

MIAMI-DADE COUNTY PUBLIC SCHOOLS
BID PROPOSAL FORM (FORMAT A)
FLORIDA

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY

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TITLE On-Site Service For Telephone Equipment		

SPECIAL CONDITIONS

- PURPOSE:** The purpose of this bid is to establish a contract, at firm unit prices, to furnish materials, installation and service for telephone equipment for Miami-Dade County Public Schools (M-DCPS). 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, Florida and the awardee, upon final School Board approval, be extended for three (3) additional one (1) year period(s) and, if needed, 90 days beyond the expiration date of the current contract period. The Board, through Procurement Management, may, if considering extending, may request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon. The successful vendor(s) agrees to this condition by signing its bid.
- AWARD:** In the best interest of M-DCPS, the award of this contract will be based on the evaluation criteria defined in 2.0 of the attached specifications. This contract may be awarded to up to ten (10) lowest responsive, responsible bidders meeting specifications. Vendor must bid all items. Each vendor will be utilized as determined by M-DCPS. Vendors' bid whose pricing is deemed excessive by M-DCPS shall not be considered for award.

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 Rule 6Gx13-3C-1.111, BIDDING PROCESS -- COMPETITIVE BIDDING REQUIREMENTS, paragraph II, (B), or any amendment thereof. Quotations will be evaluated and the lowest responsive and responsible bidder awarded the specific job. Vendor may provide lower Hourly Labor Rates but may not increase rate provided on bid submission and may provide higher discounts off list, but not lower, than those provided on the bid submission. Single jobs under the quotation threshold, will be awarded to the low vendor of award for this contract. If the vendor is unable to complete, due to current volume of assigned work, the District reserves the right to rotate among the other vendors of award. Each vendor will be utilized as determined by M-DCPS.

- PRICES:** Prices shall be firm and fixed for 180 days after commencement of the contract. At the end of the initial 180 days in the contract period and every period thereafter, as the need arises as determined by M-DCPS, prices may be adjusted to establish current prices. The prices (Catalog Price Lists, Vendor Price lists, Hourly labor rates, etc.) may be increased or decreased (increases cannot exceed the percentage increase stated in the price refresh). Primary vendor status will be re-evaluated and vendors will be re-ranked according to the results of the price refresh.

If there is no price adjustment, written notification to Procurement Management shall not be necessary. If written notice is not received at the time the letter requesting intent to extend from the awardee is submitted, current prices shall remain in effect for that contract period. All price adjustments shall be subject to audit as to validity and accuracy at any time by school system personnel.

Catalog updates for Balance of Line will be accepted at the time of contract extension. Discounts off list, as submitted with this bid, may increase but not decrease, at time of contract extension.

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:

- 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>.
- Carefully scrutinize all line item components on the original quotes provided and determine any non-eligible components

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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.
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 Infrastructure Systems Support 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

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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. **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.
6. **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 Annex (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.
7. **WARRANTY:** The warranty for equipment, after delivery and acceptance by the school or department, shall be for one (1) year, or manufacturer's warranty, whichever is greater. The successful vendor(s) will be responsible to repair or replace each unit during the warranty period, at no cost to the Board. If off-site repair is required, the District requires a replacement during the time of the repair at no cost to M-DCPS. Vendor must be able to provide maintenance on equipment during and after initial warranty period, and have sufficient parts on hand to effect immediate repair. M-DCPS personnel will assist the vendor in compiling the list of parts that are required to be maintained in inventory.
8. **PRE-BID CONFERENCE:** A pre-bid conference will be held **Friday, November 15, 2013 at 2:30 P.M.** 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 highly recommended for bid acceptance.
9. **ESTIMATED QUANTITIES:** It is anticipated that the School Board of Miami-Dade County, Florida may require approximately 400 service calls utilizing this bid. This estimate is given only as a guideline for preparing the bid and should not be construed as representing any actual amount to be purchased under this contract.
10. **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.
11. **EQUIPMENT:** This bid shall be for new equipment. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, demonstrator or prototype equipment will only be acceptable at the discretion of M-DCPS.
12. **SUBSTITUTIONS/DISCONTINUED ITEMS:** Awarded vendors may need to make substitution offerings to M-DCPS during the term of this contract. Awarded vendor(s) is/are required to notify Procurement Management Services and Contract Financial Services at least thirty (30) days prior to the effective discontinuation date, or within five (5) days after the awarded vendor(s) is/are notified by manufacturer of the discontinued item(s). The written notification must also state the substitution item that is

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being offered by the manufacturer. Each specification of the substituted item must meet or exceed those specifications in the bid for the awarded item(s). Awardee(s) is/are to submit complete descriptive literature. Failure to provide this information and notification within the timeframe stated above may result in awardee to be in non-compliance of contract and may result in default of contract. Items offered as substitutes must be at the same or lower price as originally awarded. M-DCPS reserves the right during this thirty (30) day advance notice period, to continue to order the item scheduled for discontinuation with the requirement that all such orders are filled as originally placed, at the same or lower price, prior to the substitution being offered to purchase the newer, submitted item. M-DCPS reserves the right to reject a substitution and require vendor(s) to re-submit another item supplied by the same manufacturer for substitution. If any awarded vendor(s) substitutes a product, without the requisite written authorization from the Buyer, the vendor(s) may be in default and lose eligibility to conduct business with the School Board, pursuant to Instructions To Bidders, Section VI. E., Default. Please refer to Specifications 1.4.1.3.

13. **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.
14. **MANUFACTURER'S CERTIFICATION:** In the event a bid is submitted by a bidder other than the equipment manufacturer, a written certification executed by the manufacturer **shall be required stating the bidder is an authorized representative** of the manufacturer.
15. **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.
16. **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>.
17. **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.
18. **EQUIPMENT INSPECTION:** Bidders desiring to inspect some typical M-DCPS equipment installations must contact Infrastructure Support Services (ISS), Supervisor II Telecommunications: Telephone (305) 995-3332. Scheduling of visits to the various locations will be coordinated to insure access and to minimize disruption at schools and other locations.
19. **ATTACHMENT LIST:**
 - A. Typical AVAYA (Formerly LUCENT) Equipment List and NORTEL Equipment in Elementary, Middle, Senior High Schools and Administrative Offices. List is meant to be representative but is not all-inclusive.
 - B. Listing of M-DCPS Location Names, Numbers, and Addresses.

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20. **CREDIT CARDS:** Some orders may be placed utilizing a district issued credit card or petty cash as the form of payment. 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) and 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. ITS Telecommunications department must be made aware of all Credit Card purchases prior to execution. Telecommunications technical staff will confirm that items being purchased are compatible with the type of system in place at the location and that the system has the required capacity to activate the items being purchased.
21. **CHARTER SCHOOLS:** Items awarded under this contract shall be made available to Charter Schools authorized by the School Board.
22. **CONE OF SILENCE:** 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

DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID IS 3 DAYS PRIOR THE BID OPENING DAY TO ALLOW M-DCPS SUFFICIENT TIME TO ADDRESS ALL INQUIRIES

23. **BID ADDENDUMS OR QUESTIONS AND ANSWERS:** All bidders should monitor continuously, the M-DCPS Procurement website, for any addendums or questions and answers 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.
24. **BID SUBMITTALS:** Bidders must submit one (1) original signed hard copy along with an electronic copy (CD or Jump Drive) and should submit seven (7) hard copies along with seven (7) electronic copies of their bid. Bidders are required to submit, with their bid package, all supporting documentation requested in the attached specifications. Failure to provide documentation with the bid may result in the bid not to be considered for award. They include but are not limited to:

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- Signed Bidders Qualification Form
- Bid Proposal Form
- Vendor Information Sheet
- Manufacturers Certification, that bidder is an authorized dealer of product submitted and bidders relationship to Avaya
- List of local or toll free telephone numbers for normal business hours and after normal business hours contact and facility location for repairs
- Provide documentation of experience by submitting a list of four largest customers with appropriate installed base as per Specification 4.1, BIDDER'S QUALIFICATIONS, including contact names and phone numbers **OR** documentation of at least seven (7) years of experience with MDCPS
- Copy of Catalog for OEM Balance of Line offering and materials to be used for adds, moves, and changes via hard copy and an electronic copy on CD or Jump Drive
- Provide listing of current inventory
- Occupational License
- List of technician(s) and other key personnel to be assigned to the District account with appropriate background and certification information and contact phone numbers.
- Submit E-Rate Service Provider Identification Number (SPIN)
- Proof of a minimum of seven (7) years experience in installing telecommunications wiring systems
- Proof of Specialty Electrical Contractors License
- Escalation Chart for Problem resolution
- A Price catalog for additional equipment via hard copy and an electronic copy on CD or Jump Drive
- Copy of disaster recovery plan as stipulated in Specifications 5.21

25. 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).