



Direct all inquiries to Procurement Management Services.

BUYER NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: (305) \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

TDD PHONE: (305) 995-2400

**BIDDER QUALIFICATION FORM**

**BID NO.** \_\_\_\_\_

**BID TITLE** \_\_\_\_\_

Bids will be accepted until 2:00 PM on \_\_\_\_\_ in room 650, 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 Bids may not be withdrawn for \_\_\_\_\_ days after opening.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. BIDDER CERTIFICATION AND IDENTIFICATION**

- A. 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.
- C. I certify agreement with the School Board of Miami-Dade County Business Code of Ethics, and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures. (School Board Policy 6460)
- D. I certify that I, nor my company or its principals, or any wholly owned subsidiary are currently debarred or in default of any bid, purchase order or contract with the School board or any other private or governmental entity.

**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, its members, officers and employees.

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

Refer to **INSTRUCTIONS TO BIDDERS**, para. VII./IF PERFORMANCE SECURITY IS REQUIRED, PLEASE INDICATE THE TYPE TO BE FURNISHED: Performance Bond  Check (Cashier's, Certified, or equal)

**IV. FLORIDA CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE**, please indicate: YES  NO

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.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**By: Signature (Original)**

Of Authorized Representative \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (Typed or Printed)**

Of Authorized Representative \_\_\_\_\_ **Date** \_\_\_\_\_

**DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES**

Pursuant to School Board Policy 6460 Business Code of Ethics, which may be accessed at <http://www2.dadeschools.net/schoolboard/rules> all bidders, proposers, consultants, and contractors are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or contractor, and who **within the last two (2) years**, have been or are employees of the School Board. Such disclosures will be in accordance with current School Board policies, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two (2) years of his or her employment with the School Board, and the dates the employee held those positions.

NAME	LIST OF POSITIONS	DATES EMPLOYEE HELD POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DISCLOSURE OF CONFLICT OF INTEREST (AFFILIATION WITH DISTRICT COMMITTEES, TASK FORCE, ASSOCIATIONS)**

Firms under Contract or proposing to enter into a Contract with Agency must be in conformance with the M-DCPS Conflict of Interest policies available at [www.dadeschools.net](http://www.dadeschools.net). Any vendor who submits a response to a solicitation must disclose the names of any of its company directors or officers who serve on any District Committees, Task Force or Associations.

Does the Firm or any Employee, Agent or Associate of the Firm (Director's, Officers, etc.) serve or have served within the past two (2) years on a Miami-Dade County Public Schools District Committee, Task Force, Association?

No  Yes  If answer is yes, complete the following:

Name of Director(s) or Officer(s)		
Employee Name	Current Title with Firm	Name of M-DCPS Committee, Task Force, Association Served

**NOTE: THIS FORM SHALL BE RETURNED WITH THE BID/PROPOSAL SUBMITTAL.**

# INSTRUCTIONS TO BIDDERS

## CONE OF SILENCE

The School Board of Miami-Dade County Public schools enacts a Cone of Silence from issuance of a solicitation and shall terminate at the time the item is presented by the Superintendent to the appropriate Board committee immediately prior to the Board meeting at which the Board will award or approve a contract, reject all bids or responses, or take any other action that ends the solicitation and review process. All provisions of School Board Policy 6325 apply.

## I. PREPARATION OF BIDS

**A. BIDDER QUALIFICATION FORM** qualifies the bidder and the bid and must be completed and submitted as page 1 and 2 of the bid.

**1. PERFORMANCE SECURITY** shall not be submitted with the bid. The form of performance security the bidder will submit, when required to do so, must be furnished and shall be made to The School Board of Miami-Dade County, Florida.

**2. BIDDER CERTIFICATION AND IDENTIFICATION.** Bid must contain an original manual signature from an authorized representative. An unsigned bid will be considered non-responsive.

**B. INSTRUCTIONS TO BIDDERS.** Defines conditions of the bid.

**1. ORDER OF PRECEDENCE.** Any inconsistency in this bid shall be resolved by giving precedence in the following order:

- A. Specifications
- B. Special Conditions
- C. Instructions To Bidders

**C. BID PROPOSAL FORM.** Defines requirement of items to be purchased, and must be completed and submitted as page 2 and subsequent pages, if any, of the bid. The bidder should indicate his/her name in the appropriate space on each page.

**1. ITEM SPECIFICATIONS.** Describes technical, performance, and packaging requirements for every bid line item. Specifying a certain brand, make or manufacturer is to denote the quality, type, and standard of the article desired. Articles offered must be new merchandise only, of equal or superior grade. On blank lines provided, the bidder is requested to insert the brand name, manufacturer's number and other information necessary to sufficiently identify article offered. Failure to do so may prevent consideration of the item. Also, refer to paragraph X. Packaging.

**2. PRICES** are requested in units of quantity specified in the bid specifications. In case of a discrepancy in computing the total amount of bid, UNIT PRICE quoted will govern. All prices bid shall include delivery F.O.B. destination, freight prepaid (bidder pays and freight charges. Bidder own goods in transit and files any claims) and shall include all cartage, drayage, packing, etc., delivered to and unloaded at the receiving station at the site designated in BID PROPOSAL FORMS and there received by the designated agent of the Board.

**3. TAXES.** The Board does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of Board-owned real property as defined in Chapter 192 of the Florida Statutes.

## II. SUBMITTING OF BIDS

**A.** Bids must be submitted on forms furnished by the Board and in sealed packages or envelopes. Bid submissions must be clearly marked with bid number, bid title and bid opening date.

**B. ERASURES OR CORRECTIONS.** When filling out the bid proposal form, bidders are required to complete bid proposal in ink.

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 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).

**C. PLACE, DATE AND HOUR.** U.S. Mail, Courier/Express Service, or deposited in the BID BOX located in Room 650, 8:00 A.M. to 4:30 P.M., Monday through Friday, SCHOOL BOARD ADMINISTRATION BUILDING, 1450 N.E. Second Avenue, Miami, Florida 33132. Bids received after the date and hour specified in the BIDDER QUALIFICATION FORM will not be considered.

**D. PUBLIC ENTITY CRIMES.** Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**E. SUBMITTING A "NO BID."** If not submitting a bid at this time, return the form entitled "NOTICE TO PROSPECTIVE BIDDERS." Failure to respond, either by submitting a bid or the "NOTICE TO PROSPECTIVE BIDDERS" form for three consecutive times, may result in the company being removed from the School Board's bid list.

**F. AVAILABILITY OF BID INFORMATION.** Immediately following the public opening, bids will be read, upon request, and then compiled in a tabular form, a copy of which will be available for examination in Procurement Management Services.

**G. TYPE OF BUSINESS ORGANIZATION AND AUTHORITY OF SIGNATORY.** Indicate type of business organization: For example, Partnership, Limited Partnership, Limited Liability Company, Corporation, etc. If a bid is submitted by a corporation, provide documentation that the corporation is active and authorized to do business in the State of Florida, and that its corporate status shall remain active and unchanged at the time of award of bid. As to other types of business organizations, please provide any and all documentation relating thereto, including without limitation, verification that the party signing this Bid is fully authorized and empowered to do so on behalf of Bidder. In addition, set forth name(s) and title of any and all parties who are authorized to contract on behalf of Bidder.

## III. CANCELLATION OF BIDS OR REQUEST FOR PROPOSALS

An invitation for bids may be canceled, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the Board. The reasons shall be made a part of the master bid file.

**A.** Prior to opening, a solicitation may be canceled in whole or in part, prior to the date and hour specified in the Bidder Qualification Form for receipt of bids, when the Assistant Superintendent, Procurement Management Services, determines in writing, that such action is in the best interest of the Board for reasons including, but not limited to:

1. The Board no longer requires the supplies, services, or construction;
2. The Board no longer can reasonably expect to fund the procurement;
3. A review of a valid protest filed by a bidder as may be determined by the administrative staff; or
4. Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.

**B.** When a solicitation is canceled prior to opening, notice of cancellation shall be posted on the District's website, and sent to all businesses solicited, via facsimile or mail. Any bids or proposals received for the canceled solicitation shall be returned to the vendor unopened.

The notice of cancellation shall:

1. Identify the solicitation;
2. Briefly explain the reason for cancellation; and
3. Where appropriate, explain that an opportunity will be given to compete on any future re-solicitation for procurements of similar supplies, services, or construction.

#### **IV. CHANGE OR WITHDRAWAL OF BIDS**

**A. PRIOR TO BID OPENING.** Should the bidder desire to change or withdraw his/her bid, he/she shall do so in writing. This communication is to be received by the District Director, of Procurement Management, Room 650, School Board Administration Building, prior to date and hour of bid opening. The bidders name, the bid number, the bid title and the date the bid is due must appear on the envelope.

**B. AFTER BID OPENING.** After bids are opened, they may not be changed, nor withdrawn, for 90 days after the determined opening date, unless otherwise specified on the "BIDDER QUALIFICATION FORM."

**C. FAILURE TO ACCEPT BID AWARD.** Bidders who, prior to the Bid Award by The School Board of Miami-Dade County, Florida, indicate that they are unable to accept the bid award shall either:

1. Pay to the Board, as liquidated damages, an amount equal to 5% of the unit price bid, times the quantity, or \$10, whichever amount is larger, or
2. Lose eligibility to transact new business with the Board for a period of 14 months from the date the Board acts on the withdrawn bid.

#### **V. PROTESTS TO CONTRACT SOLICITATION OR AWARD**

**A.** The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the district's website [www.dadeschools.net](http://www.dadeschools.net).

**B.** Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 calendar days after the date the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods established herein.

**C.** The protesting party shall be required to post a bond consistent with F.A.C. Rule 28-110.005(2), and Board Policy 6320. 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.

**D.** Formal, written protests will be reviewed by Procurement Management Services, who will offer the protesting bidder the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the bidder may seek an administrative hearing pursuant §120.57 Fla. Stat. Petitions for hearing pursuant

to §120.57 Fla. Stat., must be filed in accordance with School Board Policies 6320 and 0133.

**E.** The "Notice of and/or formal written Protest" shall be filed with:

The Office of the School Board Clerk  
Miami-Dade County Public Schools  
1450 Northeast Second Avenue, Room 268B  
Miami, Florida 33132  
Fax: (305) 995-1448  
E-Mail: [Martinez@dadeschools.net](mailto:Martinez@dadeschools.net)

#### **VI. AWARDS**

**A. RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any or all bids, to waive irregularities or technicalities, and to request rebids. The Board reserves the right to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the Board.

The Board reserves the right to utilize other governmental contracts, if in the best interest of the Board.

**B. NOTIFICATION OF INTENDED ACTION** will be posted on the District's website no later than the Friday preceding a regularly scheduled Board meeting.

**C. OFFICIAL AWARD DATE.** Awards become official upon the Board's formal approval of the award.

#### **D. TERMINATION FOR CONVENIENCE**

The Board reserves the right to terminate this contract at any time and for any reason upon giving thirty (30) days' notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract. The Board will only be required to pay that amount of the contract actually performed to the date of termination. Upon such payment, both parties shall be relieved of any further obligations under this contract.

**E. PURCHASE ORDERS** mailed to successful bidders are the official notification to deliver materials described therein; and the time allowed for delivery begins with the date of the purchase order. In the event that the successful bidder fails to deliver the materials in accordance with the terms and conditions of the bid and purchase order, the bidder shall be considered to be in default of the contract and subject to the default provisions stated in Section VI. F.

**F. DEFAULT.** A vendor who fails to perform according to the terms of the contract (bid) shall be considered in default. In the event of default, which may include, but is not limited to poor performance and/or non-performance, a vendor shall either (1) pay liquidated damages of 10 percent of the unit price of the item(s) awarded times the quantity when no purchase order has been issued, 10 percent of the purchase order when a purchase order had been issued or \$100, whichever is greater or (2) lose eligibility to transact new business with the board for a period of 14 months from date of termination of award by the Board. Bidders that are determined ineligible may request a hearing pursuant to Chapter 120 of the Florida Statutes, and School Board Policy 6320. The School Board reserves the right to reject any and all bids from a Vendor who is currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity, pursuant to School Board Policy 6320.04.

**G. BID DOCUMENTS.** The intent of the bid documents is to include only the written requirements for materials, equipment, systems, standards and workmanship necessary for the proper execution and completion of the work by the Bidder. The bid documents shall not be construed to create an entitlement to any other scope of work except as specified herein.

**H. DEBARMENT.** Pursuant to Board Policy 6320.04 Contractor Debarment Procedures – Debarred contractors are excluded from

conducting business with the Board as agents, representatives, partners, and associates of other contractors, subcontractors or individual sureties.

**I. IDENTICAL PRICES.** When identical prices are received from two or more vendors and all other factors are equal, priority for award shall be given to a Florida certified service-disabled veteran business enterprise as defined by §295.187, Fla. Stat. The vendor preference for Florida certified service-disabled veteran businesses shall be subordinate only to the vendor preference for businesses implementing a drug-free workplace in accordance with School Board Policy 6320.

**VII. PERFORMANCE SECURITY (FOR SUCCESSFUL BIDDERS ONLY)**

**A. PURPOSE.** A performance bond or check may be required to guarantee performance.

**B. BONDING COMPANY.** Performance Bonds shall be written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety company or corporation and shall be made to The School Board of Miami-Dade County, Florida, meeting both of the following specifications:

**1. Awards Greater than \$500,000**

A minimum rating in the latest revision of Best's Insurance Reports of:

<u>Contract Amount</u>	<u>Minimum Rating by A.M. Best</u>
\$ 500,000.01 to \$ 2,500,000	None
\$ 2,500,000.01 to \$ 5,000,000	B+ or NA-3 No Minimum Class
\$ 5,000,000.01 to \$10,000,000	A- Class IV
\$10,000,000.01 or more	A- Class V

Current certificate of authority as acceptable surety on Federal Bonds in accordance with the latest edition of the United States Treasury Department Circular 570 entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" shall be accepted for an amount not exceeding the underwriting limitation thereon.

**2. Awards of \$500,000 or Less**

Bonds shall be written with a surety company or corporation meeting the qualifications as set forth in Paragraph VII.B. above or the qualifications set forth in section 287.0935, Florida Statutes.

**C. AMOUNT.** When required as defined herein, the firm or individual(s) to whom an award has been made shall execute and deliver to The School Board of Miami-Dade County, Florida, a Performance Bond, Cashier's/Certified Check, or equal.

1. Awards less than \$200,000 shall be exempt from performance security.
2. Performance security shall not be required, unless otherwise defined in the bid specifications. If performance security is required, it shall equal 100% of the award amount.

**D. RELEASE OF PERFORMANCE SECURITY.** Return to the Awardee of his/her cash security, or notification to the Awardee and the bonding company to cancel the performance bond, will be made when all goods/services have been accepted and invoices have been approved for payment.

**VIII. SAMPLES TESTING AND EVALUATION**

In order to be considered for award, brands bid "As Equal" or "Equivalent" to the specified brands need to be tested/evaluated to determine compliance with bid specifications at no cost to M-DCPS. Vendor must pay for the testing/evaluation of these samples which must be submitted in accordance with the following procedures.

When bid samples are required, the buyer will notify bidder to submit samples of the items bid in accordance with the following procedures:

**A.** All samples must be identified with the bidder's name, bid number, item number, and manufacturer's product name and number. When non-compliance with this requirement is noted, said item may be considered as being unidentifiable and may not be eligible for consideration in the award recommendation.

**B.** Samples, product technical specification sheets, and a check made payable to "School Board of Miami-Dade County, Florida" in the amount to cover the testing/evaluation fees as established by the M-DCPS Materials Testing and Evaluation Department (<http://materials.dadeschools.net>) are to be delivered to the Materials Testing and Evaluation Department within 7 calendar days of the bid opening date between 8:30 a.m. and 3:00 p.m. from Monday through Friday, unless otherwise stated in the Special Conditions of the bid. If the bidder does not submit samples and associated documents by the indicated date and time, the bid submitted for that item will not be considered for award.

**C.** The Materials Testing and Evaluation Department is located at:

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MATERIALS TESTING AND EVALUATION  
7040 West Flagler Street  
Miami, Florida 33144  
Telephone Number: 786-275-0780

Miami-Dade County Public Schools will not be responsible for samples sent to a location other than the location mentioned in the bid.

**D.** Bidder must obtain, from Materials Testing and Evaluation, a signed receipt acknowledging delivery of samples. Bidder shall include a self-addressed, stamped envelope for return of sample receipt when submitting samples by mail or delivery service. The bidder will receive the original copy of the receipt and the duplicate copy will remain with the Miami-Dade County Public Schools receiving department as the file copy. Bidder shall be solely responsible for delivery of samples and for retaining sample delivery receipts, which must be presented in any dispute regarding receipt of bid samples.

**E. PAYMENT FOR SAMPLES.** The Board will buy no samples and will assume no cost incidental thereto.

**F. RETURN OF SAMPLES.** Samples not destroyed in testing may be claimed by unsuccessful bidders 14 days after bid award date and by successful bidders 14 days after final payment; but the Board will assume no responsibility for samples not claimed within the time specified, and it will pay for no samples damaged in testing. No perishable samples submitted for testing and evaluation will be returned.

**G. TESTING AND EVALUATION RESULTS.** The Materials Testing and Evaluation Department will report to the buyer the bid specification compliance evaluation results corresponding to submitted samples of brands bid "As Equal" or "Equivalent" to the listed specified brands.

**IX. SUBSTITUTIONS**

Should the bidder find it necessary to use a material, equipment, product or system other than specified, the bidder shall secure from the Board, through Procurement Management Services, written approval for the use of the alternate materials, equipment, product or system. The Board is not obligated to approve requests for substitutions and has the discretion to require the bidder to provide the materials as specified in the bid documents. In no case shall the bidder be entitled to additional time and/or money arising out of the Board's failure to approve requests for substitutions.

**X. PACKAGING**

**A.** If packaging is different from that specified, the bidder must note the manner and amounts in which packaging is to be made; otherwise the successful bidder shall furnish packaging as specified. All packaging, wrapping and bundling shall be adequate

to insure that materials will be received in undamaged condition. The Board assumes no responsibility for damages of any kind incurred in transit.

**B.** The following identification shall be printed, stenciled or legibly written in a conspicuous location on each shipping container:

1. Bid Number And/Or Purchase Order Number
2. Vendor's Name And/Or Trademark
3. Name(S) of Item(S) Contained
4. Item Number (S) With Quantity(ies)

#### **XI. PURCHASES BY OTHER PUBLIC AGENCIES**

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by Miami-Dade County, Florida, and other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same terms and conditions stated herein. This agreement in no way restricts or interferes with the right of any State of Florida Agency or political subdivision to rebid any or all of these items.

#### **XII. RECYCLING REQUIREMENTS**

Miami-Dade County Public Schools supports recycling and recommends the use of recycled products where possible. Vendors are requested to submit a letter, along with their bid, indicating whether each item bid and/or its packaging contains pre-consumer or post-consumer waste, and if the product and/or packaging may be recycled.

#### **XIII. ENVIRONMENTAL PRODUCTS**

Miami-Dade County Public Schools encourages the use of environmentally safe products.

#### **XIV. DELIVERY AND BILLING**

**A. DELIVERY.** Saturdays, Sundays, and holidays excepted, deliveries shall be made as follows: Schools and Departments – 8:00 A.M. to 3:00 P.M. Merchandise shall be unloaded at the receiving station of the designated delivery point and received there by a designated agent of the Board. A delivery ticket, or one copy of the invoice, prepared as indicated below, shall accompany each delivery.

**B. RECEIVING INSPECTION AND TESTING.** Delivered items which do not fulfill all requirements will be rejected. Rejected items shall be removed and replaced promptly by the vendor, at no cost to the purchaser.

**C. INVOICES.** Each invoice shall be issued by the successful bidder and shall be submitted in DUPLICATE to the Accounts Payable Section, P.O. Box 01-2570, Miami, Florida 33101. To be considered for payment, each invoice must show the following information, which appears on the Purchase Order:

1. Purchase Order Number
2. Item Descriptions
3. Quantities and Units
4. Price Extensions
5. Total price of all items on invoice

This agreement, contains the entire understanding of the Parties with respect to the subject matter hereof and incorporates and supersedes any and all prior agreements and commitments with respect thereto. There are no other oral understandings, terms or conditions, and neither Party has relied upon any representation, express or implied, not contained in this Agreement. **General or special conditions included in any of vendors' price lists, invoices, tickets, receipts or other such documents presented to School Board shall have no applicability to School Board with respect to this Agreement.**

**D. PAYMENT.** Unless otherwise specified by Miami-Dade County Public Schools, payment will be made only after delivery, authorized inspection, and acceptance. Payment will be made only to the successful bidder, unless otherwise requested, in writing, by the

successful bidder and accepted by Miami-Dade County Public Schools Administration. The bidder expressly agrees that it will properly invoice for any goods or services within one year and that the failure to do so shall constitute a waiver of any right to payment.

#### **XV. NO GRATUITY POLICY**

It is the policy of Procurement Management Services not to accept gifts, gratuities, or favors of any kind, or of any value whatsoever, from vendors, members of their staffs, or families.

#### **XVI. COMPLIANCE WITH STATE/FEDERAL REGULATIONS**

**A.** All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Part 80.36(l) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The vendor certifies by signing the bid that the vendor and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify the Assistant Superintendent, Procurement Management Services, in writing. Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the Board, makes final payment.

**B.** For all contracts involving Federal funds in excess of \$10,000, the Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the vendor.

**C. CERTIFY REGISTRATION AND USE OF EMPLOYMENT "STATUS VERIFICATION SYSTEM":** The Status Verification System, also referred to as "E-verify", only applies to construction and Professional Service Contracts using federal funds.

#### **STATUS VERIFICATION SYSTEM**

1. Each offeror and each person signing on behalf of any offeror certifies as to its own entity, under penalty of perjury, that the named Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State of Florida in accordance with Executive Order 13465.

2. The Contractor shall require that the following provision be placed in each subcontract at every tier: "The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with and to comply with all applicable employee status verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work."

3. The Board will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section.

4. Manually or electronically signing the Proposal is deemed the Contractor's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws.

**XVII. COMPLIANCE WITH LAWS –** Bidders shall comply with all federal, State of Florida and local laws applicable to it and the performance of its obligations under this bid.

#### **XVIII. BACKGROUND SCREENING REQUIREMENTS**

In accordance with the requirements of Sections, 1012.465, 1012.32, and 1012.467, Florida Statutes, School Board Policies 6320 and 8475 as amended from time to time Contractor agrees that, if Contractor receives remuneration for services, Contractor and all of its employees who provide or may provide services under this Contract will complete criminal history checks, and all background screening requirements, including level 2 screening requirements as outlined in the above-referenced statutes and

School Board rules prior to providing services to the School Board of Miami-Dade County.

Additionally, Contractor agrees that each of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in the above-referenced statutes, and School Board rules.

Pursuant to the 2007 amendments to the JLA enacted by the Florida Legislature, requirements for certain fingerprinting and criminal history checks shall be inapplicable to non-instructional contracted personnel who qualify for exemption from level 2 screening requirements as provided under §1012.468, Fla. Stat. (2007). In addition, the provisions of §1012.467, Fla. Stat. (2007) are incorporated herein by reference, and any provisions of this section that may be inconsistent with, contrary to, or determined to be in conflict with §1012.467, will be superseded by said statute.

A noninstructional contractor who is exempt from the screening requirements set forth in §1012.465, §1012.468 or §1012.467, Florida Statutes, is subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under § 943.043 and the national sex offender public registry maintained by the United States Department of Justice. Contractor will not be charged for this search. Further, upon obtaining clearance by Board, if Board deems necessary, Board will issue a photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Contractor agrees to bear any and all costs associated with acquiring the required background screening – including any costs associated with fingerprinting and obtaining the required photo identification badge. Contractor agrees to require all its affected employees to sign a statement, as a condition of employment with Contractor in relation to performance under this Bid/RFP, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Contractor/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Policies 6320 and 8475 within 48 hours of its occurrence. Contractor agrees to provide the Board with a list of all of its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Contractor agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Contractor further agrees to notify the Board immediately upon becoming aware that one of its employees who were previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. Failure by Contractor to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of qualifying arrest or conviction, shall constitute a material breach of the Contract entitling the Board to terminate this Contract immediately with no further responsibility to make payment or perform any other duties under this Agreement.

#### **XIX. COMPLIANCE WITH SCHOOL CODE**

Contractor agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the Board.

#### **XX. CHARTER SCHOOLS**

Items or Services awarded under this contract shall be made available to Charter Schools approved by the School Board of Miami-Dade County Public Schools. M-DCPS is not responsible or liable for purchases that may be made by Charter Schools.

#### **XXI. CONFLICT OF INTEREST**

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Policies 1129, 3129, 4129 and Florida Statute § 112.313(9).

#### **XXII. PUBLIC RECORDS LAW**

Pursuant to Florida Statute, it is the practice of M-DCPS to make available for public inspection and copying any information received in response to an Invitation to Bid or Request for Proposals (RFP). No action on the part of the respondent to a Bid or RFP will create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

#### **XXIII. ASSIGNMENT**

This Contract may not be assigned nor may any assignment of monies due, or to become due to vendor, be assigned without the prior written agreement of Miami-Dade County Public Schools. If vendor attempts to make such an assignment, such attempt shall constitute a condition of default.

#### **XXIV. DAVIS-BACON ACT LABOR STANDARDS**

This project may be funded in whole or in part under the provisions of the American Recovery and Reinvestment Act of 2009. Therefore, the Bidder shall comply with all applicable provisions of 40 U.S.C. §276a-§276a-7, the Davis-Bacon Act, as supplemented by the Department of Labor regulations (29 C.F.R., PART 5 "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

#### **XXV. LOBBYISTS**

School Board Policy 8150, delineates the policy regarding lobbyists. Pursuant to this rule, lobbyists shall complete annually, a Lobbyist Registration Form, and pay the annual registration fee.

Pursuant to this rule, every person required to register shall list all individuals who may make a presentation when the person appears as a representative for an individual or firm for an oral presentation before a site administrator, or instructional personnel, or certification, evaluation, selection, technical review or similar oral presentation committee. This listing shall include the Clerk's form, the list of presenters, and the indication of fee receipt, prior to the oral presentation. No person shall appear before any employee or committee on behalf of any individual or firm unless he or she has been listed as part of the firm's presentation team or unless he or she is registered with the Clerk's office and has paid all applicable fees.

#### **XXVI. LOCAL-VENDOR PREFERENCE**

The School Board of Miami-Dade County, Florida adopted School Board Policy 6320.05 which gives local preference to businesses located in Miami-Dade County, Florida when evaluating the lowest responsible, responsive bid or submittal for the purchase of goods and services, professional and construction-related services, in excess of \$50,000 dollars or the current formal bidding threshold set by statute.

Bidders claiming local vendor preference for any bid or submittal must submit an Affidavit of Eligibility for Local Preference and a copy of its business license with their bid, quote, proposal, reply or response. Bids which fail to include the approved affidavit at the time of bid submittal will not be considered for local vendor

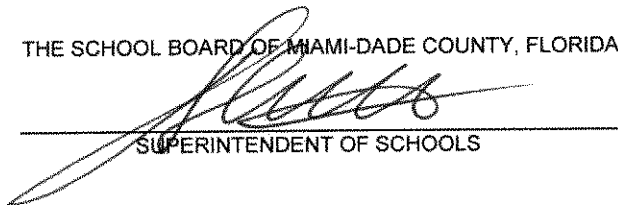
preference. The preference status does not apply to goods or services exempted by statute, Federal laws, or procurements with funding source restrictions. Exemptions by statute are listed in Board Policy 6320.

**XXVII. DISCLOSURE OF CONFLICT OF INTEREST (AFFILIATION WITH DISTRICT COMMITTEES, TASK FORCE, ASSOCIATIONS)**

The School Board of Miami-Dade County, Florida approved item H-13 at the July 2013 School Board meeting. This item will ensure that current procurement processes establish a procedure aimed at requiring offices/director of contract vendors to make full disclosure of their relationship with any District committees, task force, or associations. The Bidder Qualification Form – 3191 will now include the clause titled "Disclosure of Conflict of Interest (Affiliation with District Committees, Task Force or Associations.)"

Board policies may be accessed at:  
<http://www.neola.com/miamidade-fl/>

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



\_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS



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FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AFFIX  
POSTAGE  
HERE

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
PROCUREMENT MANAGEMENT SERVICES  
ROOM NO. 650 BID BOX  
1450 N.E. 2<sup>ND</sup> AVENUE  
MIAMI, FLORIDA 33132

BID NO.: \_\_\_\_\_  
BID TITLE: \_\_\_\_\_  
\_\_\_\_\_  
BID OPENING DATE: \_\_\_\_\_  
\_\_\_\_\_

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THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
Procurement Management Services

NOTICE OF PROSPECTIVE BIDDERS

NO BID

If not submitting a bid at this time, for informational purpose only, detach this sheet from the bid documents, complete the information requested, fold as indicated, staple, affix postage and return address, and mail. **NO ENVELOPE IS NECESSARY.**

NO BID SUBMITTED FOR REASON(S) CHECKED AND/OR INDICATED:

**Our company does not handle this type of product/service.**  
**We cannot meet the specifications nor provide an alternate equal product.**  
**Our company is simply not interested in bidding at this time.**  
**OTHER, (Please specify)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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We do not want to be retained on your mailing list for future bids for this type or product and/or service.

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_

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**NOTE:** Failure to respond, either by submitting a bid or this completed form, may result in your company being removed from the School Board's bid list. To qualify as a respondent to the bid, vendor must submit a *NO BID*.

# Vendor Information Sheet



**1A.** \_\_\_\_\_  
Federal Employer Identification Number

Or \_\_\_\_\_  
Owner's Social Security Number

**1B.** \_\_\_\_\_  
Name of Firm, Individual(s), Partners or Corporation

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip Code

**2. Telephone/Fax/Contact Person**

\_\_\_\_\_ Telephone number

\_\_\_\_\_ Fax number

\_\_\_\_\_ Contact Person

\_\_\_\_\_ E-mail address

**3. Ownership Disclosure**

If the contract or business transaction is with a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address shall be provided for the chief **officer**, director, or owner who holds, directly or indirectly the majority of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. **Post Office addresses are not acceptable.**

Name	Title	Address	Gender	Race-ethnicity	Stock Ownership

**NOTE:** The information provided by the vendor on this form should be consistent with that provided on the "Vendor's Application". All vendors must have a current vendor's application on file with M-DCPS, and have provided information and/or be familiar with M-DCPS' policy regarding the following: (a) Employment Disclosure, (b) Drug Free Workplace, (c) Family Leave Policy, (d) Code of Business Ethics, (e) Conflict of Interest, (f) Perception, (g) Gratuities, and (h) Business Meals. **Failure to provide M-DCPS a current vendor application may cause the vendor not to be awarded any new business with M-DCPS.** Vendor applications can be downloaded at: <http://procurement.dadeschools.net>



# Miami-Dade County Public Schools Local Business Affidavit of Eligibility

*This declaration is executed under penalty of perjury of the laws of the United States and State of Florida.*

<b>THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:</b>	
RFQ/RFP/BID/CONTRACT/PROJECT # (as applicable): _____	
BUSINESS NAME:	_____
CONTACT PERSON:	_____
ADDRESS: <i>(Include City State &amp; Zip Code)</i>	_____
FEIN (Federal Employer Identification Number):	Length of Time at Address Provided: _____
	Length of Time Located within the legal boundaries of Miami-Dade County: _____
BUSINESS STRUCTURE:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (Specify): _____
PHONE:	(    )                      FAX: (    )
E-MAIL ADDRESS:	_____
<b>ATTESTATION - I understand that:</b> <ul style="list-style-type: none"> <li>In accordance with School Board Policy <a href="#">6320.05</a>; local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address.</li> <li>To be considered for local preference, a vendor must attach a copy of its business license (Local Business Tax Receipt) to this affidavit of eligibility with a bid or proposal.</li> <li>The preference does not apply to goods or services exempted by statute as reflected in Policy <a href="#">6320</a>, or prohibited by Federal or State law, or other funding source restrictions.</li> <li>The application of local preference to a particular purchase, contract, or category of contracts for which the Board is awarding authority may be waived upon written justification and recommendation by the Superintendent.</li> <li>The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, from giving preference permitted by law in addition to the preference authorized in this policy.</li> <li>The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.</li> <li>The above information may be subject to verification.</li> <li>A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarment in accordance with Policy <a href="#">6320.04</a>.</li> </ul>	

BEFORE ME; the undersigned authority, in and for the State of Florida and Miami-Dade County personally appeared \_\_\_\_\_ who, after being sworn according to law, stated that he or she was authorized to represent \_\_\_\_\_ and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

**SWORN AND SUBSCRIBED BEFORE ME**

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
  
My Commission Expires: \_\_\_\_\_  
NOTARY SEAL

\_\_\_\_\_  
PRINTED NAME OF AFFIANT  
\_\_\_\_\_  
SIGNATURE OF AFFIANT                      DATE  
\_\_\_\_\_  
TITLE  
\_\_\_\_\_  
COMPANY NAME

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 1
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TITLE CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS & DISPENSERS
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**SPECIAL CONDITIONS**

1. **PURPOSE:** The purpose of this bid is to establish a contract, at firm unit prices, for the purchase and delivery of estimated requirements for Custodial Paper Products, Jumbo Rolls and Dispensers, for the Stores and mail Distribution Department. The term of the bid shall be for one (1) year from date of award, and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee(s), be extended for one (1) additional year period, and if needed, ninety (90) days beyond the expiration date of the current contract period. The Board, through Procurement Management Services, may, if considering extending, request a letter of intent to extend from the successful bidder(s), prior to the end of the current contract period. However, Procurement Management Services reserves the right to not extend the contract of an awardee. The awardee(s) will be notified when the Board has acted upon the recommendation. All prices shall be firm for the term of the contract. The successful vendor(s) agrees to this condition by signing this bid.
  
2. **AWARD:** Bid will be awarded to a maximum of two (2) responsive and responsible vendors, (one Primary and one Alternate), who offer the lowest price for each item or group of items as listed on the Format B (Bid Proposal Form). The District reserves the right to award any individual and/or combination of bid items within this bid, whichever is in the best interest of the district. A blank entry on any line item on the Bid Proposal, Format B, will be considered as a "No Bid" response for that particular line item. The primary vendor shall initially assume all responsibilities of this bid. If, however, during the term of the contract the primary vendor cannot fulfill their contract, the alternate vendor(s) shall assume all responsibilities. The alternate vendor's prices shall remain the same as originally bid throughout the initial term of the contract. All vendors agree to this condition by signing their bid.
  
3. **PRE-BID CONFERENCE:** A pre-bid conference will be held on June 12, 2014 at 11.00 a.m. in the South Florida Educational Federal Credit Union Conference Room, 1498 NE 2<sup>nd</sup> Ave., Miami FL 33132 (next to SBAB). Pre-Bid Conference attendance by the bidder or qualified representative is recommended but it is not mandatory. Questions or concerns regarding the Special Conditions and Specifications will be addressed at the Pre-Bid Conference.
  
4. **INSTALLATION:** The successful bidder(s) for bid line item numbers three (3) and six (6) (See Format B - Bid Proposal Form) will be responsible for the delivery and installation of the universal dispensers directly to various school sites and departments listed in the corresponding purchase order(s), ensuring compliance with all applicable Florida Building Code and ADA<sup>1</sup> guidelines and standards. Also, they must replace any damaged dispensers (new, or by providing all the necessary parts) for at least two years after purchase date at no cost to the district. All vendors agree to this condition by signing their bid.
  
5. **SPECIFICATIONS:** Complete technical specifications, together with illustrative materials providing brand names and model numbers of the item(s), are requested to be submitted with the bid application. Non-compliance with this condition may cause the item(s) not to be considered for award.

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<sup>1</sup> Americans with Disabilities Act of 1990, as amended.

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 2
TITLE CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS & DISPENSERS		

## SPECIAL CONDITIONS (CONTINUED)

6. **EXEMPTIONS FROM THIS BID:** The School Board of Miami-Dade County, Florida reserves the right to procure items described herein through the use of other School Board of Miami-Dade County, Florida, bids, State of Florida contracts, and/or other state, local and political, sub-division governmental contracts. The School Board of Miami-Dade County, Florida reserves the right to bid or quote separately any item(s) if the vendor(s) fails to perform or for any other reason, if deemed to be in the best interest of the School Board.
7. **WARRANTY:** The warranty will be a minimum of two years which will include replacement of damaged or disabled dispensers and/or parts, as is needed. Spare parts must be left at each school/facility in order avoid down-time in repairing damaged/defective dispensers.
8. **BACKORDERS:** Vendor(s) will be required to notify The School Board of Miami-Dade County, Florida, in writing whenever an item will be backordered by the manufacturer. Notice in the form of a letter from the manufacturer/mill, shall state the reason(s) for the backorder and the expected delivery date. Materials(s) backordered should be clearly indicated on the packing slip, and it is the responsibility of the vendor to contact the originating location to verify whether the backordered items are still required. Once the delivery status of an order becomes overdue, The School Board of Miami-Dade County, Florida reserves the right to cancel the order and make the purchase with another supplier. Backordered items should be clearly indicated on the packing list.
9. **BID SUBMITTALS:** Bidders are requested to submit **one (1) original (clearly marked)** of their bid. In addition, Bidders are requested to submit the following documents with their bid package. All other documents requested herein, are requested at the time of bid or within five (5) days upon request. Failure to submit the following documentation may deem the vendor bid non-responsive. Bids will be accepted until the time and date indicated on the Bidders Qualification Form. Requested information includes, but is not limited to:
- a. Bidder Qualification Form
  - b. Bid Proposal Form (Format B)
  - c. Vendor Information Sheet
  - d. Disclosure of Employment of Former School Board Employees
  - e. Local Business Tax Receipt (formerly Occupational License)
  - f. Valid e-mail address for SAP system communications (i.e. PO's)
  - g. A screen print of your Florida Corporation record from the Department of Business and Professional Regulations (DBPR), if a registered Florida Corporation ([www.sunbiz.org](http://www.sunbiz.org))
  - h. Vendor application if you are not a current vendor of The School Board of Miami-Dade County, Florida. Please download the application from <http://procurement.dadeschools.net/>

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 3
TITLE CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS & DISPENSERS		

## SPECIAL CONDITIONS (CONTINUED)

10. **PRICING- ESCALATION/DE-ESCALATION:** It is expected that the prices submitted shall remain firm for the initial contract and extension period (if any), as stated above. However, fluctuating market conditions may affect the ability of awarded bidder(s) to maintain the original bid prices during the extension period. Therefore the Awarded Bidder(s) may request a price adjustment based on verifiable changes in the market prior to the end of the initial contract or each extension period to be valid for the upcoming contract extension period. If the request(s) is/are approved by Procurement Management Services, these changes would take effect for the extension period.
- A. All requests for price adjustments must be submitted in writing to Procurement Management Services, with substantial documentation, including but not limited to, applicable market indexes for the product(s) affected, letters from the manufacturer/producer of the product(s), Producer Price Indexes (PPI) published by the U.S. Department of Labor, using a composite of the following indexes: Local Trucking with Storage (SIC4214) and any other documentation supporting a request for price adjustment. The price adjustment shall not exceed the producer price index as reported by the Department of Labor or any applicable market index published by a federal, state, or local government agency.
  - B. M-DCPS will review all requests for price adjustments, and reserves the right to reject or to modify any and all requests as deemed to be in the best interest of M-DCPS with appropriate documentation provided to the awarded vendor(s). Each price adjustment is reviewed and submitted to M-DCPS by the awarded vendor(s) for approval. If mutually agreed upon, the price adjustment(s) shall be valid for the next contract and/or extension period unless the adjustment period is otherwise stated and approved by Procurement Management Services at M-DCPS. Awarded vendor(s) who are granted price adjustments must make these price adjustments valid for the contract extension period.
  - C. After the first price adjustment is approved, future price adjustments can be submitted at least six months before the expiration of the contract/extension period unless the adjustment period is otherwise stated and approved by M-DCPS Procurement Management Services.
  - D. All price adjustments shall be subject to audit as to validity and accuracy at any time by school system personnel.
  - E. M-DCPS Procurement Management Services may request the bidder to adjust their prices at any time during the award and/or extension period, for any reason with valid documentation (i.e. due to fluctuating market conditions in the Producer Price Index or other market indices, etc.), which produces conditions deemed favorable and to be in the best interest of M-DCPS.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 4
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TITLE CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS & DISPENSERS
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SPECIAL CONDITIONS (CONTINUED)

11. **BID ITEM SPECIFICATIONS/COMPLIANCE EVALUATION:** If an item which is not listed as an approved brand for the corresponding bid line item is to be considered for award, complete technical specifications along with illustrative materials providing the manufacturers name, brand name, and model number of the item are to be submitted with the completed bid package to establish compliance with bid specifications and/or equal to the approved brands. Non-compliance with this condition may cause the item not to be considered for award. An equal product may be bid for all items. In the event that case packaging differs on any equal product being offered, bidder(s) must indicate case packaging variation(s) in the space provided.

Samples of products not listed as approved brands may be requested by Buyer in writing after bid opening for bid specification compliance testing/evaluation, which will include passing a field performance test conducted by the M-DCPS Custodial Supplies, Tools, and Equipment Standards Committee. Samples are to be delivered at no cost to M-DCPS within the time specified by the Buyer to the following address:

M-DCPS Materials Testing & Evaluation Department (MT&E)  
 7040 West Flagler Street  
 Miami, Florida 33144  
 Telephone: (786) 275-0775

If the Buyer requests samples of a certain item for testing/evaluation purposes, sample submission must follow all instructions included in <http://materials.dadeschools.net/general.asp> under "All Other Products"/"Custodial Paper" as well as those provided by the Buyer in the sample request letter sent to the vendor. All bid samples submitted for testing shall be identified with the following: bid number, bid item number, vendor's name, vendor's product number, manufacturer's name, manufacturer's brand name and manufacturer's product number. (See *Label sample*).

LABEL FOR EACH SAMPLE SUBMITTED	
<b>M-DCPS BID NUMBER &amp; NAME:</b>	<b>019-PP05 - Custodial Paper Products, Jumbo Rolls and Dispensers.</b>
	<b>BID ITEM NUMBER:</b> _____
	VENDOR/BIDDER'S NAME: _____
	VENDOR/BIDDER'S PRODUCT NUMBER: _____
	MANUFACTURER NAME: _____
	BRAND NAME: _____
	PRODUCT NUMBER: _____



## MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 5
TITLE CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS & DISPENSERS		

## SPECIAL CONDITIONS (CONTINUED)

12. **DELIVERIES:** Delivery shall be made as soon as possible, but not later than **30** days after receipt of the purchase order to the Stores and Mail Distribution Department. Prices shall include all charges for packing, handling, freight, fuel, distribution, and inside delivery. All vendors must offer inside delivery (F.O.B. destination), which shall be completed within thirty (30) days after receipt of an authorized and signed Purchase Order or as per the requirements of the purchase order. Balances shall be shipped no later than forty-five (45) days after receipt of purchase order. Deliveries will be made to the address as specified on each purchase order. It shall be the responsibility of the successful bidders to include inside delivery, and to ensure satisfactory operation and/or condition of each and every product delivered on this bid. All orders placed prior to the expiration of the bid and accepted by the successful vendor(s) will be invoiced at the bid unit price(s) although deliveries may be made after the expiration of the contract. For out of stock orders, the successful low bidder shall affect an initial delivery within 48 hours. If partial delivery is made, it shall be for at least 20% of the order. The balance, if any, shall be delivered within five (5) working days thereafter. If the successful bidder cannot perform within the specified time period, the order may be placed with the second low awardee, as required, under the same terms and conditions. Deliveries in excess of authorized purchased amount will be unauthorized, and may not be approved for payment.
13. **RE-STOCKING:** M-DCPS will not pay a restocking charge for items returned in new, unused condition within thirty (30) days after delivery.
14. **NON-EXCLUSIVITY:** M-DCPS reserves the right to procure items herein described in any manner it sees fit, including, but not limited to: awarding of other contracts, the use of contracts awarded by GSA, federal agencies, the State of Florida, any county or municipality, or any authorized contract, whichever is considered in the best interest of M-DCPS.
15. **UNAUTHORIZED SHIPMENT/SUBSTITUTION:** The successful awarded vendor(s) shall deliver only those brands and items awarded on this bid. However, 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 at least thirty (30) days prior to the effective discontinuation date or within five (5) days after the awarded vendor is/are notified by manufacturer of the discontinued item(s). The written notification must also state the substitution item that is 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 and must follow the specification compliance testing/evaluation procedure explained in Special Condition # 5. Failure to provide this information, notification, and samples 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)

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 6
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## SPECIAL CONDITIONS (CONTINUED)

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.

16. **REBATES AND SPECIAL PROMOTIONS:** The successful vendor(s) shall pass on all rebates and special promotions offered by the manufacturer during the term of the contract to M-DCPS. It shall be the responsibility of the vendor to notify the District of such rebates and/or special promotions during the contract period. The vendor(s) to the District shall offer special promotions provided that the new price charged for the item(s) is/are lower than what would otherwise be available through this 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.
17. **ESTIMATED QUANTITIES:** The estimated quantities provided in the bid proposal are for bidder's guidance only. No guarantee is expressed or implied, as to quantities that will be used during the contract period. Estimated quantities are based on the length of the initial award period. M-DCPS is not obligated to place an order for any item(s) or given amount, subsequent to the award of this bid.
18. **PURCHASES BY OTHER M-DCPS FACILITIES:** Miami-Dade County Public Schools reserves the right to purchase items for other facilities or programs from this bid.
19. **INVOICING AND PAYMENT:** Invoices are requested to contain the purchase order number, contract number, quantity, unit description, quote number (if applicable) and price. Any deviation from this requirement may be grounds for termination of the contract. The payment terms of the District are net 30 days after receipt and acceptance of item(s). Vendor may be requested to provide electronic submission of invoices in a format to be determined by the District.
20. **LOCAL BUSINESS TAX RECEIPT:** 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.
21. **INSURANCE REQUIREMENTS:** Successful bidder(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 bidder(s) must submit completed certificate of insurance form(s), prior to being recommended for award. Failure to submit this form(s), as noted, will result in the bidder(s) not being recommended for the bid award.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 7
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TITLE

CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS & DISPENSERS

SPECIAL CONDITIONS (CONTINUED)

22. **DAMAGED GOODS:** Awardee(s) shall be responsible for filing, processing and collecting all damage claims against the shipper. The awardee(s) shall also be responsible for implementing an immediate replacement shipment of damaged materials.
23. **DEFAULT:** The supplier(s) shall inform the Buyer of any problems or delays in providing the awarded item(s) as required. Procurement Management Services shall consider repetitive, non- deliveries, late deliveries, and/or deliveries of products not meeting specifications, to be a default of the contact, and may result in termination of the contract with the pertinent default penalty imposed, as defined in Instructions to Bidders, Section VI.E.
24. **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 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 to be awarded any new business. Vendor applications can be downloaded at <http://procurement.dadeschools.net>.
25. **CHARTER SCHOOLS:** Items awarded under this contract shall be made available to Charter Schools approved by the School Board of Miami-Dade County Public Schools. M-DCPS is not responsible or liable for any purchases that may be made by Charter Schools.
26. **BIDDERS RESPONSIBILITY:** Each bidder(s) shall carefully examine the Instructions To Bidders, Specifications, Special Conditions as listed, and the list of schools to be served. It shall be the responsibility of the bidder to be fully informed as to the bid details and the number and wide spread locations of schools. This will be of vital importance to assure the required scheduled deliveries.
27. **PALLETIZATION:** All orders shall be delivered palletized at no additional cost to Miami-Dade-County Public Schools, on standard pallets, wooden pallets unless specified differently on the purchase order.
28. **ERASURES AND/OR CORRECTIONS:** Bidders are required to use a typewriter or complete the bid proposal in ink when filling out the Bid proposal Form. Bids for individual items that do not comply with items 1, 2, 3 and 4 will be considered non-responsive for that item(s).
  1. Use of pencil is prohibited.
  2. Use of correction fluid or tape is prohibited.
  3. Use of Erasures is prohibited.
  4. All changes must be crossed and initialed in ink.

**Bids that do not comply with items 1, 2, 3, and 4, (Special Condition #28) above, will be considered non-responsive for that item(s).**

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 019-PP05	BUYER Suzanne Lee Yee	PAGE SC 8
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TITLE CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS & DISPENSERS
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SPECIAL CONDITIONS (CONTINUED)

29. **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:

Suzanne Lee Yee, Buyer  
 Procurement Management Services  
 Miami-Dade County Public Schools  
 1450 N.E. 2<sup>ND</sup> Avenue, Room 352  
 Miami, Florida 33132  
 Fax #305-523-2331  
 E-Mail: [sleeyee@dadeschools.net](mailto:sleeyee@dadeschools.net)

Ileana Martinez, School Board Clerk  
 Miami-Dade County Public Schools  
 1450 N.E. 2<sup>ND</sup> Avenue, Room 268B  
 Miami, Florida 33132  
 Fax #305-995-1448  
 E-Mail: [martinez@dadeschools.net](mailto:martinez@dadeschools.net)

**DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID SHALL BE ONE BUSINESS WEEK (5 WORKING DAYS) PRIOR TO THE BID OPENING DATE.**



## Miami-Dade County Public Schools

## Specification

## Jumbo Toilet Tissue Paper Roll (1-ply) & Universal Twin-Roll Dispenser System

### I. JUMBO TOILET TISSUE PAPER ROLL

#### 1. REQUIREMENTS

- 1.1. Qualitative: Paper must be white, perforated or not, single-ply, biodegradable, and meeting U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper or any other program listed as meeting LEED<sup>1</sup> criteria for Indoor Environmental Quality (IEQ) Credit 3.3 Green Cleaning - 'Purchase of Sustainable Cleaning Products and Materials'. It shall have appropriate cleanness, softness, and a uniform formation without spots and free of any foreign matter. The roll tail length as well as the quality and amount of glue used must permit adequate initial release of paper. The center core has to be rigid, well-glued and without deformations.
- 1.2. Quantitative: The paper roll must fit in any universal twin-roll dispenser as specified in Section II and shall comply with the following requirements:

Parameter	Acceptance Criteria
1.2.1. Basis weight, 500 sheets @ 24" X 36" (lb)	Minimum 11
1.2.2. Water absorbency, 0.01 ml water (sec)	Maximum 35 sec
1.2.3. Brightness (%)	Minimum 70%
1.2.4. Ash Content (%)	Approximate Maximum 3%
1.2.5. Rigid core inside diameter (in)	Approximately 3.3 "
1.2.6. Width of roll	3.4 "- 3.9 "
1.2.7. Length (feet per roll)	Minimum 1900'
1.2.8. Roll diameter (in)	Approximately 9"
1.2.9. Recycled fiber content (%)	Minimum 20%
1.2.10. Post-consumer waste content (%)	Minimum 20%

<sup>1</sup> U.S. Green Building Council 'Leadership in Energy and Environmental Design'.

## 2. TEST METHODS

2.1. Basis weight.....	TAPPI T410 om-08
2.2. Water absorbency.....	TAPPI T432 om-09
2.3. Brightness* .....	TAPPI T452 om-08

Prior to physical testing, all samples shall be conditioned in accordance with TAPPI T402 om-08 or ASTM D 685.

## 3. PACKAGING

The complete package shall be designed to protect the toilet paper against damage during shipment, handling, and storage. Twelve (12) jumbo rolls of toilet paper shall be packed in a manufacturer-sealed, close-fitting fiberboard box.

Case size may vary among manufacturers. Cartons shall be clearly stenciled to indicate the manufacturer's name and the product name and number as well as the lot number and the manufacturing date.

## II. UNIVERSAL TWIN-ROLL DISPENSER

### 1. REQUIREMENTS

- 1.1. Qualitative: Universal twin-roll dispenser must have the dimensions and characteristics that permit easy loading and adequate release of any brand of jumbo bath tissue roll as described in Section I. The dispenser must hold two rolls of approximately 9" in diameter each and shall have a design which protects against waste as well as pilferage. It must have a dispensing mechanism that prevents access to the spare roll until the first roll is completely empty. It must be tamper-proof and shall be made of high-impact resistant materials (ABS<sup>2</sup> & Polycarbonate). It must be designed with a see-through cover for quick visual check.

*Findings of the Purchaser's Testing Agent shall be final. Material so determined not in compliance with this specification shall be removed promptly from the purchaser's premises without cost to the purchaser.*

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<sup>2</sup> Acrylonitrile butadiene styrene



## Miami-Dade County Public Schools

## Specification

## Hardwound Paper Towel Roll (1-ply) & Universal Hardwound Paper Towel Roll Dispenser System

### I. HARDWOUND PAPER TOWEL ROLL

#### 1. REQUIREMENTS

- 1.1. Qualitative: Towels must be one ply, biodegradable, and meeting U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper or any other program listed as meeting LEED<sup>1</sup> criteria for Indoor Environmental Quality (IEQ) Credit 3.3 Green Cleaning - 'Purchase of Sustainable Cleaning Products and Materials'. The towel shall be suitably creped or embossed to provide a rough surface yet retain good flexibility and good softness; the formation of the paper shall be uniform without spots and free of any foreign matter. The center core has to be rigid, well-glued and without deformations that permit an adequate release of paper. Product shall have no disagreeable odor, wet or dry, shall leave no lint on face, hands, or clothing after use and shall have sufficient wet tensile strength and stretch to permit drying both hands to the wrist without objectionable disintegration of the towel.
- 1.2. Quantitative: The hardwound paper towel roll must fit in any universal dispenser as specified in Section II and shall comply with the following requirements:

Parameter	Acceptance Criteria
1.2.1. Basis weight, 500 @ 24" X 36" (lb)	Minimum 22 lb
1.2.2. Towel width (in)	Approximately 8 "
1.2.3. Rigid core inside diameter (in)	1.5 "- 2 "
1.2.4. Roll length (feet per roll)	Minimum 800'
1.2.5. Water absorbency, 0.1 ml water (sec)	Maximum 80 s
1.2.6. Total absorption (g/m <sup>2</sup> )	Minimum 120 g/m <sup>2</sup>
1.2.7. Recovered fiber content (%)	Minimum 40%
1.2.8. Post-consumer waste content (%)	Minimum 40%

<sup>1</sup> U.S. Green Building Council 'Leadership in Energy and Environmental Design'.

## 2. TEST METHODS

- 2.1 Basis weight..... TAPPI T410 om-08  
 2.2. Water Absorbency..... TAPPI T432 om-09  
 2.3. Total Absorption\*\*..... See below

Prior to physical testing, all samples shall be conditioned in accordance with TAPPI T402 om-08 or ASTM D 685.

\*\*Total Absorption Method: After conditioning the samples as per TAPPI T402 or ASTM D 685, size 4" x 4" specimens are weighed and immersed into 25 °C water for 3 minutes (+/- 10 seconds). The specimens are then removed from the water by lifting them at one corner until their surfaces are vertical to the floor, thus allowing the excess water to drain off for 60 +/- 10 seconds. They are then placed in tared weighing bottles and reweighed. The Total Absorption is calculated as follows:

$$\text{Total Absorption (g/m}^2\text{)} = [\text{Wet Weight (g)} - \text{Dry Weight (g)}] / \text{Area (m}^2\text{)}].$$

## 3. PACKAGING

The complete package shall be designed to protect the towel paper against damage during shipment, handling and storage. Six (6) hardwound rolls shall be packed in a manufacturer-sealed, close-fitting fiberboard box.

Case size may vary among manufacturers. Cartons shall be clearly stenciled to indicate the manufacturer, product name and number, as well as the lot number and the manufacturing date.

## II. UNIVERSAL HARDWOUND PAPER TOWEL ROLL DISPENSER

### 2. REQUIREMENTS

- 2.1. Qualitative: Universal, hands-free/no-touch dispenser must have the dimensions and characteristics that permit easy loading and adequate release of any brand of hardwound paper towel roll described in Section I and it must consistently dispense 11" - 12" sheets through mechanical cutting. It shall hold one roll of up to 8" wide and approximately 8" diameter and it shall include an approximately 4" diameter stub roll feature. The transfer device must allow complete usage of stub roll to eliminate waste. Dispenser shall have a design which protects against waste as well as pilferage and shall have an adjustable mechanism to ensure dispensing one sheet at a time. It must be tamper-proof and shall be made of high-impact resistant materials (ABS<sup>2</sup> & Polycarbonate). It must be designed with a see-through cover for quick visual check.

***Findings of the purchaser's testing agent shall be final and material so determined not in compliance with this specification shall be removed from the purchaser's premises without cost to the purchaser.***

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<sup>2</sup> Acrylonitrile butadiene styrene



BID PROPOSAL FORM (FORMAT B)

PLEASE COMPLETE  
 ALL SHADED AREAS

<b>Bid # 019-PP05</b>
<b>Title: CUSTODIAL PAPER PRODUCTS, JUMBO ROLLS AND DISPENSERS</b>
<b>Buyer: S. Lee Yee</b>

**IMPORTANT BID NOTES:**  
 • THE BOARD RESERVES THE RIGHT TO AWARD ON AN INDIVIDUAL ITEM BASIS, ANY COMBINATION OF ITEMS OR TOTAL LOW BID.  
 • THE DISTRICT MAY PURCHASE MORE, LESS OR NONE OF THE ESTIMATED ANNUAL QUANTITIES DURING THE TERM OF THE BID.  
 • BIDDERS MUST CORRECTLY LIST OR IDENTIFY MANUFACTURER AND MODEL NUMBER OF EACH ITEM BID ON THE BID PROPOSAL FORM TO BE CONSIDERED FOR AWARD AND PROVIDE TECHNICAL SPECIFICATION DATA SHEETS WITH THE BID PACKAGE.  
 • IF REQUESTED BY BUYER IN WRITING, SAMPLES MUST BE SENT TO THE M-DCPS MATERIALS TESTING & EVALUATION DEPARTMENT FOR COMPLIANCE EVALUATION AS PER INSTRUCTIONS TO BIDDERS - SECTION VIII. 'SAMPLES TESTING AND EVALUATION', WHICH INCLUDES PASSING A FIELD PERFORMANCE TEST CONDUCTED BY THE M-DCPS CUSTODIAL SUPPLIES, TOOLS, AND EQUIPMENT STANDARDS COMMITTEE TO BE CONSIDERED FOR AWARD. SEE M-DCPS BRAND APPROVAL PROCEDURES AT: <http://materials.dadeschools.net/general.asp> FOR THE CUSTODIAL PAPER CATEGORY UNDER 'ALL OTHER PRODUCTS'.

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	PRICE PER CASE PER FULL TRUCKLOAD	MANUFACTURER & MODEL NUMBER
THE BOARD RESERVES THE RIGHT TO AWARD ON AN INDIVIDUAL ITEM BASIS, ANY COMBINATION OF ITEMS OR TOTAL LOW BID.						
1	<b>Toilet Tissue Paper, Jumbo Roll (1-ply), as per the attached M-DCPS Specification III(A).</b> <b>Packaging:</b> Twelve (12) rolls per case - Specification III (A). <b>Minimum Order:</b> One (1) full truckload. <b>Samples:</b> Samples are required for all brands submitted - Six (6) Rolls (Minimum). <b>Approximate number cases per truckload:</b> _____ <b>Approved Brand(s):</b> <i>There are currently no approved brands under this category.</i>	30,000	CS	\$ _____ Per case per full truckload		
2	<b>Dispenser, Universal Twin-Roll, <u>Without</u> Installation, as per M-DCPS Specifications III (A).</b> Dispenser must be compatible with Item #1 specifications. <b>Samples:</b> Samples are required for all brands submitted - Two (2) Dispensers (Minimum). <b>Approved Brand(s):</b> <i>There are currently no approved brands under this category.</i>	30,000	EA	\$ _____ Per Each		
3	<b>Dispenser, Universal Twin-Roll, <u>With</u> Installation, as per attached Specifications III(A):</b> Dispenser must be compatible with Item #1 specifications. Successful bidder shall be responsible for dispenser installation, which must comply with all applicable, current Florida Building Code and ADA ( <i>Americans with Disabilities Act of 1990, as amended</i> ), guidelines and standards. <b>Samples:</b> Samples are required for all brands submitted - Two (2) Dispensers (Minimum). <b>Approved Brand(s):</b> <i>There are currently no approved brands under this category.</i>	30,000	EA	\$ _____ Per Each		
THE BOARD RESERVES THE RIGHT TO AWARD ON AN INDIVIDUAL ITEM BASIS, ANY COMBINATION OF ITEMS OR TOTAL LOW BID.						
4	<b>Hardwood Paper Towel Roll (1-ply), as per the attached Specification III(B).</b> <b>Packaging:</b> Six (6) rolls per case - Specification III (B). <b>Minimum Order:</b> One (1) full truckload. <b>Samples:</b> Samples are required for all brands submitted - Six (6) Rolls (Minimum). <b>Approximate number of cases per truckload:</b> _____ <b>Approved Brand(s):</b> <i>There are currently no approved brands under this category.</i>	30,000	CS	\$ _____ Per case per full truckload		
5	<b>Dispenser, Universal Hardwood Paper Towel Roll <u>Without</u> Installation, Specifications III(B):</b> Dispenser must be compatible with Item #4 specifications. <b>Samples:</b> Samples are required for all brands submitted - Two (2) Dispensers (Minimum). <b>Approved Brand(s):</b> <i>There are currently no approved brands under this category.</i>	30,000	EA	\$ _____ Per Each		
6	<b>Dispenser, Universal Hardwood Paper Towel Roll <u>With</u> Installation, Specifications III(B):</b> Dispenser must be compatible with Item #4 specifications. Successful bidder shall be responsible for dispenser installation, which must comply with all applicable, current Florida Building Code and ADA ( <i>Americans with Disabilities Act of 1990, as amended</i> ), guidelines and standards. <b>Samples:</b> Samples are required for all brands submitted - Two (2) Dispensers (Minimum). <b>Approved Brand(s):</b> <i>There are currently no approved brands under this category.</i>	30,000	EA	\$ _____ Per Each		

PALLETIZATION: All orders shall be delivered palletized at no additional cost to Miami-Dade-County Public Schools, on standard, wooden pallets unless specified differently on the purchase order.