MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (*FORMAT A)* TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID	BUYER	PAGE
010-PP04	HARRY ESCHBACH	SC 1
TITLE		
Wireless Networks, Telecommunication (Furnish and Install, Voice and Data)		

SPECIAL CONDITIONS

1. **PURPOSE:** The purpose of this bid is to establish a pool of prequalified vendors, for the purchase of estimated requirements for the items and services listed herein. The term of the bid shall be from October 1, 2014, through September 30, 2016 and may, by mutual agreement between The School Board of Miami-Dade County, FL. and the awardee(s), be extended for three (3) additional one year period(s) and, if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services, may if considering extending, request a letter of intent to extend from the awardee(s), prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon. The successful vendor(s) agrees to this condition by signing its bid.

2. **AWARD:** The School Board of Miami-Dade County, FL. shall award the contract to all responsive responsible bidders meeting specifications and requirements.

   As the need arises, the awarded vendors will be requested to submit quotations for any single job exceeding the quotation threshold as established by Miami-Dade County Public Schools' Board Policy 6320, BIDDING PROCESS -- COMPETITIVE BIDDING REQUIREMENTS, or any amendment thereof. Quotations will be evaluated and the lowest responsive and responsible bidder awarded the specific job.

3. PRE-BID CONFERENCE: A pre-bid conference will be held Friday, October 4, 2013 at 10:00 AM in lecture room #1 at Information Technology Services, 13135 SW 26 Street, Miami, FL 33175. Pre-Bid Conference attendance by the bidder or his qualified representative is recommended for bid acceptance.

4. **E-RATE PROGRAM PARTICIPATION AND INVOICING PROCEDURES:**
   A. Where M-DCPS purchases are made using available E-Rate funding, the selected Vendor/Contractor (known as the "Service Provider" throughout E-Rate program documents) would have initially been expected to:

   1. Follow all vendor requirements, and be familiar with the E-Rate funding process, as outlined in the SLD (Schools & Libraries Division) / USAC (Universal Service Administrative Corp) practices outlined under the "Service Provider" section of their website at: http://www.universalservice.org/sl.
   2. Carefully scrutinize all line item components on the original quotes provided and determine any non-eligible components within the proposal. These must be highlighted and identified so M-DCPS is cognizant of any line item to be paid at 100% of the cost, before sending the quote for analysis and subsequent funding by the SLD.
   3. Assume financial responsibility, at time of final invoicing and payment by the SLD, for any and all ineligible line items not originally identified by the Vendor/Contractor. This will be based on the SLD's latest publication of their Eligible Services List guidelines at time of quoting and available through the SLD's website at: http://www.universalservice.org/_res/documents/sl/pdf/els_archive/2008-eligible-services-list.pdf.
   4. Receive from M-DCPS a Purchase Order identifying the line items listed in the quote and prices established. This PO will be reflecting the percentage of the cost associated with M-DCPS portion of the total cost, according to E-Rate Program rules.
   5. Understand that, the Purchase Order will be the only acceptable document the vendor will receive from M-DCPS acknowledging contractual responsibility for the delivery of the listed products/services.
   6. Receive reasonable M-DCPS support on all vendor attempts to retrieve proper funding for equipment/services rendered through the E-Rate program.

SPECIAL CONDITIONS

7. Expect that M-DCPS would have timely posted all required FCC E-Rate program forms and documents, according to the instructions provided by the E-Rate program under the "Applicant" section of the USAC/SLD website at: http://www.universalservice.org/sl.
8. Recognize that M-DCPS will NOT be liable for any unpaid funding from the SLD to the Vendor.

B. The Vendor/Contractor must follow the following steps for invoicing, both for the recovery of the SLD/ USAC funding percentage, and the portion the Applicant (M-DCPS) is expected to pay under E-Rate program rules:

1. Submit the Service Provider Invoice (SPI) to M-DCPS only AFTER services and/or equipment have been delivered, installed, and are operational – as duly noted and recorded by M-DCPS Field Services personnel – BUT BEFORE any invoicing is submitted to the SLD / USAC for reimbursement.
2. The SPI will be a complete invoice of ALL services and/or equipment, reflecting all charges to M-DCPS (itemizing both eligible and ineligible components) and to USAC. This single and consolidated invoice will contain a comprehensive itemized breakdown of all charges and clearly set forth the appropriate percentage of payments due from USAC and M-DCPS respectively – and should total the agreed-upon amount for 100% payment.
3. The Vendor/Contractor will only be permitted to submit an SPI for reimbursement to USAC once M-DCPS has reviewed and has returned a signed approval of said SPI to Vendor/Contractor. All SPIs will be reviewed within 14 calendar days of receipt by the M-DCPS Director of the E-Rate Program.
4. If, in the course of M-DCPS' review of any SPI, M-DCPS finds any variances between those items delivered and those for which a bill is being submitted, the M-DCPS E-Rate staff will notify the Vendor/Contractor, through CFS (Contract Financial Services), that they have not approved the SPI and will indicate which items need to be modified. Once any variances are corrected, the Vendor/Contractor must resubmit the SPI to the M-DCPS Director of the E-Rate Program, through CFS (Contract Financial Services), for his/her approval. M-DCPS will again have 14 calendar days to review the re-submitted SPI.
5. Vendor/Contractor agrees that, at any time, M-DCPS is free to verify with the SLD/USAC that only those M-DCPS approved SPIs have been submitted to the E-Rate Program for reimbursement. Any indication that non-approved SPIs have been submitted to SLD/USAC will be considered a material breach of the terms of the contract. Additionally, M-DCPS will, upon becoming aware of any non-approved SPI submissions, notify USAC so that they may take any additional steps available to them to prevent Waste, Fraud, and Abuse of Program funds.
6. Damages assessed to the Vendor/Contractor for submission of a non-approved SPI may include and are not limited to suspension of the Contract, termination of the Contract, damages in the amount of the overpayments made to the Vendor/Contractor by M-DCPS or USAC, payment of related funding COMAD (Commitment Adjustments) forced upon M-DCPS by the SLD/USAC, or suspension or disbarment from participation in the E-Rate Program.

C. In no way shall this Contract modify or limit the rights of SLD/USAC against the Vendor/Contractor, also known to them as the Service Provider.

5. **INSURANCE REQUIREMENTS:** Successful vendor(s) are required to have insurance coverage, as specified in the indemnity and insurance form(s), attached hereto and made a part of this bid. The successful vendor(s) must submit completed certificate of insurance form(s), before being recommended

for award. Failure to submit this form(s), as noted, will result in the vendor(s) not being recommended for the bid award.

6. **CONE OF SILENCE BID ADDENDUMS OR QUESTIONS AND ANSWERS:** A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification, or information regarding this bid must be requested, in writing, by FAX or E-mail to:

A COPY OF THIS WRITTEN REQUEST MUST BE SENT SIMULTANEOUSLY TO:

HARRY ESCHBACH, BUYER
Procurement Management Services
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 352
Miami, Florida 33132
Fax #305-523-3361
E-Mail: eschbachh@dadeschools.net

Ileana Martinez, School Board Clerk
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 268B
Miami, Florida 33132
Fax #305-995-1448
E-Mail: martinez@dadeschools.net

It is the bidder's responsibility to monitor continuously, the M-DCPS Procurement website, for any addendums or response to questions that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums, questions and answers and award information, is as follows: http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence.

DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID IS THREE (3) CALENDAR DAYS PRIOR TO BID OPENING DATE TO ALLOW MDCPS SUFFICIENT TIME TO ADDRESS ALL RECEIVED INQUIRIES

7. **UL/CSA/ETL APPROVAL:** All electrical equipment shall bear the approval symbol or name of Underwriters' Laboratories, Inc., The Canadian Standards Association or ETL Testing Laboratories.

8. **DELIVERY/SHIPPING:** All deliveries must be made within thirty (30) days after receipt of order. Prices quoted shall be F.O.B. destination Information Technology Services (ITS), or as indicated on the purchase order. All items not furnished on the purchase order within the time specified may be cancelled, and/or the vendor may be defaulted and lose eligibility to transact new business as stipulated in the Instructions to Bidders. Delivery will be an important factor in evaluating vendor performance for the award of future orders. Please note that ISS warehouse receiving hours are Monday through Friday from 7:00 a.m. to 2:30 p.m. M-DCPS purchase order number must appear on all boxes, invoice and packing slips. Each shipping container/pallet must include its own itemized packing slip. Failure to include any of the above information may result in the shipment being rejected at vendor's expense.

9. **WARRANTY:** The warranty for equipment, installation and service is defined in 2.6 Warranty, of the attached Specifications.

10. **SITE INSPECTION:** Prospective bidders are encouraged to make site inspections of some typical M-DCPS schools to familiarize themselves with the unique environment where the work is to take place and to

SPECIAL CONDITIONS

establish work procedures to minimize disruption at schools and other locations. Bidders must contact, ISS Annex, at (305) 995-3588, David LaBrie, to schedule site inspections. Scheduling of visits to the various locations will be coordinated to insure access and to review specifications regarding normal workload, average job size, problems, safety considerations, or other conditions that are unique to the Miami-Dade County Public School System. Failure to consider these conditions shall not entitle the awarded vendor to additional compensation after the bid has been awarded.

11. **VENDOR INFORMATION SHEET**: All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under the bid, M-DCPS requires that the vendor(s) have a current vendor application on file. The information on both documents must be consistent. Failure to comply with this condition may cause the Bidder(s) not be awarded any new business. Vendor applications can be downloaded at http://procurement.dadeschools.net.

12. **OCCUPATIONAL LICENSE**: Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.

13. **MANUFACTURER CERTIFIED:** Vendor's technicians must have documented proof of certifications on the equipment they are bidding, where applicable. They must have successfully completed a technical course, conducted by the manufacturer or be approved by the manufacturer.

14. **NON-EXCLUSIVITY:** MDCPS reserves the right to procure the items herein described through the use of contracts awarded by GSA, the State of Florida, any other county or municipality, or other authorized contract, whichever is considered to be in the best interest of the Board.

15. **NEW EQUIPMENT**: This bid shall be for new equipment only. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, used; shopworn, demonstrator or prototype equipment is not acceptable and will be rejected.

16. **CODES AND PERMITS**: All work performed and materials used shall comply with all applicable federal, state and local codes, laws, ordinances and regulations. The successful vendor(s) shall be responsible for all necessary licenses and permits, as may be required.

17. **BID SUBMISSIONS**: Vendor is requested to provide one (1) original and seven (7) copies of bid proposal. Additionally, vendor is to provide a copy of the excel file on CD with Bid Package. File to be completed may be downloaded at http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence. Bids will be accepted until the time and date indicated on the Bidders Qualification Form. Bids and or files will not be accepted by E-Mail. Bidders are required to submit, with their bid package, all information requested in the attached specifications. Failure to provide documentation with the bid may result in the bid not being considered for award. Requested information includes, but is not limited to:

SPECIAL CONDITIONS

- Signed Bidders Qualification Form
- Bid Proposal Form Price Sheets
- Vendor Information Sheet
- Submit E-Rate Service Provider Identification Number (SPIN)
- Manufacturers Certification, if applicable, that bidder is an authorized dealer of product submitted. Also Certified Installer per Specification 1.5
- List of three references as per Specification 1.3
- Proof of a minimum of seven (7) years experience in installing wireless networks as per Specifications 1.3 as well as Specification 2.15 (1,2 & 4)
- Proof of Specialty Electrical Contractors License
- Proof of work history, with dates, clients, and contact information.
- Escalation Chart for problem resolution as per Specification 2.3.2
- Occupational License as defined in Special Condition 12
- List of employees classified as Installer, Technician, Engineer, and Electrician.
- In order to facilitate the evaluation, please submit the supporting documentation on CD or Jump Drive, in addition to the hard copy of the Bid Proposal Form.

18. **ERASURES OR CORRECTIONS:** Bidders are required to use permanent ink when completing the Bid Proposal Form.

    1. Use of pencil is prohibited.
    2. Do not erase or use correction fluid to correct an error.
    3. All changes must be crossed out and initialed in permanent ink.

    Those bids for individual items that do not comply with items 1, 2 and 3 above will be considered non-responsive for that item(s).