



The School Board of Miami-Dade County, Florida
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
 1450 N.E. 2nd Avenue, Room 352
 Miami, Fl. 33132

Direct All Inquiries To
 Procurement Management Services

 C. Hilton, Buyer
 PHONE: (305) 995-1373
 TDD PHONE: (305) 995-2400

Date: 11/052004

Addendum No. 1

BID/RFP ADDENDUM

BID/RFP No.: 014-EE05

BID/RFP TITLE: Office Supplies, Catalog Discount

This addendum modifies the conditions of the above-referenced BID/RFP, as follows:

1. Bid Opening Date: Postponed to **Monday, November 15, 2004 at 2:00 p.m.**
2. See attached list of answers to questions, which have been received.
3. Revised Bidder Qualification Form showing changed Bid Opening Date
4. Revised Special Condition #7, page 2 and Special Condition #22, page 6

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid.

1. If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the revised Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number 1.

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____

OF AUTHORIZED REPRESENTATIVE
 NAME (Typed): _____ TITLE: _____

OF AUTHORIZED REPRESENTATIVE



BIDDER QUALIFICATION FORM

BID NO. _____

BID TITLE _____

Direct all inquiries to Procurement Management Services:

BUYER NAME: _____

E-MAIL ADDRESS: _____

PHONE: (305) _____

FAX NUMBER _____

TDD PHONE (305) 995-2400

Bids will be accepted until 2:00 PM on _____ in room 351, School Board Administration building, 1450 NE 2nd Avenue, Miami, FL., 33132, at which time they will be publicly opened. Bids may not be withdrawn for _____ days after opening. (Refer to Instructions to Bidders, para. IV.B.)

THE SUBMISSION OF THE BID BY THE VENDOR, ACCEPTANCE AND AWARD OF THE BID BY THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, AND SUBSEQUENT PURCHASE ORDERS ISSUED AGAINST SAID AWARD SHALL CONSTITUTE A BINDING, ENFORCEABLE CONTRACT. UNLESS OTHERWISE STIPULATED IN THE BID DOCUMENTS, NO OTHER CONTRACT DOCUMENTS SHALL BE ISSUED.

I. A. BIDDER CERTIFICATION AND IDENTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.

B. Vendor certifies that it satisfies all necessary legal requirements as an entity to do business with the School Board of Miami-Dade County, Florida.

II. INDEMNIFICATION

The Bidder shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons, including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnity, excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

III. PERFORMANCE SECURITY, is required on this bid. YES NO

Refer to **INSTRUCTIONS TO BIDDERS**, para. VII., and VI.

IF PERFORMANCE SECURITY IS REQUIRED, PLEASE INDICATE THE TYPE TO BE FURNISHED:

Performance Bond Check (Cashier's, Certified, or equal)

An original, manual signature is required on the Bidder Qualification Form.
(Bidder is requested to use blue ink)
(Do not use pencil)

Legal Name of Vendor _____

Mailing Address _____

City _____ **State** _____ **Zip Code** _____

Telephone No. _____ **E-mail address** _____

By: Signature (Original)

Of Authorized Representative _____ **Date** _____

Name (Typed or Printed)

Of Authorized Representative _____ **Date** _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 014-EE05	BUYER C. Hilton	PAGE Revised Special Conditions: SC 2
TITLE OFFICE SUPPLIES, CATALOG DISCOUNT		

Special Conditions (Continued)

5 – CREDIT CARDS

Individual schools or departments may place some orders and utilize, as the form of payment, a District-issued credit card or petty cash, to the extent authorized by the School Board. These orders will be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e., within 48-72 hours), thereby eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all vendors must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery. District work locations may request that a vendor maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual card number upon every purchase.

6 – REBATES and SPECIAL PROMOTIONS

It shall be the responsibility of the successful vendor(s) to notify the District about and to pass on all rebates and special promotions offered by the manufacturer(s). Vendors may offer additional special promotions and price discounts during the term of the contract to M-DCPS, provided that the new price(s) charged for the item(s) is/are lower than what would otherwise be available through the contract. It is understood that these special promotions may be of limited duration by the vendor(s). At the end of such promotion, the standard contract price shall prevail.

7 – ACCEPTABLE PRODUCTS and EXEMPTIONS FROM THIS BID (Addendum 1: 11-05-2004)

Products purchased under this bid shall be newly manufactured for domestic sales in the United States. Remanufactured, rebuilt, reconditioned, newly remanufactured, used, shopworn, demonstrator, previously marketed or prototype items are unacceptable, although it is understood by M-DCPS that manufacturer(s) may modify product line(s) during the term of this contract. In the event that a manufacturer makes substantive change or discontinues an ordered item, the awarded vendor is requested to notify M-DCPS Procurement Management Services of the product status, in writing before delivery and within five (5) days after receiving manufacturer notice. Such written notification should describe the product modification and specifications, and request the District's authorization to deliver the modified item in lieu of that originally ordered. M-DCPS reserves the right to reject a suggested substitution and require vendor(s) to re-submit another item supplied by the same manufacturer for substitution. If vendor(s) substitute without the requisite written authorization, the vendor(s) may be in default and lose eligibility to conduct business with the School Board, pursuant to the Instructions To Bidders.

EXEMPT ITEMS: Purchases shall not include items available at lower prices on other M-DCPS bids, State of Florida contracts, and/or other federal, state, local and political subdivision governmental contracts. M-DCPS reserves the right to bid or quote separately any items(s) if deemed to be in the best interest of the School Board. Additionally, schools, departments and centers shall purchase directly from the District's Stores and Mail Distribution Warehouse, any items stocked by that facility, rather than from vendors awarded this contract.

The following items are excluded from this contract and shall not be purchased using it:

- Calculators
- Copiers
- Vacuum Cleaners
- Cleaning Supplies
- Food and Beverages
- Computers, Printers and Other Peripheral Accessories
- Audio-Visual Equipment
- Ink or Toner Cartridges
- Paper: White, Xerographic, Letter or Legal-Size
- Office Furnishings and Wall-Mounted Marker, Chalk, Tack or Interactive Boards

BID 014-EE05	BUYER C. Hilton	PAGE Revised Special Conditions SC 6
TITLE OFFICE SUPPLIES, CATALOG DISCOUNT		

Special Conditions (Continued)

22 – AUTHORIZED DEALER or MANUFACTURER’S CERTIFICATION (Addendum 1: 11-05-2004)

Awarded vendor(s), other than manufacturer(s), may be requested by Procurement Management Services to provide certification as a manufacturer’s authorized dealer/distributor to sell, service and warranty offered item(s). Such certification shall originate from the manufacturer on manufacturer’s letterhead or other proprietary form and include the manufacturer’s name, address, telephone number, and location of distributor’s warehouse. Failure to provide this acknowledgement in writing, within five (5) days after the District’s request, may be cause to consider the vendor’s future quotations under this bid as non-responsive.

G. Samples

23 – PRODUCT DESCRIPTION, SPECIFICATIONS and SAMPLES

Samples, if required for bid evaluation, will be requested by the Buyer in writing after bid opening or a Request for Quote, to be delivered within (5) five days to M-DCPS Materials Testing and Evaluation, 7001 S.W. 4th Street, Miami, Florida 33144. Undelivered or late samples may be considered non-responsive, and may not be recommended for award. Where applicable, Bid Item Descriptions include the required sample size for comparison with current specifications, packaging, Product Specification Sheets and/or any Materials Safety Data Sheet (MSDS), as pertinent. Vendors and manufacturers shall identify each sample forwarded to M-DCPS Materials Management Testing Lab:

LABEL FOR EACH SAMPLE SUBMITTED	
Office Supplies, Catalog Discount	
M-DCPS BID NUMBER: <u>014-EE05</u>	BID ITEM NUMBER: _____
VENDOR/BIDDER’S NAME & M-DCPS #: _____	_____
VENDOR/BIDDER’S PRODUCT NUMBER: _____	_____
MANUFACTURER’S NAME: _____	_____
MANUFACTURER’S BRAND NAME: _____	_____
MANUFACTURER’S PRODUCT NUMBER: _____	_____

24 – LABELING

All systems and equipment must display the following details, at minimum:

- Serial # of unit
- Date of Manufacture
- FCC Compliance – Class B Certification Code
- UL-Listed Identification

H. Vendor Information

25 – VENDOR INFORMATION SHEET

All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under this bid, M-DCPS

Miami-Dade County Public Schools

Bid #014-EE05 OFFICE SUPPLIES, CATALOG DISCOUNT

Q&A's

(Received by 11-05-2004)

Question 1:

My question is in reference to Special Condition #22: AUTHORIZED DEALER or MANUFACTURER'S CERTIFICATION

My understanding from reading this condition is that you are requiring a letter from all manufacturers included in the wholesaler catalog. There are over 287 manufacturers listed in the SP Richards catalog alone, and at least another 50 different manufacturers in the United catalog. Firstly, with less than one week (7 days) to accomplish this task and secondly the fact that many of these manufacturers only have a relationship with the wholesaler; will a letter from the catalog producer (i.e. SP Richards and/or United Stationers meet the requirements of this condition?

Answer 1:

Special Condition #22 has been revised, and the Bid Opening Date is postponed to Monday, November 15, 2004, to allow participating bidders to view the addendum. Please see Addendum 1 attached to this bid on the Miami-Dade County Public Schools website: <http://www.dadeschools.net>. Bidders are not required to submit with their bid proposal a manufacturer's certification as an authorized dealer. Should Procurement Management Services request such confirmation after award of the contract, a vendor has a period of five (5) days to respond in writing.

Question 2:

Written request for bid tabulations and pricing for past bids.

Answer 2:

The expiring Bid #148-AA11 was awarded to nine (9) of fourteen (14) bidders providing verifiable discounts ranging between 50.00% and 55.10% off published prices. The awardees and their respective bids were: Apricot Office Supplies & Furniture, Inc. (51.00%); Best Wholesale Office Products (55.10%); Boise Cascade Office Products (55.00%); Corporate Express (55.00%); Galloway Office Supplies & Equipment (50.00%); Office Depot (55.00%); Office Express, Inc. (51.00%); Skagseth-Bryant dba Skags Office Products (51.00%); Smith Office & Computer Supply (55.00%).

Question 3:

- (1) The post card was delivered to our OLD location. I tried to change our address on your website, but I do not see a place where vendors are listed. How do we change our address? Could I submit the address change with the bid paperwork I deliver to you on November 9th?
- (2) Special Conditions (CATALOG LABEL), there is a line referring to Vendor or Bidder Name & M-DCPS #. What do I write as the M-DCPS # beside our company name?

Answer 3:

- (1) Please fill out the information requested at the bottom of the Bidder Qualification Form, as well as the Bid Proposal Form (Format B) and the cover sheet to Addendum 1, stating most current information available. To make future changes or additions to vendor data or to the commodity lists, please download from our website a new vendor application form and send it or a letter detailing the changes, on company letterhead, to my attention.
- (2) Your M-DCPS # is your vendor number issued by Miami-Dade County Public Schools upon your formal written application to do business with the School Board. If you are already registered with us, and you were notified of this bid opportunity in writing, your number may appear above your company name and address on the mailing label. Vendors not yet registered will not have an M-DCPS number issued to them. The Sample and Catalog Labels referenced in the Special Conditions are for your future use and do not need to be completed as part of your bid proposal.

Question 4:

Written inquiry about No Bid procedures, if sent Bid Notice for items not handled by vendor.

Answer 4:

Please fill out the No Bid response card for our records, and return it by the due date.