

The School Board of Miami-Dade County, Florida
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management
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Miami, Fl. 33132

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BID/RFP ADDENDUM

Date: July 8, 2005
Addendum No. 1

BID/RFP TITLE: 061-EE10 – Relocation of Furniture, Fixtures & Equipment

This addendum modifies the conditions of the above referenced bid as follows:

1. Revises descriptions of trucks
2. Revises the specifications regarding proper attire

Bid Proposal Form (Pages 1 and 2)
Specifications (page 5)

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

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

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

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

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

BY: SIGNATURE (Manual): _____

OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____

OF AUTHORIZED REPRESENTATIVE

FM-4354 Rev. (07-98)

The School Board of Miami-Dade County, Florida
 Bid #061-EE10
 Relocation of Furniture, Fixtures Equipment

BID PROPOSAL FORM (FORMAT B)

REVISED

Type or print in this box the
 complete name of the bidder:

Bid # 061-EE10

Title: Relocation of Furniture, Fixtures & Equipment

Buyer: Barbara D. Jones

**PLEASE COMPLETE
 ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	UNIT	PRICE PER UNIT	MANUFACTURER AND MODEL NUMBER (if applicable)
	Furnish all labor, material and equipment for the moving of office and classroom furniture, fixtures and equipment in accordance with the attached specifications. Regular hourly rate for hours from 8:00 a.m. through 5:00 p.m., Monday through Friday, except during observed holidays. Award will be based on a total low bid, items 1 through 14. Vendors must bid all items			
1	Crew Of Three: Includes (1) Crew Chief, (1) mover (1) installer, plus 24' truck with tailgate/liftgate	Hourly Labor Rate		
2	Crew Of Five: Includes (1) Crew Chief, (2) Movers (2) Installers, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate		
3	Crew Of Seven: Includes (1) Crew Chief (3) Movers (3) installers, plus 24' truck with tailgate/liftgate	Hourly Labor Rate		
4	Crew Of Nine: Includes (1) Crew Chief, (4) Movers (4) Installers, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate		
5	Crew Of Eleven: Includes (1) Crew Chief, (5) Movers (5) Installers, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate		
6	Crew Of Thirteen: Includes (1) Crew Chief, (6) Movers (6) Installers, plus 24' truck with tailgate/liftgate	Hourly Labor Rate		
7	Additional Crew Chief	Hourly Labor Rate		
8	Additional Installer	Hourly Labor Rate		
9	Additional Mover	Hourly Labor Rate		

The School Board of Miami-Dade County, Florida
 Bid #061-EE10
 Relocation of Furniture, Fixtures Equipment

BID PROPOSAL FORM (FORMAT B)

REVISED

Type or print in this box the complete name of the bidder:
Bid # 061-EE10
Title: Relocation of Furniture, Fixtures & Equipment
Buyer: Barbara D. Jones

**PLEASE COMPLETE
ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	UNIT	PRICE PER UNIT	MANUFACTURER AND MODEL NUMBER (if applicable)
10	Relocation boxes (qty 100), less than 3.0 cubic feet, including two (2) labels per box and one (1) fifty (50) yard roll of tape per 10 boxes, delivered to site.	Per 100		
11	Relocation boxes (qty 100), more than 3.0 cubic feet, including two (2) labels per box and one (1) fifty (50) yard roll of tape per 10 boxes, delivered to site.	Per 100		
12	Daily cost of additional 24' truck with tailgate/liftgate.	Daily Rate		
13	Trip charge for delivery to M-DCPS warehouse, County dump and/or other pre-designated site, including the offloading of surplus items. For Lump Sum Projects Only. (Do not include dump fee)	Per Trip		
14	Trip charge for delivery to M-DCPS warehouse, County dump and/or other pre-designated site, including the offloading of surplus items. For Hourly Projects Only. (Do not include dump fee)	Per Trip		

BID # 061-EE10
RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT
SPECIFICATIONS

The Contractor(s) shall be evaluated by the Capital Improvement Projects FF&E Operations representative on all projects exceeding three working days. Copy of evaluation form is attached to the agreement as Exhibit A.

Proper attire must be worn by all employees of the Contractor(s) while performing Relocation Projects in schools and/or facilities of M-DCPS. Proper attire will include company shirts. Sleeveless shirts and tank tops are not considered proper attire on Relocation Projects where school(s) is in session or all occupied facilities. Shorts may be worn; however all pants/shorts must be worn at the waist. This provision will be strictly enforced.

The Contractor(s) employees, while performing Relocation Projects at M-DCPS schools and/or facilities, must wear proper I.D.

The Contractor(s) shall enforce strict discipline and good order among its employees. The Contractor shall not employ unfit persons or persons not skilled in the tasks assigned in the Relocation Projects. M-DCPS reserves the right to request that the Contractor(s) remove any individual not meeting the aforementioned criteria.

Should the Contractor(s) wrongfully cause damage to the Board's property. The Contractor(s) shall assume responsibility and liability for such damage, promptly remedying same.

All Relocation Projects are to be completed within the time specified in the Award Letter/Work Order (purchase order) or if the timeline changes, by M-DCPS request, per memo from Capital Improvement Project, FF&E Operations representative. Failure to complete the project on time is considered Non-Compliant and subject to penalty.

Costs incurred by Contractor(s) delays, improperly timed activities or defective workmanship shall be borne by the Contractor(s).

6. HOURLY RATE:

The hourly rate quoted by the Contractor(s) shall include full compensation for labor, equipment use, packing materials, tools, travel time (to/from school/facility), and any other cost associated with the Relocation Project. The Hourly rate shall be straight time for all labor, except as otherwise noted. Projects on a rotation schedule, done exclusively under an Hourly Rate, will be paid at a minimum of no less than four crew hours.

Award Letters/Work Orders and supplementary requests may be assigned on a time & materials basis, as per the quoted hourly labor rates.