Bid Number: 071-LL04

Bid Title: Information Technology Consultant

Assigned Buyer: Harry Eschbach

Special Conditions

01-PURPOSE

The purpose of this bid is to establish a contract, at firm fixed labor rates, for information technology consulting resources. The term of the contract shall be for two (2) years from date of award, and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the successful bidder(s), be extended for three (3) additional one year periods, and if needed, 90 days beyond the expiration date of the **current contract period**. Procurement Management Services, may, if considering to extend, request a letter of intent to extend from the successful bidder(s), prior to the end of the current contract period. The awardee(s) will be notified when the Board has acted upon the recommendation. The successful bidder(s) agrees to this condition by signing its bid.

02-AWARD

The School Board of Miami-Dade County, Florida may award a contract to all responsive responsible bidders meeting specifications. The awarded vendors will be used to establish a pool of vendors capable of meeting the District's needs for a variety of IT projects. Prices shall be firm and fixed during the term of the contract. Awarded vendors quoting on a specific scope of work may quote lower than prices submitted on the bid but may not exceed the hourly rate ceiling as awarded.

STANDARD PROJECTS: Standard Information Technology (IT) project awards may be awarded to all responsive and responsible bidders who offer a firm-fixed hourly labor rate for items 1 through 99, on Bid Proposal Form (Format B). Vendors are **not** required to bid all items in order to be considered for an award. Labor rate(s) bid shall remain firm throughout the initial contract term and all subsequent extension periods.

SPECIAL PROJECTS: As the need arises, the awarded vendors will be requested to submit quotations for any single job exceeding the threshold for quotation as established by Miami-Dade County Public Schools' Board Policy 6320. Quotations will be evaluated and the best and lowest responsive and responsible bidder awarded the specific job.

03 - PRE-BID CONFERENCE: A pre-bid conference will be held **Monday, January 23, 2012 beginning at 1:30 PM at *the 1450 N.E. 2nd Ave location, 1st floor auditorium***. Pre-Bid Conference attendance by the bidder or his qualified representative is recommended for bid acceptance.

04-BID SUBMITTAL

Bidders are requested to submit four (4) copies of the bid and all supporting documentation. The original should be clearly marked "Original". Also, bidders are required to submit, with their bid package, all information requested. Failure to provide documentation with the bid will result in the bid not being considered for award.

- Signed Bidders Qualification Form
- Bid Proposal Form Price Sheets
- Vendor Information Sheet
- Insurance Requirements as defined in special condition 6
- Occupational License
- The information requested in section 10.0 (page 6) titled " Information Required of the Bidder"
- Bid Addendum(s), if applicable
- Escalation Chart for Problem resolution as per Specification 3.4
- Occupational License as defined in Special Condition 16

05-INSURANCE REQUIREMENTS

Successful vendor(s) are required to have insurance coverage as specified in the indemnity and insurance form(s), attached hereto and made part of this bid. The successful vendor(s) must submit completed certificate of insurance form(s), prior to being recommended for award. Failure to submit this form(s), as noted, will result in the vendor(s) not being recommended for the bid award.

06-VENDOR INFORMATION SHEET

All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under this bid, M-DCPS requires that the vendor(s) have a current vendor application on file. The information on both documents must be consistent. Failure to comply with this condition may cause the Bidder(s) not to be awarded any new business. Vendor applications can be downloaded at **http://procurement.dadeschools.net**.

07-VENDOR APPLICATION

Vendors are required to have on file a current vendor application. If not, a new, current vendor application is requested to be submitted with bid, in lieu of the Vendor Information Sheet. The information that appears on the application is to match that as entered on the Bidder Qualification Form.

08-OCCUPATIONAL LICENSE

Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.

09-BID ADDENDUMS/QUESTIONS

It is the bidders' responsibility to continuously monitor the M-DCPS, Procurement website, for any addendums that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums and award information is as follows: **http://procurement.dadeschools.net**, (click on) Bid Solicitation. A Q&A link is provided to address all inquiries that maybe received on this bid prior to the bid opening.

THE DEADLINE FOR ANY INQUIRY, CLARIFICATION OR INFORMATIONREGARDING THIS BID SOLICITATION SHALL BE 3 DAYS PRIOR TO THE BID OPENING DATE

The District shall not be bound by any verbal information or any written information that is not either contained within the solicitation documents, formally noticed and issued by the Buyer.

10-CONE OF SILENCE

A Cone Of Silence is applicable to this competitive solicitation. Any inquiry, clarification or information regarding this bid must be requested in writing by FAX or E-mail to:

Mr. Harry Eschbach, Buyer
Procurement Management
Fax #305-523-3361
E-mail: eschbachh@dadeschools.net

A copy of this written request must be sent simultaneously to:

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

11-ERASURES OR CORRECTIONS

Bidders are required to use permanent ink when completing the Bid Proposal Form.

1. Use of pencil is prohibited.
2. Do not erase or use correction fluid to correct an error.
3. All changes must be crossed out and initialed in permanent ink.

Those bids for individual items that do not comply with items 1, 2 and 3 above will be considered non-responsive for that item(s).

12- NON-EXCLUSIVITY: MDCPS reserves the right to procure the items herein described through the use of contracts awarded by GSA, the State of Florida, any other county or municipality, or other authorized contract, whichever is considered to be in the best interest of the Board.