Miami-Dade County Public Schools
giving our students the world

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ADMINISTRATION BUILDING
1450 Northeast Second Avenue
Miami, FL 33132

Direct all inquiries to Procurement Management Services.

BUYER NAME: R. JOHNSON

E-MAIL ADDRESS: rhjohnson@dadeschools.net

PHONE: (305) 995 - 2361

FAX NUMBER: (305) 523 - 3362

TDD PHONE: (305) 995-2400

BIDDER QUALIFICATION FORM

BID NO. 039-HH03

BID TITLE CAFETERIA SUPPLIES

Bids will be accepted until 2:00 PM on July 10, 2008 in room 351, School Board Administration Building, 1450 NE 2nd Avenue, Miami, FL 33132, at which time they will be publicly opened. Bids may not be withdrawn for 120 days after opening.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 Rule 6Gx13-3F-1.025)

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) ☐

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 Rule 6Gx13- 3F-1.025, 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 years**, have been or are employees of the School Board. Such disclosures will be in accordance with current School Board rules, 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 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

INSTRUCTIONS TO BIDDERS

NOTICE OF ESTABLISHMENT OF A CONE OF SILENCE

The School Board of Miami-Dade County Public schools enacts a *Cone of Silence* from issuance of a solicitation to written recommendation of award. All provisions of School Board Rule 6Gx13-8C-1.212 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.
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
2. FOR M/WBE designated bids. The SPECIAL CONDITIONS-Minority/Women owned and controlled Business Participation Statement and the M/WBE Certification Application MUST be completed and SUBMITTED with the bid if the bidder is not certified by Miami-Dade County Public Schools. Failure to submit the completed application with the bid will be considered non-responsive.

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 SPECIFICATION. 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 bears freight charges. Bidder owns 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. Bids shall be submitted by U.S. Mail, Courier/Express Service, or deposited in the BID BOX located in Room 351, 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.

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 cancelled 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 352, 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.

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 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 Rule 3C-1.11. 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 to §120.57 Fla. Stat. Petitions for hearing pursuant to §120.57 Fla. Stat., must be filed in accordance with School Board Rule 6Gx13- 8C-1.064.

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 has 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 Rule 6Gx13- 8C-1.064.

G. 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.

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 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:

Contract Amount	Minimum Rating by A.M. Best
$ 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

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 product name and number. Where 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. All samples are to be delivered within 7 calendar days after receipt of notification from buyer, unless otherwise stated in the Special Conditions of the bid. If the bidder does not submit samples by the date and time indicated by the buyer, the bid submitted for that item may not be considered for award.

C. 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.

D. Samples should be delivered to the following address:

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.

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.

G. EVALUATION AND TEST RESULTS. If a sample submitted for testing does not comply, the buyer will advise the bidder to contact Materials Testing and Evaluation for further details.

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

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. When bidders are directed to send invoices to a school, the school will make directed payment to the bidder.

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 Title 34, Section 80.36(I) and

Section 85.510 Code of Federal Regulations and are included by reference herein. 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.

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 Rules 6Gx13- 3F- 1.024 and 6Gx13- 4C-1.021 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 Rules 6Gx13- 3F-1.024 and 6Gx13- 4C-1.021 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 was 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 grounds for immediate termination of this Contract by the Board.

The parties further agree that failure by Contractor to perform any of the duties described in this section 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 Rule 6Gx13 – 4A-1.212 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.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

SUPERINTENDENT OF SCHOOLS

MIAMI-DADE COUNTY PUBLIC SCHOOLS (M-DCPS)

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

BID	BUYER	PAGE
039-HH03	R. JOHNSON	SC 1
CAFETERIA SUPPLIES		

SPECIAL CONDITIONS

1. **PURPOSE:** The purpose of this bid is to establish a contract for the purchase and delivery of cafeteria serving supplies at firm fixed prices per item for the Department of Stores and Mail Distribution. The term of the bid shall be from date of award, through **June 30, 2009,** and by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee, upon final approval, be extended for three (3) additional one (1) year periods and, if needed, one hundred twenty (120) days beyond the expiration date of the current contract period. After the initial Bid period, all subsequent extension periods shall conclude at the end of the business week. M-DCPS, through Procurement Management Services, may, if considering extending this contract, 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 bidder(s) agree(s) to this condition by signing its bid.

2. **BID INFORMATION:** It is each bidder(s) responsibility to monitor continuously the M-DCPS Procurement Management Services website: http://procurement.dadeschools.net/bidsol/asp/ENACT.asp for any information that may be posted, prior to the opening of this solicitation. If addendums, notices and other information is posted, a link will be provided in the bid line to click on to access this information.

   A. **CONE OF SILENCE**: A "Cone of Silence" is applicable to this competitive solicitation. This information can be accessed at the M-DCPS Website listed below for bidder(s) reference:
   http://www.dadeschools.net/board/rules/Chapt8/8C-1.212.pdf

   Any inquiry, clarification, or information regarding this bid must be requested in writing sent by courier, e-mail, fax or mail and received no later than 2 p.m. on July 3, 2008 to M-DCPS to allow sufficient time to address submissions. The information must be sent simultaneously to:

   Robert Johnson, Buyer
   Procurement Management Services
   Miami-Dade County Public Schools
   1450 N.E. 2ND Avenue, Room 352
   Miami, Florida 33132
   Fax #: 305-523-3362
   E-Mail: rhjohnson@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

   B. **POSTING OF BID ADDENDUMS, INFORMATION AND UPDATES:** The additional website links below list all bids, addendums, information, questions and answers, updates and award notices. **Additional information can be posted on any of these M-DCPS websites without notice:**
   http://procurement.dadeschools.net http://procurement.dadeschools.net/bidders.asp
   http://procurement.dadeschools.net/bidsol/asp/ENACT.asp

   Information regarding the "Notice of Intended Action" to award this bid can be found approximately 7-10 days before presentation at the School Board Meeting during the month the bid is intended to be awarded. This information is posted on the Procurement Management Website listed below:

   http://procurement.dadeschools.net/bidsol/asp/ACTION.asp

3. **AWARD:** Contract will be awarded to a Primary and Alternate vendor offering the lowest responsive and responsible bid in each item, grouping of items, or category as listed on the Format B (Bid Proposal Form.) Item 23 on the Format B can be awarded as a "balance of line" item, if the primary or alternate awarded vendor is awarded any item, grouping of items or any category not mentioned in the Format B document.

SPECIAL CONDITIONS: CONTINUED

The costs **required** for each vendor to fill out on the Bid Proposal (Format B) Excel Worksheet is the price to M-DCPS for the manufacturer's item per the defined unit (case, roll, etc.) **delivered to a/the designated M-DCPS warehouse(s) (W/H) and/or each individual M-DCPS School Site.** A blank entry on any line item on the 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 shall assume all responsibilities. The alternate vendor's prices must remain the same as originally bid and must remain firm for the duration of the contract. All vendors agree to this condition by signing their bid.

4. **NON-EXCLUSIVITY:**M-DCPS reserves the right to procure items herein described, including, awarding of other contracts, the use of contracts awarded by the State of Florida, any county or municipality, or any authorized contract, whichever is considered in the best interest of M-DCPS.

5. **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.

6. **DEFAULT:** The supplier(s) shall inform the purchaser of any problems or delays in providing the awarded item(s) as required. The School Board shall consider repetitive non-deliveries, late deliveries, and/or deliveries of products not meeting specifications, to be a default of contract, and may result in a termination of the contract with the pertinent default penalty imposed, as defined in Instructions To Bidders, Section VI. E.

7. **PRICING:** It is expected that the prices submitted shall remain firm for the entire 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 after the close of business day on the Friday that the existing contract or extension expires respectively.

   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 for the initial award period must make these price adjustments valid for the contract extension period.

SPECIAL CONDITIONS: CONTINUED

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.

8. DELIVERIES AND DELIVERY TIMES: Successful bidder(s) must be able to deliver items as listed in the specifications of this bid when ordered or as scheduled by M-DCPS Procurement Management Services and the Department of Food and Nutrition. The awarded bidder(s) must be able to deliver to all schools in Miami-Dade County, Florida. **Attachment FN: Sample Food Production Schedule for Fall 200X-200Y** and **Attachment SC: Listing of School Sites in Miami-Dade County** is provided to assist the bidder(s) in understanding the scope and scheduling needed to service this bid solicitation. Timely delivery of all orders is expected of the **awarded vendor** to all delivery sites within M-DCPS.

Deliveries shall be scheduled to the designated M-DCPS Warehouse between the hours of 6:30 a.m. to 2:00 p.m. The designated M-DCPS employee(s) must be present at the delivery site to receive the items from the awarded vendor.

9. SPECIFICATIONS: If an item is to be considered as an equal to the specified item, complete technical specifications, together with illustrative materials providing brand name and model number of the item, are requested to accompany bid or within five (5) days of request by M-DCPS. Non-compliance with this condition may cause the item not to be considered for award.

10. SAMPLES: Bidder(s) listing an alternate product and/or brand(s) may be required to submit samples, to be evaluated according to the standards of Materials Testing at the Department of Food and Nutrition.

Samples shall be delivered at no cost to the School Board and shall be identical to the item(s) that is/are specified in the bid proposal. Failure to deliver samples with the bid submission or within five (5) days of request by M-DCPS as required may be reason(s) for rejections of bid(s). When a bidder(s) is/are requested to submit samples for these items, combination of items or group of items, whichever is applicable, each lot of samples shall be identified with:

i. vendor's name
ii. bid number
iii. bid item number
iv. product name and number
v. grade or size.

Samples shall be submitted to:
M-DCPS Materials Testing and Evaluation
Attention: Bid 039-HH03
7042 West Flagler Street
Miami, Florida 33144
Telephone (786) 275 – 0780

SPECIAL CONDITIONS: CONTINUED

11. **OPPORTUNITY AND SPECIAL BUYS:** M-DCPS can at its discretion decide to utilize opportunity buys or special buys other than those items awarded on this bid from the awarded vendors to meets or exceeds the minimum specifications set forth on the bid by of the Department of Food and Nutrition and/or Procurement Management Services.

    A. **Opportunity buys** can include, but are not limited to one-time inventories of item(s) that are a result of a variety of circumstances: change of pack, overproduction, mislabeling, misinformation, or a test product that did not sell well.

    B. **Special buys** are inventories of item(s) that due to imperfections do not meet the standard for a manufacturer's #1 retail product. These products are to have only slight cosmetic imperfections.

12. **SUBSTITUTIONS:** The successful awarded vendor(s) shall deliver only those brands and items awarded on this bid. In the event of an emergency, the successful awarded vendor(s) must contact the Department of Food and Nutrition and Procurement Management Services for approval to ship any unauthorized items due to a change in product code number, brand, pack change, etc.

13. **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 bidder(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 Information is located in the M-DCPS main website under the tabs on the left side. Click on the "Discover M-DCPS" link, then go to "Doing Business with M-DCPS" tab, continue to the "General Information" tab, then click on the "For Vendors" tab.

    The direct links for Vendor application process can be downloaded at the following website addresses:

    http://procurement.dadeschools.net/PDF/3921.pdf
    http://procurement.dadeschools.net/pdf/vendorlist.pdf
    http://procurement.dadeschools.net/pdf/SwornStatement_NewContract.pdf

14. **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(s) is/are 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.

15. **INSPECTION: M-DCPS reserves the right to inspect the vendor's operations facility and/or trucks.** Failure to maintain all required licenses and satisfactory inspection reports by Miami-Dade County, State of Florida, and U.S. Government agencies during the term of this agreement and subsequent renewal(s) may result in the awardee being defaulted.

16. **U.S.D.A. CERTIFICATION DOCUMENT:** Each and every awarded vendor is/are required to complete, if applicable, and to submit the U.S. Department of Agriculture Certification Form contained herein. Failure to do so may result in the bid not being considered for award. Awards exceeding $25,000 will not be made to Awarded Bidder(s) who has/have not submitted this form.

SPECIAL CONDITIONS: CONTINUED

17. **OTHER L ICENSES, PERMITS AND FEES:** The successful vendor(s) shall obtain and pay for all licenses, permits and fees required for this service and shall comply with all laws, ordinances, and regulations. Damages, penalties and/or fines imposed on the Board or the awarded vendor(s) for failure to obtain required licenses, permits or fines shall be borne by the vendor.

18. **TAXES:** The successful vendor(s) shall pay all federal, state, and local taxes chargeable to the operation. The Board will not collect and/or pay any tax for the awarded vendor(s). Sales tax, stamp tax, and any and all other applicable taxes are the responsibility of the vendor(s) and shall be paid by the successful bidder(s).

19. **SUBCONTRACTING/ASSIGNMENT OF CONTRACT:** There shall be no subcontracting or assignment of this contract or any part thereof without prior notification to the Department of Food and Nutrition and Procurement Management Services. Vendors must disclose location of manufacturing facilities with bid submission or within five (5) days of request by M-DCPS. Failure to disclose this information may result in default conditions occurring as stated within Special Conditions #6 of this bid document.

20. **BID SUBMISSIONS: In order to facilitate the evaluation, vendor(s) is/are requested to submit in electronic format the Excel file, Format B** (Bid Proposal Form) on a CD-ROM, 3½" Floppy Disk, or Jump Drive **with the COMPLETE Bid Package. In addition, one printed copy of the COMPLETE Bid Package shall be submitted as the bid, for evaluation.**

    In the event of a discrepancy in manufacturer code(s) and/or packaging on the electronic format, the bidder(s) shall so indicate on the blank text boxes on the electronic format. Should the bidder(s) not be able to enter the discrepancy on the electronic format, the bidder shall so indicate the discrepancy on the printed copy. **The printed copy of the bid shall be used as the document for the evaluation process.** The complete bid file, including the Format B (Items on Bid) Excel Spreadsheet may be downloaded at the M-DCPS website listed: http://procurement.dadeschools.net/bidsol/asp/ENACT.asp Click on "Current Bids/RFP's Under the Cone of Silence". Bids will be accepted until the time and date indicated on the Bidder Qualification Form, in Room351, 1450 NE 2nd Ave, Miami, FL 33132. Bids and or files will **not** be accepted by E-Mail. Bidders are requested to submit, with their bid package, all information requested in the attached specifications. Requested information for this bid includes:

    - Signed Bidders Qualification Form.
    - Bid Proposal Form.
    - Samples, if applicable sent to the address listed above in Item 11, Special Conditions.
    - Vendor Information Sheet.
    - USDA Certification documents, if applicable
    - Occupational License
    - The Bid Proposal Form (Format B) Excel file on CD-ROM, 3½" Floppy Disk, or Jump Drive **in addition to the hard copy of the Bid Package.**

21. **ERASURES OR CORRECTIONS:** Bidders are requested 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 ink.
    4. Bid proposal form original hard copy must be signed in ink.
    5. Those bids for individual items that do not comply with items 1, 2, 3 and 4 above will be considered non-responsive for that/those item(s).

FROM: _____
_____
_____

AFFIX
POSTAGE
HERE

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
PROCUREMENT MANAGEMENT SERVICES
ROOM NO. 352 BID BOX
1450 N.E. 2ND AVENUE
MIAMI, FLORIDA 33132

BID NO.: 039-HH03
BID TITLE: CAFETERIA SUPPLIES
BID OPENING DATE: July 10, 2008

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)_____

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_____

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

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

SAMPLE COMPLETION OF FORMAT B FOR M-DCPS BID 039-HH03

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form — Bid No.039-HH03 — Cafeteria Supplies

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fi

Items 1 through 4 are to be awarded on a total low bid basis. Bidder(s) must bid all items to be conside

BUYER: R. Johnson

FORMAT B

SAMPLE CATEGORY (Items E1-E2)

NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.

BIDDER: XYZ PAPER AND SUPPLY COMPANY

For Items 1 and 2, vendor must bid both items from same manufacturer.

Bidder's Name: PLEASE enter it in space above.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Total Price to M-DCPS
E1	Water pail	225	Brand:	JACK AND JILL		$5.00	$1,125.00
M-DCPS No.:	452-9998	Cases of 6	Code Number:	123		PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G98		Units per case	6			
Type:			# Cases:.	225			
Specifications:	1 pint cap., poly coated, with wire handle.		Total Case Weight:	12	LB	BID SUBMISSION EXAMPLE # 1	
			Other Info:	Colors: White, Red, Yellow		VIEW TEXT BOXES SHOWN BELOW FOR	
Pack Size:	Packed 6 per case RECOMMEND					DETAILED EXPLANATIONS OF EACH COST	
to M-DCPS W/H	Minimum order: 25 cases						
Approved Brand 1	Jack and Jill 123						
Approved Brand 2	Canteen 200						
Approved Brand 3	Pail King GL1PT						
Approved Brand 4	OR Other Brands meeting s						
Unit:	CASES OF 6 PAILS						
E2	Pan, freezer	4500	Brand:	MY PAN		$4.00	$27,000.00
M-DCPS No.:	452-9999	Cartons of	Code Number:	F-181000		PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G99	6 Pans	Units per case	4			
Type:			# Cases:.	6750			
Specifications:	18" x 1000' x 0.007 standard, in single roll cartons.		Total Case Weight:	1	LB	BID SUBMISSION EXAMPLE # 2	
	100% aluminum content		Other Info:			VIEW TEXT BOXES SHOWN BELOW FOR	
Pack Size:	Packed 4-6 pans to a case.					DETAILED EXPLANATIONS OF EACH COST	
	Minimum order: 500 cartons						
SAMPLES:	Sample required: 1 case						
Approved Brand 1	All-American Aluminum 615						
Approved Brand 2	Freezers Inc. 1234						
Approved Brand 3	Americas WP						
Approved Brand 4	Aluminum Products 115						
Approved Brand 5	OR Other Brands meetin						
Unit:	EACH ROLL						

Bidder must fill out the brand, model (Code Number) units per case, Case Weight and any other information for each bid item.

Any additional comments may be typed in below in additional blue boxes provided .

ITEM E1: The bidder has entered a price of $5.00 for a case of 6 Water pails. This price is what the bidder will charge M-DCPS for the water pails delivered to the M-DCPS site, with a minimum order of 25 cases to be sent to the M-DCPS at a time.

UNITS PER PACKAGING AND # CASES CALCULATION: The bidder can enter the number of units per packaging in the colored text field. The "# Cases" FIELD WILL AUTOMATICALLY CALCULATE the number of cases needed to equal the estimated quantity. THE BIDDER SHALL ENTER THE PRICE PER CASE AND THE EXCEL DOCUMENT WILL AUTOMATICALLY CALCULATE the total estimated quantity price, adjusting for the packaging to match the total unit estimated quantity.

ITEM E2: The bidder has bidded this item packed 4 units per case. Their price per unit is $1., THEREFORE **the vendor would enter $4.00** above as the case price= 4 units per case times $1. per unit. If the vendor packaged it as 5 units per case, their new case price would be $5.00 per case = 5 units per case times $1. each unit.

NOTE: MANUFACTURER NUMBER: If the manufacturer number is: a) no longer available and has been replaced with an updated number, b) incorrect, the bidder should indicate the corrected manufacturer number on in the spaces provided.

Category Estimated Total: $28,125.00

EXAMPLE / DRINK CUPS / CONTAINERS / PANS / GLOVES / MISC. / Balance of Line / Checklist

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form | **Bid No.039-HH03** | **Cafeteria Supplies**

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

BUYER: R. Johnson

Items 1 through 4 are to be awarded on a total low bid basis. Bidder(s) must bid all items to be considered for award.

FORMAT B

BIDDER:

CUPS CATEGORY (Items 1 - 4)

NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.

Items 1-2 ARE AWARDED TOGETHER AS A TOTAL LOW BID and Items 3-4 ARE AWARDED AS A TOTAL LOW BID.

Item	Description	ESTIMATED Quantity	Detail of Item Description		WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
For Items 1 and 2, vendor must bid all items from same manufacturer and to be completely compatible with each other in fit.							
1	**Cup, 16 ounces, drink**	2000	**Brand:**				#DIV/0!
M-DCPS No.:	452-0173	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G34	1000 units	**Units per case**				
Specifications:	16 oz. Squat, wide base shape.		**# Cases:.**	**#DIV/0!**			
	To have strong leak proof bottom and side seam.		**Total Case Weight:**		LB		
	(To be used with ITEM # 2 plastic lid).		**Other Info:**				
	AFTER AWARD, the Department of Food and Nutrition may ask vendor for a color/design to be chosen from stock.						
Pack Size:	Packed 1000-1200 per CASE RECOMMENDED						
SAMPLES:	Minimum order: 400 Cases						
	Sample required: 24 each as specified, include lid w/ samples						
Approved Brand 1	Sweetheart S16						
Approved Brand 2	**OR Other Brands meeting specifications and pack size**						
Evaluation Unit:	CASE OF 1000 UNITS						
For Item 2, vendor must bid same manufacturer as Item 1.							
2	**Lid, 16 ounces, plastic**	800	**Brand:**				#DIV/0!
M-DCPS No.:	452-0271	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G35	1500 units	**Units per case**				
Specifications:	With straw slots and grooved to receive the base of cup		**# Cases:.**	**#DIV/0!**			
	described in Item #1 for stacking purposes.		**Total Case Weight:**		LB		
			Other Info:				
Pack Size:	Packed 1500-2000 per CASE RECOMMENDED						
	Minimum order: 50 Cases						
SAMPLES:	Sample required: 12 each as specified, include cup with sample.						
Approved Brand 1	Sweetheart L1624B						
Approved Brand 2	**OR Other Brands meeting specifications and pack size**						
Evaluation Unit:	CASE OF 1500 UNITS						

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form | **Bid No.039-HH03** | **Cafeteria Supplies**

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

BUYER: R. Johnson

Items 1 through 4 are to be awarded on a total low bid basis. Bidder(s) must bid all items to be considered for award.

FORMAT B

BIDDER:

CUPS CATEGORY (Items 1 - 4)

NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.

Items 1-2 ARE AWARDED TOGETHER AS A TOTAL LOW BID and Items 3-4 ARE AWARDED AS A TOTAL LOW BID.

Item	Description	ESTIMATED Quantity	Detail of Item Description		WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
For Items 3 and 4, vendor must bid all items from same manufacturer and to be completely compatible with each other in fit.							
3	**Cup, 8 ounces, hot drink**	**600**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0599	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G38	1000 units	**Units per case**				
Specifications:	8 oz. Paper type with handle.		**# Cases:.**	**#DIV/0!**			
	A minimum of four designs/prints/pictures		**Total Case Weight:**		LB		
	must be offered to the Department from vendor		**Other Info:**				
	to choose a color/design, after award.						
Pack Size:	Packed 1000 per case RECOMMENDED						
	Minimum order: 200 Cases						
SAMPLES:	Sample required: 12 each, as specified and include lid with cups						
Approved Brand 1	International Cup						
Approved Brand 2	Sweetheart HP508						
Approved Brand 3	**OR Other Brands meeting specifications and pack size**						
Evaluation Unit:	CASE of 1000 UNITS						
For Item 4, vendor must bid same manufacturer as Item 3.							
4	**Lid, 8 ounces, hot drink**	**300**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0000	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	000-NEW	1000 units	**Units per case**				
Specifications:	Lid for 8oz. Hot Cup for item #3 above.		**# Cases:.**	**#DIV/0!**			
			Total Case Weight:		LB		
Pack Size:	Packed 1000 per case RECOMMENDED		**Other Info:**				
	Minimum order: 50 cases						
SAMPLES:	Sample required: 12 each, include cup with lids						
Approved Brand 1	Sweetheart DLT508						
Approved Brand 2	**OR Other Brands meeting specifications and pack size**						
Evaluation Unit:	CASE OF 1000 UNITS						

NOTE: MANUFACTURER NUMBER: If the manufacturer number is: a) no longer available and has been replaced with an updated number, or b) incorrect, the bidder should indicate the corrected manufacturer number on in the spaces provided.

Reviewed by G. Lee-Stores and Distribution
Reviewed by T. Holmberg-Dept. of Food and Nutrition
Prepared by R. Johnson-Procurement Management Services

04/28/2008

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form **Bid No.039-HH03** **Cafeteria Supplies**

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

BUYER: R. Johnson

Items 5 through 8 are to be awarded on a TOTAL LOW BID basis. Bidder(s) must bid both items to be considered for award.

FORMAT B

BIDDER:

CONTAINERS CATEGORY (Items 5 - 8)

NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.

Items 5 through 8 can be combined for truckload shipment of two or more items, with order quantities to equal truckload of 2400 cubic feet minimum.

For Items 5-6 and 7-8, vendor must bid all items from same manufacturer and to be completely compatible with each other in fit.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
5	**Container, 4 ounces, plastic**	**9000**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0149	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G46	1000 units	**Units per case**				
Specifications:	4 oz. Regular, smooth wall, clear.		**# Cases:.**	**#DIV/0!**			
Pack Size:	Packed 1000 per CASE RECOMMENDED		**Total Case Weight:**		LB		
	Minimum order: 1000 Cases		**Other Info:**				
SAMPLES:	Sample required: 12 each, include lid with samples						
Approved Brand 1	Sweetheart ME-4						
Approved Brand 2	Sweetheart CE-4						
Approved Brand 3	Fabrikal FK4CC						
Approved Brand 4	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE of 1000 UNITS						

For Item 6, vendor must bid same manufacturer as Item 5.

6	**Lid, 4 ounces, plastic**	**7500**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0530	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G47	1000 units	**Units per case**				
Specifications:	Snap-on to fit Item #5 above		**# Cases:.**	**#DIV/0!**			
Pack Size:	Packed 1000 per CASE RECOMMENDED		**Total Case Weight:**		LB		
	Minimum order: 500 Cases		**Other Info:**				
SAMPLES:	Sample required: 12 each, include container with samples						
Approved Brand 1	Sweetheart LME3						
Approved Brand 2	Fabrikal L34CC						
Approved Brand 3	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE of 1000 UNITS						

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form **Bid No.039-HH03** **Cafeteria Supplies**

PLEASE COMPLETE ALL SHADED AREAS. **If writing in information, use ink or black ribbon to fill in areas.** **BUYER: R. Johnson**

Items 5 through 8 are to be awarded on a TOTAL LOW BID basis. Bidder(s) must bid both items to be considered for award. **FORMAT B**

BIDDER: **CONTAINERS CATEGORY (Items 5 - 8)**

NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.

Items 5 through 8 can be combined for truckload shipment of two or more items, with order quantities to equal truckload of 2400 cubic feet minimum.

For Items 5-6 and 7-8, vendor must bid all items from same manufacturer and to be completely compatible with each other in fit.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
7	**Container, 5 ounces, plastic**	**7000**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0157	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G48	1000 units	**Units per case**				
Specifications:	5 oz. Regular, smooth wall, clear		**# Cases:.**	**#DIV/0!**			
			Total Case Weight:		LB		
Pack Size:	Packed 1000 per CASE RECOMMENDED		**Other Info:**				
	Minimum order: 1000 Cases						
SAMPLES:	Sample required: 12 each, include lid w/ samples						
Approved Brand 1	Sweetheart ME-5						
Approved Brand 2	Sweetheart CE-5						
Approved Brand 3	Fabrikal FK5CC						
Approved Brand 4	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE OF 1000 UNITS						

For Item 8, vendor must bid same manufacturer as Item 7.

8	**Lid, 5 ounces, plastic**	**7000**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0521	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G49	2500 units	**Units per case**				
Specifications:	Snap-on to fit Item #7 above		**# Cases:.**	**#DIV/0!**			
			Total Case Weight:		LB		
Pack Size:	Packed 1000 per CASE RECOMMENDED		**Other Info:**				
	Minimum order: 500 Cases						
SAMPLES:	Sample required: 12 each, include container w/ samples						
Approved Brand 1	Sweetheart LME6						
Approved Brand 2	Fabrikal L5C						
Approved Brand 3	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE OF 1000 UNITS						

NOTE: **MANUFACTURER NUMBER: If the manufacturer number is: a) no longer available and has been replaced with an updated number, or b) incorrect, the bidder should indicate the corrected manufacturer number on in the spaces provided.**

Category Estimated Total: #DIV/0!

Reviewed by G. Lee-Stores and Distribution
Reviewed by T. Holmberg-Dept. of Food and Nutrition
Prepared by R. Johnson-Procurement Management Services

04/28/2008

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form | **Bid No.039-HH03** | **Cafeteria Supplies**

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

BUYER: R. Johnson

Items 9 and 10 are to be awarded on a TOTAL LOW BID basis. Bidder(s) must bid both items to be considered for award.

FORMAT B

BIDDER:

PANS CATEGORY (Items 9 and 10)

NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.

For Items 9 and 10, vendor must bid both items from same manufacturer and to be completely compatible with each other in fit.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
9	**Pan, oblong, 2.25 lb**	**400**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0882	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G12	500 units	**Units per case**				
Type:			**# Cases:.**	**#DIV/0!**			
Specifications:	Oblong, 2.25 lb. cap., one compartment.		**Total Case Weight:**		LB		
	Aluminum construction with rolled edges.		**Other Info:**				
Pack Size:	Packed 500 per case RECOMMENDED						
	Minimum order: 25 cases						
SAMPLES:	Sample required: 12 each, include lid with samples						
Approved Brand 1	Reynolds RC685, Formerly Penny Plate 760 (RCL 685 W/LID)						
Approved Brand 2	Wilkinson 708-30						
Approved Brand 3	Pactiv 788-30						
Approved Brand 4	HFA 2062-30-500						
Approved Brand 5	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE OF 500 UNITS						

For Item 10, vendor must bid same manufacturer as Item 9.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
10	**Lid, oblong, heavy board**	**400**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0891	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G13	500 units	**Units per case**				
Type:			**# Cases:.**	**#DIV/0!**			
Specifications:	Heavy board, for use with item #9.		**Total Case Weight:**		LB		
Pack Size:	Packed 500 per case RECOMMENDED		**Other Info:**				
	Minimum order: 25 cases						
SAMPLES:	Sample required: 12 each, include pan with samples						
Approved Brand 1	Reynolds RL685, Formerly Penny Plate L 760						
Approved Brand 2	Wilkinson L708						
Approved Brand 3	Pactiv L788						
Approved Brand 4	HFA 2062-L-500						
Approved Brand 5	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE OF 500 UNITS						

Category Estimated Total: #DIV/0!

NOTE: MANUFACTURER NUMBER: If the manufacturer number is: a) no longer available and has been replaced with an updated number, or b) incorrect, the bidder should indicate the corrected manufacturer number on in the spaces provided.

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form **Bid No.039-HH03** **Cafeteria Supplies**

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

BUYER: R. Johnson

Items 11 and 12 are to be awarded on a TOTAL LOW BID basis. Bidder(s) must bid both items to be considered for award.

FORMAT B

BIDDER:

GLOVES CATEGORY (Items 11 and 12)

NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.

For Items 11 and 12, vendor must bid both items from same manufacturer.

Items 11 and 12 may be combined to make 500 case minimum order quantity.

Item	Description	ESTIMATED Quantity	Detail of Item Description		WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
11	**Gloves, disposable, large**	**2000**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0255	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G73	1000 units	**Units per case**				
Specifications:	Embossed, long length, Polyethylene , 1.25 MIL.Thickness.		**# Cases:.**	#DIV/0!			
	Packed on roll, dispenser or box		**Total Case Weight:**		LB		
	Large size		**Other Info:**				
Pack Size:	1000 Units RECOMMENDED						
	Packed 100 gloves per packaged unit,10 units per case RECOMMENDED						
	Minimum order: 500 cases						
SAMPLES:	Sample required: 1 package of 100 units						
Approved Brand 1	Poly- King/Super Poly Gloves #1526						
Approved Brand 2	PLG # 6601						
Approved Brand 3	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE OF 1000 UNITS						
12	**Gloves, disposable, medium**	**3500**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0263	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G74	1000 units	**Units per case**				
Specifications:	Embossed, long length, Polyethylene , 1.25 MIL.Thickness.		**# Cases:.**	#DIV/0!			
	Packed on roll, dispenser or box		**Total Case Weight:**		LB		
	Medium size		**Other Info:**				
Pack Size:	1000 Units RECOMMENDED						
	Packed 100 gloves per packaged unit,10 units per case RECOMMENDED						
	Minimum order: 500 cases						
SAMPLES:	Sample required: 1 package of 100 units						
Approved Brand 1	Poly-King/Super poly Medium size # 1527						
Approved Brand 2	Ambitex PMD 6601						
Approved Brand 3	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE OF 1000 UNITS						

Category Estimated Total: #DIV/0!

NOTE: MANUFACTURER NUMBER: If the manufacturer number is: a) no longer available and has been replaced with an updated number, or b) incorrect, the bidder should indicate the corrected manufacturer number on in the spaces provided.

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form	Bid No.039-HH03	Cafeteria Supplies	NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.		BUYER: R. Johnson	
Bid item(s) must meet or exceed specifications to be considered for award.		FORMAT B	
BIDDER:		MISCELLANEOUS CATEGORY (Items 13-22)	

ITEMS 13 THROUGH 22 IN THIS CATEGORY ARE AWARDED INDIVIDUALLY.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
13	**Pail, food**	**100**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0904	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	G01	500 units	**Units per case**				
Specifications:	1 pint cap., poly coated, with wire handle.		**# Cases:.**	#DIV/0!			
Pack Size:	Packed 500 pails per case RECOMMENDED		**Total Case Weight:**		LB		
	Minimum order: 25 cases		**Other Info:**				
Approved Brand 1	Kari-Out Fold Pak 570-454-0433						
Approved Brand 2	Fonda 33160						
Approved Brand 3	SQP 7010						
Approved Brand 4	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE						
14	**Cup, 10 ounces, smoothie**	**150**	**Brand:**				#DIV/0!
M-DCPS No.:	452-1285	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G39	250 units	**Units per case**				
Specifications:	10 oz. translucent, for "Smoothie"		**# Cases:.**	#DIV/0!			
Pack Size:	250 cups per case RECOMMENDED		**Total Case Weight:**		LB		
	Minimum order: 50 cases		**Other Info:**				
SAMPLES:	Sample required: 12 each						
Approved Brand 1	Dart Conex 10N25						
Approved Brand 2	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE						

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form	Bid No.039-HH03	Cafeteria Supplies	NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.		BUYER: R. Johnson	
Bid item(s) must meet or exceed specifications to be considered for award.		FORMAT B	
BIDDER:		MISCELLANEOUS CATEGORY (Items 13-22)	

ITEMS 13 THROUGH 22 IN THIS CATEGORY ARE AWARDED INDIVIDUALLY.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
15	**Lunch Bag**	**700**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0726	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G62	1000 units	**Units per case**				
Specifications:	Lunch, paper, approx. 5-1/2" x 10-1/2" x 3-1/2", 6 lb. Size.		**# Cases:.**	#DIV/0!			
	Imprinted with school lunch designs.		**Total Case Weight:**		LB		
	Vendor must offer a minimum of four designs		**Other Info:**				
	for the department to choose or to have a combination of all.						
Pack Size:	1000 bags per case RECOMMENDED						
	Minimum order: 100 cases						
SAMPLES:	Sample required: 10 each						
Approved Brand 1	Bagcraft 200 & 201						
Approved Brand 2	Mello Smello 12255, 1256, 1257 & 1258						
Approved Brand 3	Brown Paper 6A06						
Approved Brand 4	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE						
16	**Foil, aluminum**	**4500**	**Brand:**				$0.00
M-DCPS No.:	452-0220	Rolls	**Code Number:**			PER ROLL	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G40		**Units per case**	1			
Specifications:	18" x 1000' x 0.007 standard, in single roll cartons.		**# Cartons:.**	4500			
			Total Case Weight:		LB		
Pack Size:	Packed one roll to a carton.		**Other Info:**				
	Minimum order: 500 cartons						
SAMPLES:	Sample required: 1 roll/carton						
Approved Brand 1	Reynolds Aluminum Foil 615						
Approved Brand 2	Alcan 1817						
Approved Brand 3	Western Foil WP						
Approved Brand 4	Alumax 115						
Approved Brand 5	**OR Other Brands meeting specifications and pack size**						
Unit:	ROLL						

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form	Bid No.039-HH03	Cafeteria Supplies	NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.		BUYER: R. Johnson	
Bid item(s) must meet or exceed specifications to be considered for award.		FORMAT B	
BIDDER:		MISCELLANEOUS CATEGORY (Items 13-22)	

ITEMS 13 THROUGH 22 IN THIS CATEGORY ARE AWARDED INDIVIDUALLY.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
17	**Wrap, 18" roll, plastic**	**2000**	**Brand:**				$0.00
M-DCPS No.:	452-0378	Rolls	**Code Number:**			PER ROLL	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	G41		**Units per case**	1			
Specifications:	Polyvinyl chloride film, 18" x 2000'.		**# Cartons:.**	2000			
			Total Case Weight:		LB		
Pack Size:	Packed 1 roll per carton		**Other Info:**				
	Minimum order: 500 rolls						
SAMPLES:	Sample required: 1 roll/carton						
Approved Brand 1	Reynolds 914						
Approved Brand 2	Seal Wrap						
Approved Brand 3	Anchor PW18(Network 70755)						
Approved Brand 4	Western Foil 18/2000 Film						
Approved Brand 5	Borden 18/2000						
Approved Brand 6	Robbie W1A/00311						
Approved Brand 7	**OR Other Brands meeting specifications and pack size**						
Unit:	ROLL						
18	**Wrap, 12" roll, plastic**	**2000**	**Brand:**				$0.00
M-DCPS No.:	452-0386	Rolls	**Code Number:**			PER ROLL	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	G42		**Units per case**	1			
Specifications:	Polyvinyl chloride film, approximately 12" x 2000'		**# Cartons:.**	2000			
Pack Size:	Packed 1 roll per carton		**Total Case Weight:**		LB		
	Minimum order: 500 rolls		**Other Info:**				
SAMPLES:	Sample required: 1 roll						
Approved Brand 1	Western Foil 12/2000 Film						
Approved Brand 2	Borden, Anchor PW12 (Network 70753)						
Approved Brand 3	Robbie W1/00306						
Approved Brand 4	Reynolds						
Approved Brand 5	Seal Wrap						
Approved Brand 6	**OR Other Brands meeting specifications and pack size**						
Unit:	ROLL						

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form	Bid No.039-HH03	Cafeteria Supplies	NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.		BUYER: R. Johnson	
Bid item(s) must meet or exceed specifications to be considered for award.		FORMAT B	
BIDDER:		MISCELLANEOUS CATEGORY (Items 13-22)	

ITEMS 13 THROUGH 22 IN THIS CATEGORY ARE AWARDED INDIVIDUALLY.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
19	**Liner, Pan**	**4000**	**Brand:**				#DIV/0!
M-DCPS No.:	452-1030	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G66	1000 units	**Units per case**				
Specifications:	Grease proof paper, regular treatment.		**# Cases:.**	#DIV/0!			
	Size: 18 3/8" x 26 3/8 " + / - 1/4 inch.		**Total Case Weight:**		LB		
	Basis Weight 25 lbs minimum.		**Other Info:**				
Pack Size:	1000 sheets per case RECOMMENDED						
	Minimum order: 500 cases						
SAMPLES:	Sample required: 12 each						
Approved Brand 1	Papercon 25Q						
Approved Brand 2	Bomarko						
Approved Brand 3	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE						
20	**Paper, Dry/Waxed**	**600**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0335	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	G67	6000 sheets	**Units per case**				
Specifications:	Delicatessen, Dry/Waxed paper Sheets, Approximately 12" X 10-3/4"		**# Cases:.**	#DIV/0!			
			Total Case Weight:		LB		
Pack Size:	6000 sheets per case RECOMMENDED		**Other Info:**				
	Minimum order: 100 cases						
SAMPLES:	Sample Required: 12 sheets						
Approved Brand 1	Marcal # 5092						
Approved Brand 2	James River # G-10						
Approved Brand 3	Dade Paper #419093 1212sw						
Approved Brand 4	Papecon QF12						
Approved Brand 5	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE						

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form	Bid No.039-HH03	Cafeteria Supplies	NOTE: This Excel spreadsheet will calculate out for each item the Cases and Total Estimated Quantity Price below IF this form is filled out electronically and is submitted with the bid package as a file.
PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.		BUYER: R. Johnson	
Bid item(s) must meet or exceed specifications to be considered for award.		FORMAT B	
BIDDER:		MISCELLANEOUS CATEGORY (Items 13-22)	

ITEMS 13 THROUGH 22 IN THIS CATEGORY ARE AWARDED INDIVIDUALLY.

Item	Description	ESTIMATED Quantity		Detail of Item Description	WT.	Unit Price to M-DCPS	Estimated Total Price to M-DCPS
21	**Napkin, Small**	**800**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0297	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G70	10000 units	**Units per case**				
Type:			**# Cases:.**	#DIV/0!			
Specifications:	For dispenser, bright white,		**Total Case Weight:**		LB		
	approximately 7-1/4" x 13-1/2" open size,		**Other Info:**				
	1-ply, tall fold napkin						
Pack Size:	10,000 napkins per CASE RECOMMENDED						
	RECOMMENDED packed 250-350 per package inside case						
	Minimum order: 300 Cases						
SAMPLES:	Sample required: 1 package						
Approved Brand 1	American Tissue # 1845						
Approved Brand 2	Georgia Pacific D3052S / 33201 / 33501						
Approved Brand 3	Kimberly Clark 987101						
Approved Brand 4	Ft. Howard HYNAP 332-01						
Approved Brand 5	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE						
22	**Cloth, Wiper**	**2000**	**Brand:**				#DIV/0!
M-DCPS No.:	452-0513	Cases of	**Code Number:**			PER CASE	Total Estimated Price will calculate if filled out electronically
PM Internal No.:	058-G71	150 units	**Units per case**				
Type:			**# Cases:.**	#DIV/0!			
Specifications:	Wiper, Cloth, reusable, machine washable, lint free,		**Total Case Weight:**		LB		
	approximately 13-1/2" x 21".		**Other Info:**				
Colors:	Blue, yellow OR other colors meeting specifications						
	and pack size may be submitted.						
Pack Size:	150 items per case RECOMMENDED						
	Minimum order: 200 cases						
SAMPLES:	Sample required: 12 each						
Approved Brand 1	Chicopee 8507 Pink Diamond Wipers / Smart-Brand 0075						
Approved Brand 2	Atlantic Mills 8255A						
Approved Brand 3	**OR Other Brands meeting specifications and pack size**						
Unit:	CASE						

NOTE: MANUFACTURER NUMBER: If the manufacturer number is: a) no longer available and has been replaced with an updated number, or b) incorrect, the bidder should indicate the corrected manufacturer number on in the spaces provided.

Miami-Dade County Public Schools (M-DCPS) Bid Proposal Form | **Bid No.039-HH03** | **Cafeteria Supplies**

PLEASE COMPLETE ALL SHADED AREAS. If writing in information, use ink or black ribbon to fill in areas.

BUYER: R. Johnson

FORMAT B

BIDDER:

Balance of Line CATEGORY (Item 23)

NOTE: This Excel spreadsheet will calculate out for each item the percentage below IF this form is filled out electronically and is submitted with the bid package as a file.

THE FOLLOWING ITEMS ARE FOR INFORMATIONAL PURPOSES ONLY AND WILL NOT BE USED TO DETERMINE THE LOW BIDDER, HOWEVER VENDOR MUST HONOR PRICING DURING THE TERM OF THE CONTRACT. ITEM 23 WILL ONLY BE AWARDED FOR VENDORS RECEIVING AN AWARD FROM ANY CATEGORY GROUP LISTED IN SPECIAL CONDITIONS, OR FOR INDIVIDUALLY AWARDED ITEMS 13-22.

Item	Description		Detail of Item Description	Percent OFF MSRP	
23	**BALANCE OF LINE ITEMS**	Brand			%
	Percent off discount from MSRP	Brand			%
	(Manufacturer's Suggested Retail Price)	Brand			%
	IF more than 8 brands, list additional brands and percentage	Brand			%
	on another sheet and include with your bid submission	Brand			%
	You can reprint this page as many times as needed.	Brand			%
		Brand			%
		Brand			%

NOTE: **MANUFACTURER NUMBER: If the manufacturer number is: a) no longer available and has been replaced with an updated number, or b) incorrect, the bidder should indicate the corrected manufacturer number on in the spaces provided.**

DRINK CUPS

Bidders must bid ALL Items 1-4 to be considered for award

1	
2	
3	
4	

PANS

Bidders must bid ALL Items 9-10 to be considered for award

9	
10	

MISCELLANEOUS

Bidders can bid each item INDIVIDUALLY to be considered for award

13	
14	
15	
16	
17	
18	
19	
20	
21	
22	

CONTAINERS

Bidders must bid ALL Items 5-8 to be considered for award

5	
6	
7	
8	

GLOVES

Bidders must bid ALL Items 11-12 to be considered for award

11	
12	

BALANCE OF LINE

Vendors who are awarded a bid item will be awarded this item. PLEASE COMPLETE.

23	

IMPORTANT: >>>>>

ANY AWARDED VENDOR WILL BE AWARDED BALANCE OF LINE. PLEASE FILL OUT FORMAT B FOR "BALANCE OF LINE" ITEMS.

This checklist is to help bidder(s) cross-check what items they have submitted.

BIDDER(S) MUST SEND SAMPLES IF BIDDING ANY ITEM THAT IS NOT AN APPROVED BRAND AND APPROVED ITEM NUMBER, AS STATED IN SPECIAL CONDITIONS #11.