

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ADMINISTRATION BUILDING

1450 Northeast Second Avenue
Miami, Florida 33132



Direct all inquiries to the
Bureau of Procurement and
Materials Management.

BUYER NAMED:

R. Tyndall

PHONE: (305) 995-2349

TDD PHONE (305) 995-2400

COMPLETE USING
TYPEWRITER
OR
BALL-POINT PEN
ONLY.

BIDDER QUALIFICATION FORM

BID NO. 076-CC09 BID TITLE Building Material - Lumber

BIDS WILL BE ACCEPTED UNTIL 2:00 P.M. ON 2/11/03 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 BIDS MAY NOT BE WITHDRAWN FOR 180 DAYS AFTER OPENING.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. A. BIDDER CERTIFICATION AND IDENTIFICATION. (SEE INSTRUCTIONS TO BIDDERS, para. I. A.2.)

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.

II. INDEMNIFICATION

The Bidder shall hold harmless, indemnify and defend the indemnitees (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 indemnitee,
excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed to be indemnitees: The
School Board of Miami-Dade County, Florida and its members, officers and employees.

III. PERFORMANCE SECURITY. Refer to INSTRUCTIONS TO BIDDERS, para I.A.1., and VI., and check (x) below:

WHEN PERFORMANCE SECURITY IS REQUIRED I WILL FURNISH A:

Performance Bond _____ Check (Cashier's, Certified, or Equal) _____

PLEASE TYPE OR PRINT BELOW

LEGAL NAME OF VENDOR : _____

MAILING ADDRESS : _____

CITY, STATE, ZIP CODE : _____

TELEPHONE NUMBER : _____ FAX # _____

BY: SIGNATURE (ORIGINAL) : _____ DATE _____
OF AUTHORIZED REPRESENTATIVE

NAME (TYPED) : _____ TITLE _____
OF AUTHORIZED REPRESENTATIVE

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.

1. **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** 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 MWE designated bids.** The **SPECIAL CONDITIONS**—Identification card and completed Business Participation Statement and the MWE 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 requirements 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 bidder 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. Additions 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.** Bidders and proposer may file a bid of protest which shall serve as notice of protest, with the School Board Clerk, and the Bureau of Procurement and Materials Management, within 72 hours prior to the date and hour specified in the Bidder Qualification Form for receipt of bids. The bid of protest will be reviewed by the Bureau of Procurement and Materials Management and 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 §§ 120.500 and 120.57, Fla. Stat., by filing a formal protest within 10 days after the notice of protest. Failure to bring on protests pursuant to §§ 120.500 and 120.57, Fla. Stat., must be filed in accordance with School Board Rule 0043.001.004. Failure to file a timely notice of protest or failure to file a timely formal written protest shall constitute a waiver of the proceedings. This provision supersedes and governs every conflicting provision in this document.

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 labor/height charges. Bidder owns goods in transit and files any claims and shall include all cartage, storage, packing, etc., delivered to and unloaded at the receiving station at the site designated in BID PROPOSAL FORMS and have 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.

I. SUBMITTING OF BIDS

A. **BID WRAP AND ENVELOPE.** Bids must be sealed on three flaps by the bidder and in sealed envelopes. Envelopes must be clearly marked with the name of the bidder.

B. **ENVELOPES OR CONTAINERS.** 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 551, 600 A.M. to 4:30 P.M., Monday through Friday, SCHOOL BOARD ADMINISTRATION BUILDING, 1460 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 287.13(3)(a) Florida Statute. A person or officer 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 conduct 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, when 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 and Materials Testing.

II. CANCELLATION OF BIDS OR REQUEST FOR PROPOSALS

An invitation for bids or Request For Proposals, or other solicitation may be cancelled, in whole or in part, before or after 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 cancelled 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;
3. A received a valid protest filed by a bidder as may be determined by the administrative staff; and
4. Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.

B. When a solicitation is cancelled prior to opening, notice of cancellation shall be sent to all bidders notified, 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.

V. CHANGE OR WITHDRAWAL OF BID

A. **POWER TO BID OPENING.** Should the bidder desire to change or withdraw his bid before the opening, he shall do so in writing. This communication is to be received by the District Director, Division of Procurement Management and Materials Testing, Room 304, School Board Administration Building, prior to the date and hour of bid opening. The bidder's name, the bid number, the bid file 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.

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 items 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. Bidder/Proposers may call 955-1375, each Friday, to be advised of the recommended bidder 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 bids of protests, with the School Board Clerk, within 72 hours after the posting of the bid tabulation or receipt of notice of the Board's decision or intended decision. The notice of protest will be reviewed by the Bureau of Procurement and Materials Management and will offer the protesting bidder the opportunity to meet and discuss the merits of the protest. If the bidder is not satisfied with the response to the protest, he/she may file the protest pursuant to §§ 120.500 and 120.57, Fla. Stat., which shall be filed in accordance with School Board Rule 9243-9C-1.004. Protests filed later than the date specified herein shall constitute a waiver of protest under Chapter 120 Florida Statutes. 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 issued 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 under poor performance, the sureties shall pay to the Board, as liquidated damages an amount equal to 10% of the unit price of the contract awarded, less 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. When no performance bond or check has been required, such amounts shall be paid by the liquidated damages within 15 days after it is located shall lose eligibility to transact new business with the Board for a period of 14 months from the date of transmittal of award by the Board.

Bidders who are determined ineligible may appeal a finding pursuant to §120.500 Fla. Stat., and School Board Rule 9243-9C-1.004.

The Board reserves the right to waive liquidated damages or eligibility.

F. The intent of the bid documents is to include only the minimum requirements for materials, equipment, supplies, standards and substantially necessary for the proper execution and completion of the work by the bidder. The bid documents shall not be construed to create an obligation 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. Assets 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
	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 "Changeable Holding Certificate 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. Assets of \$500,000 or Less

Bonds shall be written with a surety company or corporation meeting the qualifications set forth in Paragraph V.B. above or the qualifications set forth in section 287.005, Florida Statutes.

C. **AMOUNT.** When required as defined therein, the first 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 cash.

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 Surety of higher cash security, or notification to the Surety 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 bidder will notify bidder to submit samples of the items bid in accordance with the following procedure:

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, such 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 shall be considered as being unidentifiable and may not be considered for award.

C. Bidder must deliver, from Materials Testing and Evaluation, a signed receipt acknowledging delivery of samples. Bidder shall include a self-addressed, stamped envelope for return of samples with the bid. The original copy of the receipt and the duplicate copy shall be filed with the Miami-Dade County Public Schools working documents. Bidder shall be solely responsible for delivery of samples and for returning samples to the buyer, which must be provided in any duplicate signed receipt of bid samples.

Revised February 2001

Q. Samples should be delivered to the following address:

MIAMI-DADE COUNTY PUBLIC SCHOOLS
MATERIALS TESTING AND EVALUATION
704 West Flagler Street
Miami, Florida 33146
Telephone Number: (305) 985-3280

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 incident 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 bidder 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 bid(s) submitted complies with the specifications requirements. If the bid(s) does not comply, the buyer will advise the bidder to contact Materials Testing and Evaluation for further details.

VI. 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.

IX. PACKAGING

A. TYPE. If packaging is different from that specified, the bidder must note the manner and amounts in which packaging is to be used; otherwise the successful bidder shall furnish packaging as specified. All packaging, wrapping and handling 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 placed, stenciled or lightly written in a conspicuous location on each shipping container:

1. BID NUMBER AND/OR PURCHASE ORDER NUMBER
2. VENDOR'S NAME AND/OR TRADE NAME
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, 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 is no way restrictive or infringing on the right of any State of Florida Agency or political subdivision to solicit any or all of these items.

XI. RECYCLING REQUIREMENTS

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

XII. ENVIRONMENTAL PRODUCTS

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

XIII. DELIVERY AND DELAYS

A. DELIVERY. Shipments, deliveries, and holdups excepted, deliveries shall be made as follows: Schools and Departments - 8:00 A.M. to 5:00 P.M. Materials 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 herein, shall accompany each delivery.

B. RECEIVING INSPECTION AND TESTING. Delivered items which do not meet 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 83.301 and Section 85.518 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the bid that the vendor and bidder 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 with an directly pertinent to the contract and retain all required records for three years after the parties (The Board), or otherwise unless that period.

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 written notice to the vendor.

XVI. DISCLOSURE

An entity or affiliate who has been placed on the disqualifying vendor list may not submit a bid on a contract to provide 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 a bid on a contract for property to a public entity, may not work or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.

ADDITIONAL INSTRUCTIONS TO BIDDERS FOR FOOD BIDS

I. PREPARING OF BIDS

A. BIDDERS RESPONSIBILITY. Each bidder shall carefully examine the Instructions to Bidders, specifications, Special Conditions listed and the number of schools to be served. It shall be the responsibility of the bidder to be fully informed as to the number and widespread locations of school. This will be of vital importance to assure the required schedule deliveries arrive on time.

II. AWARDS

A. BASIS FOR AWARDS. The awards of all items on this bid will be made on the basis of low bid meeting specifications, when the portion cost is within the acceptable cost range as determined by the Department of Food and Nutrition.

Award of items using USDA D/F Commodity are made conditional to the successful vendor submitting a current copy of either the commodity processing contract approved by the State of Florida/HRS or National Commodity Processing, or a current copy of the signed agreement of their proposed contract that has been submitted and is pending approval.

B. AWARD OF FOREIGN PRODUCTS. Items under products grown, produced and processed in the United States or its territories will be considered for award purposes. Metal cans must be verified to have no lead in utilized. Cans must be sealed. Foreign products will not be considered if a domestic supply is available. If product is not available as produced in the U.S.A., all foreign products must be submitted as an alternate and country of origin must be specified. All wholesomeness as well as grades and origin must be so noted on grade certificates.

All products of foreign origin accepted on the bid must have a pesticide analysis from a certified U.S. lab or Commodity Scientific Support Division (CSSD). If any pesticide residue is in excess of USDA or FDA recommendation, the product will not be considered acceptable. The pesticide analysis must accompany the grade certificate and must cover all shipments.

III. NEW FOOD ITEMS/AVAIL. Suppliers wishing to have new food items or new brands of existing food items approved for inclusion on our next bid must contact the below named for information concerning the submission of samples: Department of Food and Nutrition c/o Planning and Production Coordinator, 7042 West Packer Street, Miami, FL 33144, Telephone: (305) 885-3239.

IV. USAGE REPORTS. The successful vendor(s) shall submit a monthly usage report listing the total delivery quantities for each item delivered to each school location and a summary of monthly totals. This usage report must be submitted by the tenth day of the following month. This report shall be directed to: The Department of Food and Nutrition c/o Planning and Production Coordinator, 7042 West Packer Street, Miami, FL 33144.

V. INSURANCE REQUIREMENTS. Successful vendor(s) are required to have coverage as specified in the indemnity and insurance form. The successful vendor(s) must submit completed certificates of insurance forms within 15 days from notification of award.

VI. USDA CERTIFICATION DOCUMENT. Each vendor is required to complete and submit with the bid the U.S. Department of Agriculture Certification form AD-1046 certified hereto. Failure to do so may result in the vendor bid not being considered for award. Awards exceeding \$25,000 will not be made to vendors who have not submitted this form for each specific bid.

VII. NUTRIMENT DATA SUBMISSION FORM. Successful vendors are requested to complete and submit a nutrient data submission form to assist in the gathering of nutrient information. Copies of nutrient data submission forms are included for vendor information.

VIII. DELIVERY AND BILLING

A. DELIVERY. Deliveries, quantities, and holdings accepted, deliveries shall be made as follows: Schools and Departments - 8:00 A.M. to 2:00 P.M. Merchandise shall be delivered at the meeting place of the designated delivery point and received there by the designated agent of the Board. A delivery ticket, or any copy of the invoice, prepared as indicated herein shall accompany each delivery.

B. DELIVERED PRODUCTS. All products delivered shall be identical to the samples submitted for evaluation, and as awarded to successful vendor.

C. UNAUTHORIZED DELIVERIES. The successful vendor(s) will not be authorized to sell under delivery any item not listed in this bid. Unauthorized deliveries may result in non-payment of invoices.

D. SUBCONTRACTING DELIVERY. The successful vendor(s) may not be permitted to subcontract for the delivery of any item listed in the award(s) unless stipulated in writing at the time of bid submission, at no additional cost to the purchaser. In such instances, performance responsibility rests completely with the vendor(s) (awardee).

THE BIDDING MAY BE OPENED FOR INSURE BY THE SCHOOL TO COMPLY WITH ANY REQUIREMENTS OF THE STATE OF FLORIDA FOR OR STATUTORY REQUIREMENTS OF THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



SUPERINTENDENT OF SCHOOLS

Revised February 2001

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 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

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 076-CC09	BUYER R. Tyndall	PAGE SC 1
TITLE Building Materials - Lumber		

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 eighteen months from 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 **two** additional eighteen month periods 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. **BIDDERS QUALIFICATIONS:** All bidders must be stocking vendors, regularly engaged in supplying lumber products, and must be able to provide products within 30 days. In the event the vendor cannot supply the needed products within the specified time frame, or in the event of emergencies, the Board reserves the right to cancel the purchase order, and to purchase the items from any other available source.
3. **AWARD:** This bid will be awarded to a maximum of ten (10) responsive, responsible bidders meeting specifications, regularly engaged in supplying lumber products, who offer the lowest total price, and who meet or exceed the following criteria:
 - a. Vendor shall maintain a local facility (Miami-Dade County or Broward County) with a minimum storage capacity of 5,000 square feet. A site inspection of the facility may be conducted prior to award.
 - b. Vendor shall identify a competent staff representative who will be available during working hours (7:30 a.m. to 4:00 p.m.), including weekends.
4. **SPOT MARKET PURCHASE:** The awarded bidder(s) shall be pre-qualified to participate in Spot Market Purchases, as required for stock items. The pre-qualified bidder(s) shall be invited to offer a fixed price for a specific item(s). These prices must remain fixed and firm for not less than 30 business days, excluding any and all holidays observed by the Board. Pre-qualified bidders will be placed on a rotation list and shall be contacted via fax, letter or E-mail for quotes. For estimated purchases up to \$10,000, a maximum of five (5) pre-qualified bidders will be invited to offer quotes. For estimated purchases over \$10,000, all pre-qualified bidders will be invited to offer quotes. At the time of quote the bidder offering the lowest fixed price, meeting the specifications shall be awarded the item(s). The award of one bidder for the item(s) does not preclude the ability of the remaining pre-qualified bidder(s) from submitting offers for other quotations.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 076-CC09	BUYER R. Tyndall	PAGE SC 2
TITLE Building Materials - Lumber		

SPECIAL CONDITIONS CONTINUED

5. **DELIVERIES:** Delivery shall be made as soon as possible, but not later than **15** days after receipt of the purchase order.

DELIVER TO:

Miami-Dade County Public Schools
Central Annex Warehouse
12525 NW 28th Avenue
Miami, Florida 33167
Telephone: (305) 995-7770

6. **UNAUTHORIZED SHIPMENT/SUBSTITUTION:** Unauthorized substitutions and shipments shall be grounds for termination. Vendors shall be considered in default of the contract and shall lose eligibility to transact new business with the Board for a period of fourteen (14) months from the date of termination by the Board.
7. **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.
8. **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>.
9. **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.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 076-CC09	BUYER R. Tyndall	PAGE SC 3
TITLE Building Materials - Lumber		

SPECIAL CONDITIONS CONTINUED

10. **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).

The School Board of Miami-Dade County, Florida
 Bid #076-CC09
 Building Material - Lumber

BID PROPOSAL FORM (FORMAT B)

Type or print in this box the complete name of the bidder:
 Bid #076-CC09
 Title: Building Material - Lumber
 Buyer: R. Tyndall

PLEASE COMPLETE ALL SHADED AREAS

NAME OF BIDDER:

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
		VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY, IF GREATER THAN ONE YEAR				
		Items 1 through 28 will be awarded to all vendors meeting specifications. Vendors must bid all items.				
		Hours of operation: _____ a.m. _____ p.m. Contact person: _____ (please print or type name)				
1	257-2575	Pine, Yellow, 2" X 12" X 16', pressure treated.	92	PC		
2	257-2001	Pine, Yellow, 2" X 6" X 16', #2 or better. Pressure treated. 16' only.	249	PC		
3	257-1820	Pine, Yellow, 1" X 6" X 8', #2 or better, S4S, KD, 8' only.	5	PC		
4	257-1838	Pine, Yellow, 1" X 6" X 12', #2 or better, S4S, KD, 12' only.	35	PC		
5	257-1846	Pine, Yellow, 1" X 6" X 16', #2 or better, S4S, KD, 16' only.	25	PC		
6	257-1935	Pine, Yellow, 1" X 10" X 8', clear or better, S4S, KD, 8' only.	11	PC		
7	257-1943	Pine, Yellow, 1" X 10" X 12', clear or better, S4S, KD, 12' only.	6	PC		
8	257-0009	Pine, Yellow, 1" X 2" X 8', #2 or better, pressure treated.	134	PC		
9	257-1862	Pine, Yellow, 1" X 4" X 12', clear or better, S4S, KD, 12' only.	12	PC		
10	257-0017	Pine, Yellow, 1" X 4" X 12', #2 or better, pressure treated.	6,639	PC		
11	257-1269	Pine, Yellow, 1" X 4" X 12', #2 or better, S4S, 12' only.	128	PC		
12	257-2010	Pine, Yellow, 2" X 4" X 16', #2 or better pressure treated.	1,229	PC		

The School Board of Miami-Dade County, Florida
 Bid #076-CC09
 Building Material - Lumber

BID PROPOSAL FORM (FORMAT B)

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

Bid #076-CC09

Title: Building Material - Lumber

Buyer: R. Tyndall

**PLEASE COMPLETE
 ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
13	257-0041	Pine, Yellow, 2" X 10" X 12', #2 or better pressure treated.	143	PC		
14	257-0025	Pine, Yellow, 2" X 4" X 12', #2 or better pressure treated.	1,057	PC		
15	257-0033	Pine, Yellow, 2" X 6" X 12', #2 or better pressure treated.	259	PC		
16	257-0802	Pine, Yellow, 2" X 8" X 12', #2 or better pressure treated.	63	PC		
17	257-1994	Pine, Yellow, 2" X 8" X 16', #2 or better or pressure treated.	14	PC		
18	257-1781	Pine, Yellow, 1" X 6" X 8', #2 or better, S4S, 8' only.	49	PC		
19	257-1790	Pine, Yellow, 1" X 6" X 12', #2 or better, S4S, 12' only.	62	PC		
20	257-1803	Pine, Yellow, 1" X 6" X 16', #2 or better, S4S, 16' only.	49	PC		
21	257-0088	Pine, Yellow, 6" X 6" X 12', #2 and better, pressure treated.	51	PC		
22	257-0530	Pine, Yellow, 4" X 4" X 16', #2 and better, pressure treated.	44	PC		
23	257-1901	Siding, Pine, Yellow, 1" X 6" X 8', #2 or better, Pattern #105, 8' only.	232	PC		
24	257-1919	Siding, Pine, Yellow, 1" X 6" X 12', #2 or better, Pattern #105, 12' only.	2,555	PC		
25	257-1927	Siding, Pine, Yellow, 1" X 6" X 16', #2 or better, Pattern #105, 16' only.	1,542	PC		
26	257-2150	Siding, Pine, Yellow, 1" X 8" X 8', #2 or better, Pattern #105, 8' only.	77	PC		
27	257-2488	Siding, Pine, yellow, 1" X 8" X 12', #2 or better, Pattern #105, 12' only.	210	PC		
28	257-2518	Siding, Pine, Yellow, 1" X 8" X 16', #2 or better, Pattern #105, 16' only.	403	PC		

The School Board of Miami-Dade County, Florida
 Bid #076-CC09
 Building Material - Lumber

BID PROPOSAL FORM (FORMAT B)

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 number name of the bidder:

Bid #076-CC09

Title: Building Material - Lumber

Buyer: R. Tyndall

**PLEASE COMPLETE
 ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
		Items 29 through 71 will be awarded to all vendors meeting specifications. Vendors must bid all items.				
		Hours of operation: _____ a.m. _____ p.m. Contact person: _____ (please print or type name)				
29	257-0092	Plywood, 3/4" X 4' X 8' Grade BC APA Rating.	553	SH		
30	257-0845	Plywood, Birch, 4' X 8' X 3/4", D-3 or better, both sides, furniture and cabinet grade.	807	SH		
31	257-0861	Plywood, Birch, 4' X 8' X 1/4", A-4 or better, both sides, furniture and cabinet grade.	63	SH		
32	257-0874	Plywood, Fir exterior, 4' X 8' X 1/2", Grade AC.	568	SH		
33	257-2044	Plywood, Fir exterior, 4' X 8' X 1", Grade AC.	173	SH		
34	257-0804	Plywood, Fir exterior, 4' X 8' X 3/4", Grade AC.	938	SH		
35	257-0882	Plywood, Fir exterior, 4' X 10' X 1/2", Grade AC.	15	SH		
36	257-0831	Plywood, Fir exterior, 4' X 8' X 3/8", Grade AC.	50	SH		
37	257-0840	Plywood, Fir exterior, 4' X 10' X 3/8", Grade AC.	14	SH		
38	257-0815	Plywood, Fir exterior, 4' X 8' X 1/4", Grade AC.	437	SH		
39	257-0886	Plywood, pine sheeting, exterior 4' X 8' X 1/2", Grade CD.	610	SH		
40	257-1501	Plywood, pine sheeting, exterior, 4' X 8' X 3/8", Grade CD or CDX.	27	SH		

The School Board of Miami-Dade County, Florida
 Bid #076-CC09
 Building Material - Lumber

BID PROPOSAL FORM (FORMAT B)

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

Bid #076-CC09

Title: Building Material - Lumber

Buyer: R. Tyndall

**PLEASE COMPLETE
ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
41	257-1358	Plywood, pine sheeting, exterior, 4' X 8' X 3/4", Grade CD or CDX.	472	SH		
42	257-1340	Plywood, pine sheeting, exterior, 4' X 8' X 5/8", Grade CD or CDX.	906	SH		
43	257-2081	Plywood, Virola, 4' X 8' X (19mm), minimum Grade BB.	18	SH		
44	257-2079	Plywood, Virola, 4' X 8' X (12mm), minimum Grade BB.	23	SH		
45	257-1825	Plywood, 4' X 8', pine siding 8" on center, grooved texture III.	1043	SH		
46	257-0807	Plywood, Fir interior, 4' X 8' X 1/4", Grade AB.	12	SH		
47	257-0871	Plywood, Fir exterior, 4' X 8' X 1/4", Grade AB.	47	SH		
48	257-1854	Pine, Ponderosa White, 1" X 12" X 12', #2 or better, S4S, 12' only.	9	PC		
49	257-1980	Pine, Ponderosa White, 1" X 12" X 16', #2 or better, S4S, 16' only.	14	PC		
50	257-1757	Fir, 1" X 6" X 8', S4S, KD clear or better, 8' only.	56	PC		
51	257-1766	Fir, 1" X 6" X 12', S4S, KD clear or better, 12' only.	159	PC		
52	257-1773	Fir, 1" X 6" X 16', S4S, KD clear or better, 16' only.	24	PC		
53	257-1561	Fir, 1" X 8" X 8', S4S, KD clear or better, 8' only.	49	PC		
54	257-1579	Fir, 1" X 8" X 12', S4S, KD clear or better, 12' only.	61	PC		
55	257-1587	Fir, 1" X 8" X 16', S4S, KD clear or better, 16' only.	45	PC		

The School Board of Miami-Dade County, Florida
 Bid #076-CC09
 Building Material - Lumber

BID PROPOSAL FORM (FORMAT B)

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Bid #076-CC09

Title: Building Material - Lumber

Buyer: R. Tyndall

**PLEASE COMPLETE
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NAME OF BIDDER:

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
56	257-1609	Fir, 1" X 10" X 12', clear.	22	PC		
57	257-1641	Fir, 1" X 10" X 16', clear.	2	PC		
58	257-1722	Fir, 1" X 12" X 8', clear or better, S4S, KD.	4	PC		
59	257-1731	Fir, 1" X 12" X 12', clear or better, S4S, KD.	12	PC		
60	257-1749	Fir, 1" X 12" X 16', clear or better S4S, KD.	11	PC		
61	257-1871	Fir, 2" X 4" X 8', clear KD or better.	21	PC		
62	257-1099	Fir, 2" X 4" X 12', construction standard and better S4S, 12' length.	27	PC		
63	257-1102	Fir, 2" X 4" X 16', construction standard and better S4S, 16' length.	15	PC		
64	257-1111	Fir, 2" X 6" X 12', construction #2 and better, 12' length only.	11	PC		
65	257-1145	Fir, 2" X 10" X 16', construction #2 and better, 16' length only.	10	PC		
66	257-1153	Fir, 2" X 12" X 16', construction #2 and better, 16' length only.	39	PC		
67	257-1528	Fir, 2" X 4" X 10', construction.	53	PC		
68	257-3032	Fir, Clear, 2" X 8" X 8', Finish lumber board, KD, Supreme grade, no knots.	140	PC		
69	257-1056	Fir 8/4" X 12" X 12' Rough "C" and better, KD, 12' and longer.	190	BM		
70	257-1064	Fir 8/4" X 10" X 12' Rough "C" and better, KD, 12' and longer.	57	BM		
71	257-1081	Fir 8/4" X 6" X 12' Rough "C" and better, KD, 12' and longer.	114	BM		