COMPLETE LIBING TYPEWHETEN GREEN BALL-POWET PEN ONLY.



School Seard Administration Building 1450 Northwest Second Avenue Mismi, Florida 33132 Direct all inquiries to the Bureau of Procurement and Materials Management.

BUYER NAMED:

D. Denson

PHONE: (305)995-2673

TDD PHONE (305) 995-2400

BIDDER QUALIFICATION FORM

BID N	O. 043-BB08	BID TITLE Paper: Art, D	rawing, Constru	ction and	Classroom		
BIDS	WILL BE ACCEPTED	UNTIL 2:00 P.M.	•	_ ON _	1/21/03		IN ROOM 351.
SCHO	OOL BOARD ADMIN	STRATION BUILDING, 145	O NE 2ND AVE	NUE, MIAI	MI, FL. 33132, AT	WHICH TIME 1	
		MAY NOT BE WITHDRAW			AFTER OPENING.		
BIDDI	ERS, para.IV.B.)						
THE S	SUBMISSION OF TH	IE BID BY THE VENDOR,	ACCEPTANCE	AND AW	ARD OF THE BID	BY THE SCH	OOL BOARD OF
		FLORIDA, AND SUBSEQU					-
		ENFORCEABLE CONTRAC					DOCUMENTS, NO
OTHE	R CONTRACT DOCU	MENTS SHALL BE ISSUED.					,
I. A.	BIDDER CERTIFICA	ATION AND IDENTIFICATION	N. (SEE INSTRU	JCTIONS	TO BIDDERS, para	a. I. A.2.)	
	 submitting a bid for 	i is made without prior under the same materials, supplications of this bid; and	es, or equipmen	nt, and is i	n all respects fair :	and without coll	lusion or fraud 1
В.	. Vendor certifies the Miami-Dade County	at it satisfies all necessary l , Florida.	legal requireme	ents as an	entity to do busin	ess with the S	chool Board of
11.	INDEMNIFICATION						
	attorney's fees and arising out of or income behalf of the Bidde excluding only the.	old harmless, indemnify and ary, liability, cost or expense a court costs arising out of to cidental to the performance er, whether or not due to come sole negligence or culpability ami-Dade County, Florida and	se of whatsoeve bodily injury to p of this Contrac or caused in pa ity of the indemi	er kind or persons in or including art by the inity. The f	nature including ncluding death, or g goods and serv negligence or oth ollowing shall be o	, but not by wa damage to tar ices provided t	ay of limitation, agible property hereto) by or on of the indemnity
III.	PERFORMANCE S	ECURITY. Refer to INSTRUC	CTIONS TO BIDI	DERS, par	a I.A.1., and VI., a	nd check (x) bel	ow:
	WHEN PERFORMAL	NCE SECURITY IS REQUIRE	D I WILL FURNIS	SH A:			
	Performance Bond		Check	(Cashier's	, Certified, or Equ	al)	
	White the state of	PLEASE	TYPE OR PRIN	T BELOW	the last terms of the last ter		
	LEGAL	NAME OF VENDOR:					
		MAILING ADDRESS :					
	CITY	, STATE, ZIP CODE :					
	Т	ELEPHONE NUMBER :		* *************************************	FA	X#	
		ATURE (ORIGINAL) :				TE	
-		NAME (TYPED) :			TIT	LE	

INSTRUCTIONS TO BIDDERS

I. PREPARING OF BIDS

- A. BIDDER QUALIFICATION FORM qualifies the bidder and the bid and must be completed and submitted as page 1 of the bid.
- PERFORMANCE SECURITY. The form of performance security the bidder will submit, when required to do so, must be furnished. Performance security shall not be submitted with the bid.
- 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 define 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 its 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 IX: Packaging.
- 2. PROTEST OF SPECIFICATIONS. Any notice of protest of the specifications contained in an invitation to bid shall be filed in writing with the Associate Superintendent, Bureau of Procurement and Materials Management no later than 48 hours prior to the date and hour specified in the Bidder Qualification Form for receipt of bids. Failure to file a timely notice of protest shall constitute a waiver of proceedings.
- 3. PRICES. 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.
- 4. 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.

IL SUBMITTING OF BIDS

A. BID FORMS AND ENVELOPES. Bids must be submitted on forms furnished by the Board and in sealed envelopes. Envelopes must be clearly marked with bid number, bid title and bid opening.

- B. ERASURES OR CORRECTIONS. When filling out the bid proposal form, bidders are required to use a typewriter or 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 your 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.

III. CANCELLATION OF BIDS OR REQUEST FOR PROPOSALS

An invitation for bids or request for proposals, or other solicitations 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 Associate Superintendent, Bureau of Procurement and Materials Management, 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:
- A review of a valid protest filed by a bidder as may be determined by the administrative staff;
- 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 sent to all businesses solicited, via facsimile or mail and bids or proposals returned to the vendor unopened.
- C. 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 re-solicitation on any future 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 their bid they shall do so in writing. This communication is to be received by the Executive Director. Division of Procurement Management, Room 364, School Board Administration Building, prior to date and hour of bid opening. The bidder's 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. 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 re-bids. 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.
- B. AWARD RECOMMENDATION. Bidder/Proposer information phone lines have been established in Procurement Management. Bidders/proposers may call 995-1375 each Friday to be advised of the recommended bidders or proposers and the time it is contemplated that the recommendation will be made. This information will be provided by school system staff as available. In no case will information as to a recommended bidder/proposer be available later than the Friday preceding the week when the award is scheduled to be made by the School Board or the Superintendent.

Bidders and proposers may file letters of protest no later than 48 hours prior to the Board Meeting for which the award is scheduled to be made. These letters of protest will be reviewed by Staff. Staff will offer the protesting bidder the opportunity for a meeting to discuss the protest. If the bidder is not satisfied with the response to the protest, he/she may request to address the School Board. Alternatively, bidders may invoke the provisions of §120.569, Fla.Stat. Petitions for hearings on protests pursuant to §120.569, Fla. Stat., must be filled in accordance with School Board Rule 6Gx13_8C_1.064. Protests filed later than the date specified herein are deemed waived. This provision supersedes and governs over any conflicting provision in this document.

- C. OFFICIAL AWARD DATE. Awards become official when made unless otherwise specified in the award recommendation.
- D. PURCHASE ORDERS. 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 in default of the contract and subject to the default provisions stated in Instructions to Bidders, Section V. E.
- E. DEFAULT. In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee shall pay to the Board as liquidated damages an amount equal to 10% 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. Where no performance bond or check has been required, each awardee who fails to pay the liquidated damages within 15 days after it is invoked shall 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 §120.569 . Fia. Stat., and School Board Rule 6Gx13-8C-1.064.

The Board reserves the right to waive liquidated damages/loss of eligibility.

- F. The intent of the bid documents is to include only the writtenrequirements 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
- VI. 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:

t

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 VI.B. above or the qualifications set forth in section 287.0935, Florida Statutes.

- C. AMOUNT. When required as defined therein, 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.
- 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 their 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.
- VII. 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.

Revised April 1999

- C. Bidder must obtain from Materials Control 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 CONTROL TESTING AND EVALUATION
7040 West Fiagler Street
Miami, Florida 33144
Telephone Number: (305) 995-3290

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. Interested bidders should contact the buyer, prior to the recommendation for award, to determine whether the item(s) submitted complies with the specifications requirements. If the item(s) does not comply, the buyer will advise the bidder to contact the Materials Control Testing and Evaluation for further details.
- VIII. 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 the Bureau of Procurement and Materials Management, 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.

DC. PACKAGING

- A. TYPE. 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. CONTAINER IDENTIFICATION. 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)
- X. PURCHASES BY OTHER PUBLIC AGENCIES. With the consent and agreement of the successful bidder(s), purchases may be made under this bid by Metropolitan 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 re-bid any or all of these items.
- XI. 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 contain pre-consumer or post-consumer waste, and if the product and/or packaging may be recycled.

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

XIII. 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 the 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 direct payment to the bidder.
- XIV. NO GRATUITY POLICY. It is the policy of the Bureau of Procurement and Materials Management not to accept gifts, gratuities, or favors of any kind, or of any value whatsoever, from vendors, members of their staffs, or families.
- XV. COMPLIANCE WITH 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 its 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 Associate Superintendent, Bureau of Procurement and Materials Management, 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 grantee (The Board), or subgrantee 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.

THE BOARD MAY REJECT ANY 8ID FOR FAILURE BY THE BIDDER TO COMPLY WITH ANY REQUIREMENT STATED ABOVE. IN THE BID PROPOSAL FORM, OR IN ATTACHMENTS THERETO WHICH BECOME PART OF THE BID.

THE STATION BOARD OF MIAMI-DADE COUNTY, FLORIDA

SUPERINTENDENT OF SCHOOLS

Vendor Information Sheet



1A			2. Telephone/Fax/Contact Person
	Federal Employer Identification	on Number	()
Or			Telephone number
	Owner's Social Security N	Number	()
1B			Fax number
Name of Firm	n, Individual(s), Partners or Co	rporation	
	Street Address		Contact Person
City	State	Zip Code	

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 each officer, director, and stockholder or owner who holds, directly or indirectly five percent (5%) or more 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
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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: dcps.dege.tel.2016.cd/ (click District Offices - click Procurement Management).

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSA	L FORM (FORMA	TAJ	TO: THE SCHOOL BOARD OF MIAM	II-DADE COUNTY, FLORIDA
BID	043-BB08	BUYER		PAGE SC 1
TITLE	Donor Art Dec			1 00 1
	Paper: Aπ, Drav	vina Constru	ction and Classroom	

SPECIAL CONDITIONS

- 1. PURPOSE: The purpose of this bid is to establish a contract, at firm unit prices, for the purchase of estimated requirements, for the items listed. The term of the bid shall be for 18 months from the date of award, and may, by mutual agreement between The School Board of Miami-Dade County, Florida and the awardee, upon final School Board approval, be extended for one additional 18 month period and, if needed, 90 days beyond the expiration date of the current contract period. The Board, through Procurement and Materials Management, may, if considering to extend, 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 by the Board. All prices shall be firm for the term of the contract. The successful vendor(s) agrees to this condition by signing its bid.
- 2. 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. The School Board of Miami-Dade County, Florida is not obligated to place an order for any given amount, subsequent to the award of this bid. Estimates are based upon M-DCPS's actual needs and usage during a previous contractual period, and include an additional ten percent to cover unanticipated increases in requirements.
- 3. EQUAL PRODUCTS: 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. Non-compliance with this condition may cause the item not to be considered for award. The use of a manufacturer's brand name and model number are used in this specifications for the purpose of establishing a minimum acceptable require level of quality, standards of performance and design required for the item. For all items an equal product maybe bid. In addition, samples of the products bid as equal may be required for evaluation. When requested, the bidder shall submit the samples at no cost to M-DCPS within ten (10) working days after notification to the address specified on the request. Failure to submit the samples within the specified period of time shall be cause for considering the bidder non-responsive and ineligible for award.
- 4. **DELIVERIES:** Delivery shall be made as soon as possible, but not later than <u>45</u> days after receipt of the purchase order.

DELIVER TO:
The School Board of Miami-Dade County, Florida
Stores and Mail Distribution
7001 SW 4th Street
Miami, FL 33144

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT	A) TO: THE SCHOOL BOARD OF MIAN	MI-DADE COLINTY ELOPIDA
043-BB08	BUYER D. Denson	PAGE SC2
Paper: Art, Drawing	2. Construction and Classroom	

SPECIAL CONDITIONS

- 5. **Damaged Goods:** Awardees shall be responsible for filing, processing and collecting all damage claims against the shipper. The awardee shall also be responsible for effecting an immediate replacement shipment of damaged materials.
- 6. VENDOR INFORMATION SHEET: All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under the bid, M-DCPS requires that the vendor(s) have a current vendor application in the file. The information on both documents must be consistent. Failure to comply with this condition may cause the bidder(s) not to be awarded any new business. The Vendor Application can be downloaded at procurement.dadeschools.net
- 7. 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, Florida shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of current license. Non-compliance with this condition may cause the bid not be considered for award.
- 8. **ERASURES AND CORRECTIONS:** When filling out the Bid Proposal Form, bidders are requested to use a typewriter or 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 no comply with items 1, 2, and 3 above will be considered non-responsive for that item(s) and ineligible for award.

The School Board of Miami-Dade County, Florida Bid #043-BB08 Paper: Art, Drawing, Construction and Classroom

		BID PROPOSAL		AT B)	•			
		Type or print in t complete name o	this box the f the bidder:				PLEASE COM ALL SHADEI	
		Bid #043-BB08					NAME OF BI	backtare conservation and the second
		Title: Paper: Art,	, Drawing, Constr	uction and Classroom				
	 	Buyer: D. Densor	n					
ГГЕМ	DCPS#		DESCRIPTION O		ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & PART NUMBER
		Items 1 and 2 are Vendor must bid		n a total low bid basis.				
				sis weight + or - 5%,				
		100% sulphite, 50 Riverside Tru-Ra	% recycled conter v. B & I Supply Co	nt, 50 sheets per package. olor Burst, or equal.				
		Minimum order of all colors and size	of 5,000 pounds in es, items 1 and 2.	plor Burst, or equal. aggregate quantites of				
1		Construction Pap	er: 18" X 24", 15 p	kg. per case.	1,200	Case		
2		Construction Pap	per: 12" X 18", 25 p	kg. per case.	7,365	Case		
			Custom Colors					
		Color	Tru-Ray #	ColorBurst #				
		Black	57SC	63				
		Sky Blue	21SC	76				
		Blue	33SC	74				
		Dark Brown	50SC	94				
		Slate	56SC	89				
		Turquoise	8SC	77				
		Brilliant Lime	10SC	82				
1		Festive Green	7 SC	80				
		Orange	3SC	66				
		Light Red	13SC	91				
		Festive Red	83SC	99				
		Violet	11SC	72				
		White	53SC	98				
		Light Yellow	17SC	83				
		Shocking Pink	15SC	92				
		Gold	48SC	48				

The School Board of Miami-Dade County, Florida Bid #043-BB08

			L FORM (FORMA	AT B)	-			
		Type or print in complete name or	this box the of the bidder:				PLEASE COM ALL SHADE	
		Bid #043-BB08					NAME OF BI	
		Title: Paper: Art	t, Drawing, Constr	ruction and Classroom				
		Buyer: D. Denso	n					
					ESTIMATED		PRICE PER	MANUFACTURER &
ПЕМ	DCPS#		DESCRIPTION O		QUANTITY	UNIT	UNIT	PART NUMBER
		Items 3 and 4 are Vendor must bid		n a total low bid basis.				
		Construction pay	per shall be 76# ba 0% recycled conter	sis weight + or - 5%, nt, 50 sheets per package				
		in the custom as	sortment listed bel	ow.				
		Riverside Tru-Ra	y or B & J Supply	Color Burst, or equal.				
		Minimum shipm	ent of 50 cases in a	aggregate quantities of				
		all colors and siz	es and colors, item	ns 3 and 4.				
3	876-0498		per, custom color a	assortment, 18" X 24", 15	250	Case		
		pkg. per case.						
4	876-0502	Construction pay	per, custom color a	assortment, 12" X 18", 25	600	Case		
		pkg. per case.	•	, , , , , , , , , , , , , , , , , , , ,		Cusc		
		Cus	tom Color Assorti	ment				
t.		5 She	eets of each color a	as follows:	,			
1.		Color	Tru-Ray #	ColorBurst #		·		
		Green	31SC	78				
		Royal Blue	22SC	73				
		Pumpkin	27SC	85				
		Red Orange	2SC	62				
		Magenta	1SC	64				
		Lilac	24SC	71				
		Salmon	12SC	90				
		Tan	49SC	69	•			
		Warm Brown	51SC	67				
	1	Gray	55SC	88				
L	<u> </u>	1						

BID PROPOSAL FORM (FORMAT B) Type or print in this box the PLEASE COMPLETE complete name of the bidder: **ALL SHADED AREAS** Bid #043-BB08 NAME OF BIDDER: Title: Paper: Art, Drawing, Construction and Classroom OCPS# Buyer: D. Denson Estimated PRICE PER ITEM **DESCRIPTION OF ITEM** Quantitues LINIT UNIT MANUFACTURER & MODEL NUMBER VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY. IF GREATER THAN ONE YEAR items 5 through 12 are to be awarded on a total low bid basis. Vendor must bid all items. These items may be mixed in any color combination for minimum order requirement. Art Paper shall be in 50 lb. rolls 36" wide X 1000' long, (50 lb. Basis weight plus/minus 5%, 500 @ 24" X 36"). Minimum order: 144 rolls 5 876-Art Paper, Bright Green. Bemiss Jason #6713-1, B & J 700 Roll 1043 Supply #K582, or equal. 6 876-Art Paper, White. Bemiss Jason #6700-1, B & J Supply 1650 Roll 0934 #K587, or equal. 876-Art paper, Light Blue. Bemiss Jason #6716-1, B & J Supply 1350 Roll 1051 #K573, or equal. 8 Art Paper, Black. Bemiss Jason #6730-1, B & J Supply 876-900 Roll 1060 #K563, or equal. 9 876-Art Paper, Canary. Bemiss Jason #6708-1, B & J Supply 852 Roll 1078 #K584, or equal. 10 876-Art Paper, Flame Red. Bemiss Jason #6703-1, B & J Supply 550 Roll 1086 #K599, or equal. 11 Art Paper, Orange. Bemiss Jason #6710-1, B & J Supply 876-575 Roll 1094 #K566, or equal. 12 876-Finger Paint paper 60 lb., 11" X 16", 100 sheets/pkg., 20 275 Case of 1117 pkg./case. Triangle #5316, Pacon 5316 or equal 20 Packages Minimum order: 25 packages Sample required: 5 sheets 13 876-Charcoal Paper, White, 19" X 25" rough, 70 lb., 250 sheet 40 Package 0004 package. Bienfang #290762, Hunt, or equal. Minimum order: 25 packages Sample required: 5 sheets

	,	BID PROPOSAL FORM (FORMAT B)				
		Type or print in this box the complete name of the bidden			PLEASE CON	
		Bid #043-BB08			NAME OF BIDD	-ft;
ſ		Title: Paper: Art, Drawing, Construction and Classroom				
	DCPS#	Buyer: D. Denson				
TEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
		items 14 through 17 are to be awarded on a total low bid basis. Vendor must bid all items. These items may be mixed in any color combination for minimum order requirement.				
14	0012	Chipboard, 32" X 40", 15, sheets per box, Packaged individually with 15 sheets per package. Crescent #20-C or equal	125	Вох		
15	0021	Matboard, 14 ply, 30" X 40", white on one side, cream on the other side, clear of all watermarks on both sides, 25 sheets per pack, completely wrapped, packaged separately. Crescent #34, or equal.	850	Package		
16	876- 0039	Matboard, same as item #11 except 20" X 30", 50 sheets per pack, packaged separately. Crescent #34, or equal.	55	Package		·
17	876- 1221	Illustration Board, bright white, reverse side mat grey, hot press, medium weight (approx. 18 ply), 20" X 30", 25 sheets per carton. Crescent #220, or equal.	80	Carton		
		Items 18 through 26 are to be awarded on a total low bid basis. Vendor must bid all items. These items may be mixed in any color combination for minimum order requirements.				
		Crepe Paper shall be: 7-1/2 feet long X 20" wide, rolls 12 unbanded rolls per box. Minimum order: 72 boxes				
18	876- 0519	Crepe Paper, Black. Pacon #1563-9, American Crepe 60 XXX, or equal.	30	Box		
19	876- 0535	Crepe Paper, Sapphire Blue. Pacon #1574-9, American Crepe 60 XXX, or equal.	70	Вох		

		BID PROPOSAL FORM (FORMAT B)				
		Type or print in this box the			PLEASE CO	MPLETE
		complete name of the bidder:		1	ALL SHADE	D AREAS
		Bid #043-BB08			NAME OF BIDD	ER:
(Title: Paper: Art, Drawing, Construction and Classroom				
	DCPS#	Buyer: D. Denson				
ITEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
20		Crepe Paper, Brown. Pacon #1567-9, American Crepe 60 XXX, or equal.	35	Вох		
21		Crepe Paper, Holiday Green. Pacon #1580-9, American Crepe 60 XXX, or equal.	60	Вох		
22	876- 0586	Crepe Paper, Bright Orange. Pacon #1566-9, American 60 XXX, or equal.	55	Вох		
23		Crepe Paper, Pink. Pacon #1570-9, American Crepe 60 XXX, or equal.	55	Вох		
24	876- 0616	Crepe Paper, Flame Red. Pacon #1561-9, American Crepe 60 XXX, or equal.	70	Box		
25		Crepe Paper, White. Pacon #1587-9, American Crepe 60 XXX, or equal.	60	Box		
26	876- 0632	Crepe Paper, Hot Yellow. Pacon #1583-9, American Crepe 60 XXX, or equal.	55	Box		
		Items 27 and 28 are to be awarded on a total low bid basis. Vendor must bid both items. These items may be mixed in any combination for minimum order requirements. Minimum order: 400 cases				
27	876- 0660	Manila Drawing Paper, 18" X 24" (50 lb. Basis weight, 500 @ 24" X 36") 500 sheets per ream securely wrapped and labeled. Must be packaged 2 reams per case. American Paper Converters #518M, B & J Supply #MD-53, Boston Paper Board, Roseart #MD-50, Riverside #3191, or equal.	650	Case Qty. per		
28		Manila Drawing Paper, same as item #23 except 12" X 18". Must be packaged 4 reams per case. American Paper Converters #512M, B & J Supply #MD-52, Boston Paper Board, Roseart #MD-50, Riverside #3190, or equal.	4000	Case Qty. per		

		BID PROPOSAL FORM (FORMAT B)				
		Type or print in this box the			PLEASE CON	MPLETE
		complete name of the bidder:			ALL SHADED	AREAS
		Bid #043-BB08			NAME OF BIDD	
[Title: Paper: Art, Drawing, Construction and Classroom				
	DCPS#	Buyer: D. Denson				
ITEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
		Items 29 through 31 are to be awarded on a total low bid basis. Vendor must bid all items. These items may be mixed in any combination for minimum order requirements.				
		Drawing Paper shall be: White, Bleached Sulphite, (80 lb. basis weight plus/minus 5%, 500 @ 24" X 36"). 500 sheets per ream, securely wrapped and labeled. B & J Supply #WS84/3/2, Riverside number 3184, 3183, 3182, America Paper 812W, Thom-Tex 611218W or equal. Minimum order: 200 cases or 5000 lbs.				
		Sample required: One ream 12" X 18"				
29	876- 0676	White Drawing, 24" X 36". Packaged 1 ream per case.	400	Case		
				Qty. per case		
30	876- 0884	White Drawing, 18" X 24". Packaged 2 reams per case.	750	Case Qty. per		
31	876-	White Drawing, 12" X 18". Packaged 3 reams per case.	2150	Case		
	0692	·		Qty. per case		
		Items 32 through 40 are to be awarded on a total low bid basis. Vendor must bid all items. These items may be mixed in any color combination for minimum order requirements. Railroad Board Paper shall be: 22" X 28", 6 ply, colored both sides, 50 sheets per packages. Minimum order: 240 packages				
32	876- 0799	Railroad Board, Black. Riverside #4275, Beveridge #R9, or equal.	180	Package		
33	876- 0802	Railroad Board, Azure Blue. Riverside #4271, Beveridge #R4, or equal.	100	Package		
I	<u></u>	<u> I e e e e e e e e e e e e e e e e e e </u>	<u> </u>	1	1	

	1	BID PROPOSAL FORM (FORMAT B)				
		Type or print in this box the			PLEASE CON	NPLETE
		complete name of the bidder.		ALL SHADED AREAS		
		Bid #043·BB08			NAME OF BIDDI	ER.
1		Title: Paper: Art, Drawing, Construction and Classroom				
	DCPS#	Buyer: D. Denson				
ITEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
34	876- 0811	Railroad Board, Buff. Riverside #4263, Beveridge #R12, or equal.	65	Package		
35	876- 0829	Railroad Board Kelly Green, Riverside #4259, Beveridge #R43 or equal	85	Package		
36	876- 0837	Railroad Board, Red. Riverside #4265, Beveridge #R75, or equal.	65	Package		
37	876- 0845	Railroad Board, White. Riverside #4256, Beveridge #R2360, or equal.	1450	Package		
38	876- 1001	Railroad Board, Royal Blue. Riverside #4272, Beveridge #R22, or equal.	85	Package		
39	876- 1108	Railroad Board, Coral. Riverside #4269, Beveridge #R37, or equal.	45	Package		
40	876- 1027	Railroad Board, Canary. Riverside #4261, Beveridge #R15, or equal.	120	Package		
41	876- 0853	Stencil Paper, 12' X 18", 12 sheets per package. Aquabee #5030, Scratch Art WX-P-9, or equal. Minimum order: 50 packages	272	Package		

	,	BID PROPOSAL FORM (FORMAT B)						
		Type or print in this box the			PLEASE COMPLETE ALL SHADED AREAS			
		complete name of the bidder:						
		Bid #043-BB08			NAME OF BIDD	ER:		
[Title: Paper: Art, Drawing, Construction and Classroom						
	DCPS#	Buyer: D. Denson			100		seeter, -	
ITEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFAC	CTURER & M	ODEL NUMBER
-		Items 42 and 43 are to be awarded on a total low bid basis. Vendor must bid both items. These items may be mixed in any combination for minimum order requirements. Minimum order: 200 cases						
42	0862	Tag Board, White, 12" X 18", (150 lb. Basis weight plus/minus 5%, 500 @ 24" X 36") 100 sheets per package, 6 packages per case. American Paper Converters #1512WP, B & J Supply #1518W, Boston Paper Board, Riverside #4109, Rosearrt #WT-150, or equal.	625	Case Qty. per case				
43	11	Tag Board, White, same as item #40 except 18" X 24". 100 sheets per package, 5 packages per case. American Paper Converters #1518WP, B & J Supply #1524W, Boston Paper Board, Riverside #4110, Roseart #WT-150, or equal.	755	Case Qty. per case				
44		Tissue Paper, 20 assorted colors, 20" X 30", 100 sheets per package, 6 packages per case. Bemiss Jason #5851-6, Pacon 1465-5, or equal. Minimum order: 200 cases Sample required: 1 package	1400	Case				
45	876- 0900	Watercolor Paper, White, acid free, rough surface, 25% rag, 140 lb. basis weight, 19" X 24", 25 sheets per package. Canson #1059, Bockinford, Aquarile, or equal. Minimum order: 100 packages Sample required: 2 sheets	2100	Package				
46	876- 0926	Brown Kraft Wrapping, in rolls 36" wide X 1000' long (50 lb. basis weight, plus/minus 5%, 500 @ 24" X 36"). One roll per carton. B & J Supply #RK5036, Boston Paper Board, American Paper Converter #5036BK, Riverside 411, or equal. Minimum order: 200 rolls	950	Rolls				
47	876- 0757	White Newsprint, smooth, 12" X 18", (30 lb. basis weight, plus/minus 5%, 500 @ 24" X 36"), 500 sheets per ream, 5 reams per case. American Paper Converters, B & J Supply, Boston Paper Board, Riverside #3160, Roseart #WNP-30-P, or equal. Minimum order: 400 cases	3425	Case			**************************************	

BID PROPOSAL FORM (FORMAT B)

		Type or print in this box the complete name of the bidder:			PLEASE CON	
		Bid #043-BB08			NAME OF BIDDE	R
F		Title: Paper: Art, Drawing, Construction and Classroom				
	DCPS#	Buyer: D. Denson				
ITEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
		Items 48 through 58 are to be awarded on a total low bid basis. Vendor must bid all items. The minimum order of items in this total low bid will be an aggregate quantity, totaling at least 40,000 lbs. (approximately 1400 cases)				
		Paper shall be: White newsprint, Size: 8" X 10–1/2", (30 lb. Basis WT. + or - 5%, 500 @ 24" X 36"). Packaged 500 sheets per ream, 10 reams per case. Pacon, Rosearm, or equal.				
48	0705	Paper, Manuscript, First Grade, Groveton Ruled, ruled both sides long way, 1" between major green lines, subdivided into three equal divisions by two pink, light guide lines. Top margin 1", start ruling with two pink, light guide lines.	860	Case		
49	0713	Paper, Manuscript, Second Grade, Groveton Ruled, ruled both sides long way, 3/4" between major green lines, subdivided into three equal divisions by two pink, light guide lines. Top with two pink, light guide lines. Top margin 1", start ruling with two pink, light guide lines.	325	Case		
50	0721	Paper, Manuscript, First Grade, Zaner Bloser Ruled, ruled both sides long way 1" between major blue lines, subdivided into two equal 1/2" divisions by a blue, light guide line; top margin 1".	110	Case		
51	0370	Paper, Manuscript, Second Grade, Zaner Bloser Ruled, ruled both sides long way, 3/4" between major blue lines, subdivided into two equal 3/8" divisions by a blue, light guide line; top margin 1".	140	Case		
52	0951	Paper, Manuscript, Kindergarten, Zaner Bloser Ruled, 1-3/4" ruling on both sides; 7/8" midline, red baseline, 7/8" descender space.	300	Case		
53	876- 0969	Paper, Manuscript, First Grade, Zaner Bloser Ruled, 7/8" rulings on both sides; 7/16" midline, red baseline, 7/16" descender space.	1500	Case		

BID PROPOSAL FORM (FORMAT B)

	1	BID PROPOSAL FORM (FORMAT B)	1			
		Type or print in this box the			PLEASE COM	MPLETE
		complete name of the bidder:			ALL SHADED	AREAS
		Bid #043-BB08			NAME OF BIDD	ER:
1		Title: Paper: Art, Drawing, Construction and Classroom				
	DCPS#	Buyer: D. Denson				
ITEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
54	876- 0977	Paper, Manuscript, Second Grade, Zaner Bloser ruled, 3/4" ruling on both sides; 3/8" midline, red baseline, 3/8" descender space.	825	Case		
55	876- 0985	Paper, Manuscript, Third Grade, Zaner Bloser Ruled, 1/2" rulings on both sides; 1/4" midline, red baseline, 1/4" descender space.	625	Case		
56	876- 0993	Paper, Manuscript, Fourth Grade, Zaner Bloser ruled, 3/8" ruling on both sides; 3/16" midline, red baseline, 3/16" descender space.	280	Case		
57	876- 0896	Paper, Transition, Third Grade, Zaner Bloser Ruled, ruled both sides; long way, one side 1/2" between blue lines, the other side 1/2" between major blue lines, subdivided into two equal parts by a blue, light guide line, top margin 1".	175	Case		
58		Paper, Picture Story, top half blank, bottom half ruled 7/8" X 7/16" alternate broken, reverse side ruled complete 7/8" X 7/16" alternate broken.	975	Case		
		Items 59 through 61 are to be awarded on a total low bid basis. Vendor must bid all items. The minimum order of items in this total low bid will be an aggregate quantity totaling at least 250 cases. Paper shall be: Grade D tablet paper, size 8" X 10-1/2", (16 lb. basis WT. + or - 5%, 500 @ 17" X 22") packaged 500 sheets per ream, 10 reams per case. Pacon, B & J Supply Special, Roselle, or equal.				
59	876- 0764	Paper, Penmanship, lined 5/16".	385	Case		

		BID PROPOSAL FORM (FORMAT B)	- .				
		Type or print in this box the complete name of the bidder:			PLEASE COMPLETE ALL SHADED AREAS NAME OF BIDDER:		
		Bid #043-BB08					
ı	r	Title: Paper: Art, Drawing, Construction and Classroom					
	DCPS#	Buyer: D. Denson					
ITEM		DESCRIPTION OF ITEM	Estimated Quantitues	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER	
60	876- 0772	Paper, Penmanship, lined 3/8".	40	Case			
61	876- 0781	Paper, Penmanship, lined 1/2".	190	Case			