIRECT INQUIRIES TO:

**FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
DIVISION OF LICENSING
POST OFFICE BOX 6387
TALLAHASSEE, FLORIDA 32314-6387
PHONE (850) 245-5691**

This Addendum is hereby incorporated into and made a part of the above noted Invitation to Bid. All other terms, conditions, and specifications of this Invitation to Bid will remain the same. All questions regarding this Addendum should be submitted in writing to the Procurement Officer at Bids@FDACS.gov or contact the Procurement Office at (850) 617-7180.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Protests must be filed with the Department's Agency Clerk. Filings may be made physically at:

**Florida Department of Agriculture and Consumer Services
The Holland Building
600 South Calhoun Street
Tallahassee, Florida 32399**