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Miami-Dade County Public Schools
giving our students the world

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

Direct all inquiries to Procurement Management Services:

BUYER NAME: L Leasburg-Kramer
E-MAIL ADDRESS: lleasburg-kramer@dadeschools.net
PHONE: (305) 995-1364
FAX NUMBER 305-523-3367
TDD PHONE (305) 995-2400

BIDDER QUALIFICATION FORM

BID NO. 084-FF04

BID TITLE Computer Peripherals

Bids will be accepted until 2:00 PM on March 22, 2007 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 Bids may not be withdrawn for 180 days after opening.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

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 indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons, including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnity, excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

III. PERFORMANCE SECURITY, is required on this bid. YES ☐ NO ☐

Refer to **INSTRUCTIONS TO BIDDERS,** para. VII., and VI.

IF PERFORMANCE SECURITY IS REQUIRED, PLEASE INDICATE THE TYPE TO BE FURNISHED:

Performance Bond ☐ Check (Cashier's, Certified, or equal) ☐

An original, manual signature is required on the Bidder Qualification Form.
(Bidder is requested to use blue ink)
(Do not use pencil)

Legal Name of Vendor _____

Mailing Address _____

City _____ ***State*** _____ ***Zip Code*** _____

Telephone No. _____ ***E-mail address*** _____

By: Signature (Original)
Of Authorized Representative _____ ***Date*** _____

Name (Typed or Printed)
Of Authorized Representative _____ ***Date*** _____

INSTRUCTIONS TO BIDDERS

NOTICE OF ESTABLISHMENT OF A CONE OF SILENCE

The School Board of Miami-Dade County Public schools enacts a *Cone of Silence* from issuance of a solicitation to written recommendation of award. All provisions of School Board Rule 6Gx13-8C-1.212 apply.

I. PREPARATION OF BIDS

A. BIDDER QUALIFICATION FORM qualifies the bidder and the bid and must be completed and submitted as page 1 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 M/WBE designated bids. The SPECIAL CONDITIONS-Minority/Women owned and controlled Business Participation Statement and the M/WBE Certification Application MUST be completed and SUBMITTED with the bid if the bidder is not certified by Miami-Dade County Public Schools. Failure to submit the completed application with the bid will be considered non-responsive.

C. BID PROPOSAL FORM. Defines requirement of items to be purchased, and must be completed and submitted as page 2 and subsequent pages, if any, of the bid. The bidder should indicate his/her name in the appropriate space on each page.

1. ITEM SPECIFICATION. Specifying a certain brand, make or manufacturer is to denote the quality, type, and standard of the article desired. Articles offered must be new merchandise only, of equal or superior grade. On blank lines provided, the bidder is requested to insert the brand name, manufacturer's number and other information necessary to sufficiently identify article offered. Failure to do so may prevent consideration of the item. Also, refer to paragraph *X. Packaging*.

2. PRICES. Prices are requested in units of quantity specified in the bid specifications. In case of a discrepancy in computing the total amount of bid, UNIT PRICE quoted will govern. All prices bid shall include delivery F.O.B. destination, freight prepaid (bidder pays and bears freight charges. Bidder owns goods in transit and files any claims) and shall include all cartage, drayage, packing, etc., delivered to and unloaded at the receiving station at the site designated in BID PROPOSAL FORMS and there received by the designated agent of the Board.

3. TAXES. The Board does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of Board-owned real property as defined in Chapter 192 of the Florida Statutes.

II. SUBMITTING OF BIDS

A. 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 complete bid proposal in ink.

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

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

C. PLACE, DATE AND HOUR. Bids shall be submitted by U.S. Mail, Courier/Express Service, or deposited in the BID BOX located in Room 351, 8:00 A.M. to 4:30 P.M., Monday through Friday, SCHOOL BOARD ADMINISTRATION BUILDING, 1450 N.E. Second Avenue, Miami, Florida 33132. Bids received after the date and hour specified in the BIDDER QUALIFICATION FORM will not be considered.

D. PUBLIC ENTITY CRIMES. Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

E. SUBMITTING A "NO BID." If not submitting a bid at this time, return the form entitled "NOTICE TO PROSPECTIVE BIDDERS." Failure to respond, either by submitting a bid or the "NOTICE TO PROSPECTIVE BIDDERS" form for three consecutive times, may result in the company being removed from the School Board's bid list.

F. AVAILABILITY OF BID INFORMATION. Immediately following the public opening, bids will be read, upon request, and then compiled in a tabular form, a copy of which will be available for examination in Procurement Management Services.

III. CANCELLATION OF BIDS OR REQUEST FOR PROPOSALS

An invitation for bids may be canceled, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the Board. The reasons shall be made a part of the master bid file.

A. Prior to opening, a solicitation may be canceled in whole or in part, prior to the date and hour specified in the Bidder Qualification Form for receipt of bids, when the Assistant Superintendent, Procurement Management Services, determines in writing, that such action is in the best interest of the Board for reasons including, but not limited to:

1. The Board no longer requires the supplies, services, or construction;
2. The Board no longer can reasonably expect to fund the procurement;
3. A review of a valid protest filed by a bidder as may be determined by the administrative staff; or
4. Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.

B. When a solicitation is canceled prior to opening, notice of cancellation shall be sent to all businesses solicited, via facsimile or mail, and bids or proposals returned to the vendor unopened.

The notice of cancellation shall:

1. Identify the solicitation;
2. Briefly explain the reason for cancellation; and
3. Where appropriate, explain that an opportunity will be given to compete on any future re-solicitation for procurements of similar supplies, services, or construction.

IV. CHANGE OR WITHDRAWAL OF BIDS

A. **PRIOR TO BID OPENING.** Should the bidder desire to change or withdraw his/her bid, he/she shall do so in writing. This communication is to be received by the District Director, of Procurement Management, Room 352, School Board Administration Building, prior to date and hour of bid opening. The bidders name, the bid number, the bid title and the date the bid is due must appear on the envelope.

B. **AFTER BID OPENING.** After bids are opened, they may not be changed, nor withdrawn, for 90 days after the determined opening date, unless otherwise specified on the "BIDDER QUALIFICATION FORM."

C. **FAILURE TO ACCEPT BID AWARD.** Bidders who, prior to the Bid Award by The School Board of Miami-Dade County, Florida, indicate that they are unable to accept the bid award shall either:

1. Pay to the Board, as liquidated damages, an amount equal to 5% of the unit price bid, times the quantity, or $10, whichever amount is larger, or

2. Lose eligibility to transact new business with the Board for a period of 14 months from the date the Board acts on the withdrawn bid.

V. PROTESTS TO CONTRACT SOLICITATION OR AWARD

A. The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the district's website www.dadeschools.net.

B. Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or a formal written protest shall constitute a waiver of these proceedings. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods established herein.

C. All notice of protests will be reviewed by Procurement Management Services, who will offer the protesting bidder the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the bidder may seek an administrative hearing pursuant to §120.57 Fla. Stat., by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearing pursuant to §120.57 Fla. Stat., must be filed in accordance with School Board Rule 6Gx13- 8C-1.064.

VI. AWARDS

A. **RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any or all bids, to waive irregularities or technicalities, and to request rebids. The Board reserves the right to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the Board.

B. **NOTIFICATION OF INTENDED ACTION** will be posted on the District's website 7-10 days prior to a regularly scheduled Board meeting.

C. **OFFICIAL AWARD DATE.** Awards become official upon the Board's formal approval of the award.

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 to be in default of the contract and subject to the default provisions stated in Instructions to Bidders, Section VI. E.

E. **DEFAULT.** A vendor who fails to perform according to the terms of the contract (bid) shall be considered in default. In the event of default, which may include, but is not limited to poor performance and/or non-performance, a vendor shall either (1) pay liquidated damages of 10 percent of the unit price of the item(s) awarded times the quantity when no purchase order has been issued, 10 percent of the purchase order when a purchase order has been issued or $100, whichever is greater or (2) lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Bidders that are determined ineligible may request a hearing pursuant to Chapter 120 of the Florida Statutes, and School Board Rule 6Gx13- 8C-1.064.

F. The intent of the bid documents is to include only the written requirements for materials, equipment, systems, standards and workmanship necessary for the proper execution and completion of the work by the Bidder. The bid documents shall not be construed to create an entitlement to any other scope of work except as specified herein.

VII. PERFORMANCE SECURITY (FOR SUCCESSFUL BIDDERS ONLY)

A. **PURPOSE.** A performance bond or check may be required to guarantee performance.

B. **BONDING COMPANY.** Performance Bonds shall be written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety company or corporation meeting both of the following specifications:

1. Awards Greater than $500,000

A minimum rating in the latest revision of Best's Insurance Reports of:

Contract Amount	Minimum Rating by A.M. Best
$ 500,000.01 to $ 2,500,000	None
$ 2,500,000.01 to $ 5,000,000	B + or NA-3
	No Minimum Class
$ 5,000,000.01 to $10,000,000	A- Class IV
$10,000,000.01 or more	A- Class V

Current certificate of authority as acceptable surety on Federal Bonds in accordance with the latest edition of the United States Treasury Department Circular 570 entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" shall be accepted for an amount not exceeding the underwriting limitation thereon.

2. Awards of $500,000 or Less

Bonds shall be written with a surety company or corporation meeting the qualifications as set forth in Paragraph VII.B. above or the qualifications set forth in section 287.0935, Florida Statutes.

C. **AMOUNT.** When required as defined herein, the firm or individual(s) to whom an award has been made shall execute and deliver to The School Board of Miami- Dade County, Florida, a Performance Bond, Cashier's/Certified Check, or equal.

1. Awards less than $200,000 shall be exempt from performance security.

2. Performance security shall not be required, unless otherwise defined in the bid specifications. If performance security is required, it shall equal 100% of the award amount.

D. **RELEASE OF PERFORMANCE SECURITY.** Return to the Awardee of his/her cash security, or notification to the Awardee and the bonding company to cancel the performance bond, will be made when all goods/services have been accepted and invoices have been approved for payment

VIII. SAMPLES

When bid samples are required, the buyer will notify bidder to submit samples of the items bid in accordance with the following procedures:

A. All samples must be identified with the bidder's name, bid number, item number, and product name and number. Where non-compliance with this requirement is noted, said item may be considered as being unidentifiable and may not be eligible for consideration in the award recommendation.

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

C. Bidder must obtain, from Materials Testing and Evaluation, a signed receipt acknowledging delivery of samples. Bidder shall include a self-addressed, stamped envelope for return of sample receipt when submitting samples by mail or delivery service. The bidder will receive the original copy of the receipt and the duplicate copy will remain with the Miami-Dade County Public Schools receiving department as the file copy. Bidder shall be solely responsible for delivery of samples and for retaining sample delivery receipts, which must be presented in any dispute regarding receipt of bid samples.

D. Samples should be delivered to the following address:

MIAMI-DADE COUNTY PUBLIC SCHOOLS
MATERIALS TESTING AND EVALUATION
7040 West Flagler Street
Miami, Florida 33144
Telephone Number: 786-275-0780

Miami-Dade County Public Schools will not be responsible for samples sent to a location other than the location mentioned in the bid.

E. PAYMENT FOR SAMPLES. The Board will buy no samples and will assume no cost incidental thereto.

F. RETURN OF SAMPLES. Samples not destroyed in testing may be claimed by unsuccessful bidders 14 days after bid award date and by successful bidders 14 days after final payment; but the Board will assume no responsibility for samples not claimed within the time specified, and it will pay for no samples damaged in testing.

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

IX. SUBSTITUTIONS

Should the bidder find it necessary to use a material, equipment, product or system other than specified, the bidder shall secure from the Board, through Procurement Management Services, written approval for the use of the alternate materials, equipment, product or system. The Board is not obligated to approve requests for substitutions and has the discretion to require the bidder to provide the materials as specified in the bid documents. In no case shall the bidder be entitled to additional time and/or money arising out of the Board's failure to approve requests for substitutions.

X. PACKAGING

A. 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)

XI. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by Miami Dade County, Florida, and other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same terms and conditions stated herein. This agreement in no way restricts or interferes with the right of any State of Florida Agency or political subdivision to rebid any or all of these items.

XII. RECYCLING REQUIREMENTS

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

XIII. ENVIRONMENTAL PRODUCTS

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

XIV. DELIVERY AND BILLING

A. DELIVERY. Saturdays, Sundays, and holidays excepted, deliveries shall be made as follows: Schools and Departments - 8:00 A.M. to 3:00 P.M. Merchandise shall be unloaded at the receiving station of the designated delivery point and received there by a designated agent of the Board. A delivery ticket, or one copy of the invoice, prepared as indicated below, shall accompany each delivery.

B. RECEIVING INSPECTION AND TESTING. Delivered items which do not fulfill all requirements will be rejected. Rejected items shall be removed and replaced promptly by the vendor, at no cost to the purchaser.

C. INVOICES. Each invoice shall be issued by the successful bidder and shall be submitted in DUPLICATE to the Accounts Payable Section, P.O. Box 01-2570, Miami, Florida 33101. To be considered for payment, each invoice must show the following information, which appears on the Purchase Order:

1. Purchase Order Number
2. Item Descriptions
3. Quantities and Units
4. Price Extensions
5. Total price of all items on invoice

D. PAYMENT. Unless otherwise specified by Miami-Dade County Public Schools, payment will be made only after delivery, authorized inspection, and acceptance. Payment will be made only to the successful bidder, unless otherwise requested, in writing, by the successful bidder and accepted by Miami-Dade County Public Schools Administration. When bidders are directed to send invoices to a school, the school will make directed payment to the bidder.

XV. NO GRATUITY POLICY

It is the policy of Procurement Management Services not to accept gifts, gratuities, or favors of any kind, or of any value whatsoever, from vendors, members of their staffs, or families.

XVI. COMPLIANCE WITH STATE/FEDERAL REGULATIONS

A. All contracts involving federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(I) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the bid that the vendor and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify the Assistant Superintendent, Procurement Management Services, in writing. Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the Board makes final payment.

B. For all contracts involving Federal funds in excess of $10,000, the Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the vendor.

XVII. COMPLIANCE WITH LAWS

Bidders shall comply with all federal, state of Florida and local laws applicable to it and the performance of its obligations under this bid.

XVIII. BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of sections 1012.32, 1012.465, and 435.04, Florida Statutes (2004) as well as with the requirements of HB 1877, The Jessica Lunsford Act (2005), effective September 1, 2005, Bidder agrees to certify under oath and penalty of perjury by completing the attached Sworn Statement Pursuant to Sections 1012.32, 1012.465, and 435.04, Florida Statutes (2004) and HB 1877, The Jessica Lunsford Act (2005), which is incorporated fully herein by reference, that Bidder and all of its employees who provide or may provide services under this Agreement have completed all background screening requirements as outlined in the above-referenced statutes.

Additionally, Bidder agrees that each of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes, and further upon obtaining level 2 clearance, must obtain a required Board issued photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Bidder agrees to bear any and all costs associated with acquiring the required background screening – including any costs associated with fingerprinting and obtaining the required photo identification badge. Bidder agrees to require all its affected employees to sign a statement, as a condition of employment with Bidder in relation to performance under this Agreement (bid), agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Bidder/Employer of any arrest(s) or conviction(s) of any offense enumerated in s. 435.04, Florida Statutes within 48 hours of its occurrence.

Bidder agrees to provide the Board with a list of all of its employees who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Bidder agrees that it has an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Bidder further agrees to notify the Board immediately upon becoming aware that one of its employees who was previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. ***Failure by Bidder to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of a qualifying arrest or conviction, shall constitute grounds for immediate termination of this Agreement(bid) by the Board.***

Failure by Bidder to perform any of the duties described in this section shall constitute a material breach of the Agreement (bid) and default entitling the Board to utilize the provisions of section VI. E of this bid as well as entitling the Board to terminate the Agreement(bid) immediately with no further responsibility for the Board to make payment or perform any other duties under this Agreement (bid).

XIX. COMPLIANCE WITH SCHOOL CODE

Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Bidder agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Agreement (bid) and may result in the termination of this Agreement (bid) by the Board.

XX. CHARTER SCHOOLS

Items or Services awarded under this contract shall be made available to Charter Schools approved by the School Board of Miami-Dade County Public Schools. M-DCPS is not responsible or liable for purchases that may be made by Charter Schools.

XXI. CONFLICT OF INTEREST

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Rule 6Gx13 – 4A-1.212 and Florida Statute § 112.313(9).

XXII. PUBLIC RECORDS LAW

Pursuant to Florida Statute, it is the practice of M-DCPS to make available for public inspection and copying any information received in response to an Invitation to Bid or Request for Proposals (RFP). No action on the part of the respondent to a Bid or RFP will create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

SUPERINTENDENT OF SCHOOLS

FROM: _____

_____

_____

AFFIX
POSTAGE
HERE

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

BID NO.: 084-FF04

BID TITLE: Computer Peripherals

BID OPENING DATE: March 22, 2007

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Procurement Management Services

NOTICE OF PROSPECTIVE BIDDERS

NO BID

If not submitting a bid at this time, for informational purpose only, detach this sheet from the bid documents, complete the information requested, fold as indicated, staple, affix postage and return address, and mail. NO ENVELOPE IS NECESSARY.

NO BID SUBMITTED FOR REASON(S) CHECKED AND/OR INDICATED:

Our company does not handle this type of product/service.
We cannot meet the specifications nor provide an alternate equal product.
Our company is simply not interested in bidding at this time.
OTHER, (Please specify)_____

We do not want to be retained on your mailing list for future bids for this type or product and/or service.

Signature _____

Title _____

Company_____

NOTE: **Failure to respond, either by submitting a bid or this completed form, may result in your company being removed from the School Board's bid list. To qualify as a respondent to the bid, vendor must submit a** *NO BID.*

Vendor Information Sheet

1A. _____

Federal Employer Identification Number

Or _____

Owner's Social Security Number

1B. _____

Name of Firm, Individual(s), Partners or Corporation

_____

Street Address

_____

City State Zip Code

2. Telephone/Fax/Contact Person

_____

Telephone number

_____

Fax number

_____

Contact Person

_____

E-mail address

3. Ownership Disclosure

If the contract or business transaction is with a corporation, partnership, sole proprietorship,or joint venture, the full legal name and business address shall be provided for the chief **officer,** director, or owner who holds, directly or indirectly the majority of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. **Post Office addresses are not acceptable**.

Name	Title	Address	Gender	Race-ethnicity	Stock Ownership

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

Miami-Dade County Public Schools

SWORN STATEMENT - NEW CONTRACTS

ATTACHMENT ____

SWORN STATEMENT PURSUANT TO SECTION 1012.465,
FLORIDA STATUTES AS AMENDED BY
HB 1877, THE JESSICA LUNSFORD ACT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to The School Board of Miami-Dade County, Fl

   (Hereinafter "Board" or "School Board") by_____

   _____
   (Print individual's name and title)

   for _____
   (Print Name of entity submitting sworn statement)

   whose business address is _____

   _____

   _____

   and its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, _____, am duly authorized to make this
   (Print individual's name and title)
   sworn statement on behalf of _____.
   (Print Name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (hereinafter "The Act" or "Act") was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.

_____
Initials

4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or "**contractual personnel**" by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening," and further I understand the Act defines **"contractual personnel"** to include any vendor, individual, or entity under contract with the Board.

5. I understand that pursuant to section 1012.465, Florida Statutes as amended by the Act, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes.

6. I understand that as a _____(*eg*. a private bus
Type of entity
service contractor) all contractual personnel, as defined in section 1012.465, Florida Statutes, must meet level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business with The School Board of Miami-Dade County, Florida.

7. I understand that "level 2 screening requirements," as defined in sections 1012.32 and 435.04, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.

8. I understand that the School Board will implement local procedures to comply with level 2 screening requirements, as defined in sections 1012.32 and 435.04. I understand that my company must comply with these local procedures as they are developed.

9. I understand that any costs and fees associated with the required background screening will be borne by my company.

10. I understand that any personnel of the contractor found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), shall not be permitted to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.

_____
Initials

11. I understand that the failure of <u>any</u> of the company's or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with The School Board of Miami-Dade County, Florida.

12. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, 1012.465, AND 435.04, FLORIDA STATUTES.

_____
(Signature)

Sworn to and subscribed before me this _____ day or _____, 20___.

Personally known _____ _____

OR Produced Identification _____

Notary Public -State of _____

_____
(Type of Identification)

My commission expires _____

_____
(Printed typed or stamped commissioned name of notary public)

_____
Initials

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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

BID	BUYER	PAGE
084-FF04	L. Leasburg-Kramer C.P.M.	SC 1
TITLE		
COMPUTER PERIPHERALS		

SPECIAL CONDITIONS

1. **PURPOSE:** The purpose of this bid is to establish a contract, with approved vendors, for the purchase of Computer Peripherals, for Miami-Dade County Public Schools. The term of the bid shall be from date of award, through October 31, 2009, and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee(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 extending request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon. The successful vendor(s) agrees to this condition by signing its bid.

2. **AWARD:** The bid will be awarded to three (3) responsive and responsible vendors, for each group (Primary, First Alternate, Second Alternate), offering the lowest total discounted prices on the items listed per Group. A maximum of 3 vendors per Group will be awarded. Submissions will be evaluated and ranked from low to high per Group using a weighted factor based on the districts previous usage. The top three, offering the lowest total discounted prices, meeting all requirements per Group, will be awarded. Group 10, Balance of Line will be awarded to the vendors receiving awards in Groups 1 through 9. Groups are identified as follows:

- Group 1 – Memory
- Group 2 – Digital Memory
- Group 3 – Customized Imprinted Flash Drive
- Group 4 – Storage Media
- Group 5 – USB Adapters
- Group 6 – Computer Accessories
- Group 7 – Duplicator Systems
- Group 8 – Drives
- Group 9 – PDA & Accessories
- Group 10 – Balance of Line (% Off List for Balance of Line, Bidder is requested to supply a price list in hard copy or on diskette, CD or DVD with bid submission for this group)

The bidders are required to respond to all items in a Group to be considered for award in that Group. In the event of a discrepancy in manufacturer code(s) and/or packaging on the electronic format or bid form posted, the bidder(s) shall so indicate on the printed copy, which will be used for the evaluation.

Pricing solicited for items, will be firm for 90 days after award and will be used for the initial posting to the Districts Shopping Cart, e-catalog or other e-procurement sites, as deemed appropriate. Only the Primary vendor will be used for the posting. If the primary awardee fails to perform under the terms and conditions of the contract, the First Alternate awardee will be contacted. Prices quotes submitted by Primary and First Alternate and Second Alternate after the initial 90 days, and during <u>any</u> extension period will determine the low bid status for that quote period, as defined in the Request for Quote, after the initial 180 days. The Board reserves the right to issue Request for quotes during the initial 90 day period for specific projects, if deemed in the best interest of the Board. Request for Quotes, for future needs, will be solicited, from the list of awarded vendors, per Group.

3. **ESTIMATED QUANTITIES:** The factored quantity shown on the Bid Proposal Form, illustrate a comparison of M-DCPS usage of items specified and will be used to factor bid prices to determine the total low bid. They do not indicate the total quantity of an item to be purchased during the contract term. No guarantee is expressed or implied, as to the quantities that will be used during the contract period.

SPECIAL CONDITIONS: CONTINUED

4. **NON-EXCLUSIVITY:** MDCPS reserves the right to procure the items herein described in any manner it sees fit, including, but not limited to, awarding of other contracts, and use of contracts awarded by GSA, the State of Florida, any other county or municipality, or authorized contract, whichever is considered to be in the best interest of the Board.

5. **REQUEST FOR QUOTATION PURCHASE:** The awarded bidder(s) shall be approved to participate in Request for Quotations as required. The awarded bidder(s) shall be invited to offer a fixed price for item(s), as specified. These prices must remain fixed and firm as per the Request for Quote (RFQ). Awarded vendor(s) will be placed in a database and shall be contacted via fax, letter, E-mail or other electronic methods for quotes. All awarded vendors(s) will be invited to offer quotes. Results may be posted to the Internet and District Shopping Cart. Schools and District Offices will utilize these prices to make selections based on the specifications required at their site.

6. **ACQUISITION/POSTING AUTHORIZED PRODUCT:** Awarded product will be posted on the Districts web and/or Shopping Cart. Awardees will be requested, upon notification, to:
Supply electronically, in a format to be determined by M-DCPS, information that may include:
   - Thumbnail or full size pictures in .jpg format, and descriptive text in a downloadable file.
   - Develop a unique section, at the vendor's web site, an on-line catalog, from which the district will create requisitions and upon approval generate purchase orders or P-Card transactions.
   - Provide a billing arrangement that may allow for electronic submission of invoices

   The requested information will be used to populate the shopping cart, for items awarded, with sufficient information and descriptive detail to allow for easy use and item selection, for the District's end users. It is the intent of the District to utilize the Shopping Cart (or other E-Procurement systems) as the procurement method, and schools and offices will be required to utilize the items as specified and posted at this site.

7. **DELIVERY:** Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB destination to any point within thirty (30) days after receipt of purchase order. Vendors must notify the Buyer of any potential delivery delays or delays in availability of product. Evidence of inability to deliver or intentional delays may cause termination of contract. It shall be the responsibility of the successful bidders to include inside delivery with every unit.

   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.

8. **PRODUCT APPROVAL:** Prior to award, vendors may be required to be submit samples for testing and approval by Information Technology Services or Materials Testing and Evaluation. If requested, two units, as specified in the attached documentation, for each unit submitted for consideration, shall be delivered to ITS for testing. Samples will be supplied to the District at no charge.

9. **SAMPLES:** Samples, if required, shall be delivered within **(10) ten days** after request to the address listed in the Notice for Sample received by the vendor. Samples not received within the ten (10) days may be considered non-responsive, and bidder and/or item may not be recommended for award. Samples will be submitted at no charge to the District and will be made available for sixty- (60) days.

SPECIAL CONDITIONS: CONTINUED

10. **MANUFACTURERS/AUTHORIZED DEALER CERTIFICATION:** If bid is being submitted by other than the manufacturer, a manufacturer's certification, if applicable, that bidder is an authorized dealer, of product, may be required. Failure to submit this letter at time of bid, or within five (5) days of request, may result in the bid not being considered for award.

11. **NEW/OEM SUPPLIES:** This bid shall be for new OEM supplies only, and authorized for sale in the U.S. market. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, used, shopworn, demonstrator or prototype cartridges is not acceptable and will be rejected.

12. **AREA REPRESENTATIVE:** Bidder(s) are requested to indicate in the space provided, the name, address, and phone number of the vendor representative who may make periodic scheduled visits to the schools and departments and who will be available, upon request, to resolve billing and delivery problems.

13. **WARRANTY:** The warranty, after product installation by the school or department, shall be for six (6) months on-site. The vendor is to ensure that product shipped to the district is within warranty, end-of warranty and install by requirements of the manufacturer. All warranty claims require a 24-hour response time. If product defect results in damage to District owned property, vendor will be responsible for repair, or replacement, if repairs cannot be made. Repairs must be completed within three days, or the vendor may be considered in default of the contract. A detailed description of all repair work shall be provided to the end user after the work is completed. When performing any work at a school site, service personnel must check in at the main office prior to commencement of work. If equipment cannot be repaired at the site, the vendor will provide shipping materials, shipping instructions, call tags and pay all shipping charges.

14. **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/

15. **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.

16. **INVOICING AND PAYMENT**: Invoices are requested to contain the purchase order number, contract number, quantity, unit description, quote number (if applicable) and price. Any deviation from this requirement may be grounds for termination of the contract.. Vendor may be requested to provide electronic submission of invoices in a format to be determined by the District.

17. **CREDIT CARDS:** Some orders may be placed utilizing a district issued credit card as the form of payment. These orders will be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e., within 48-72 hours) and eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all vendors must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number or as per any future district requirements as promulgated. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods

SPECIAL CONDITIONS: CONTINUED

delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery.
Vendor must be able to provide level three (III) reporting on transactions to the credit card company utilized by the district and/or provide a monthly transaction file (in a format to be determined by MDCPS) and to include at a minimum the following information:

- Site/School
- Mfg
- Product Name
- Product Number
- Quantity Purchased
- Price Paid
- Transaction Information including date

18. **BID ADDENDUMS OR QUESTIONS AND ANSWERS:** All bidders should monitor continuously, the M-DCPS Procurement website, for any addendums or questions and answers that may be posted, prior to the opening of this solicitation. The procurement website, which lists all bids, addendums, questions and answers and award information, is as follows: http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence.

19. **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:

A COPY OF THIS WRITTEN REQUEST MUST BE SENT SIMULTANEOUSLY TO:

Linda Leasburg-Kramer, Supervisor
Procurement Management Services
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 352
Miami, Florida 33132
Fax #305-523-3362
E-Mail: lleasburg-kramer@dadeschools.net

Ileana Martinez, School Board Clerk
Miami-Dade County Public Schools
1450 N.E. 2ND Avenue, Room 268B
Miami, Florida 33132
Fax #305-995-1448
E-Mail: martinez@dadeschools.net

DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID IS MARCH 9, 2007 TO ALLOW MDCPS SUFFICIENT TIME TO ADDRESS ALL RECEIVED INQUIRIES.

20. **BACKGROUND SCREENING REQUIREMENTS:** In accordance with the Instructions to Bidders, Section XVIII. – Background Screening Requirements, bidders are to complete the Sworn Statement – New Contracts. A copy of The Sworn Statement – New Contract forms is attached and is requested to be submitted with the bid.

21. **BID SUBMISSIONS:** Vendor is requested to provide one (1) original and one (1) copy of bid proposal. Additionally, vendor is to provide a copy of the excel file on CD with Bid Package. File to be completed may be downloaded at
http://procurement.dadeschools.net (then click on) Current Bids/RFP's Under the Cone of Silence. Bids will be accepted until the time and date indicated on the Bidders Qualification Form, in Room351, of SBAB, 1450 NE 2nd Ave, Miami, FL 33132. Bids and or files will **not** be accepted by E-Mail. Bidders are required to submit, with their bid package, all information requested in the attached specifications. Failure to provide documentation with the bid may result in the bid not being considered for award. Requested information includes, but is not limited to:

- Bidders Qualification Form.
- Bid Proposal Form.
- Vendor Information Sheet.
- Manufacturers Certification, if applicable, that bidder is an authorized dealer of product submitted.

SPECIAL CONDITIONS: CONTINUED

- Sworn Statement Pursuant to Section 1012.465, Florida Statutes as Amended by HB 1877, The Jessica
- Lunsford Act
- Copy of Price List for Group 10 on Diskette, CD or DVD
- In order to facilitate the evaluation, vendors are requested to submit the excel file on diskette in addition to the hard copy of the Bid Proposal Form.

22. ERASURES AND CORRECTIONS: When filling out the Bid Proposal Form, bidders are requested to complete the proposal in ink.

1. Use of pencil is prohibited.
2. Do not erase or use correction fluid to correct 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) and ineligible for award.

BID PROPOSAL FORM (FORMAT B)

Bidder is to complete all sections that are highlighted

Bid # 084-FF04	**Bidder's Legal Name:**
Title: Computer Peripherals	
Buyer: L. Leasburg-Kramer	
VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY, IF GREATER THAN ONE YEAR _____.	

Before completing any portion of this bid, each bidder should be completely familiar with all conditions enumerated below and in the Special Conditions. Each bid shall be completed fully as indicated below. For Balance of Line, Group 10, Vendors shall indicate the percentage of discount off "benchmark" price lists for purchases by schools and departments by manufacture/brand. ***Bidder is requested to submit Price Catalog in hard print, on Diskette/CD/DVD and/or provide URL for Group 10***

Factor - The factored quantity shown on the Bid Proposal Form, illustrate a comparison of M-DCPS usage of items specified and will be used to factor bid prices to determine the total low bid. They do not indicate the total quantity of an item to be purchased during the contract term. No guarantee is expressed or implied, as to the quantities that will be used during the contract period.

Computer Peripherals

Award will be made to three (3) responsive responsible bidders meeting specifications, Total Low (Primary, a First Alternate and a Second Alternate) by Group as per Special Condition 2, AWARD.

Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number
	GROUP 1 - Memory	**Bidder must bid all items 1 through 6 to be considered for this group**					
1	512MB 240 Pin DDR-2 533MHz (PC2-4200)		50	$			
2	1GB 240 Pin DDR-2 533MHz (PC2-4200)		50	$			
3	512MB 240 Pin ECC DDR-2 533MHz (PC2-4200)		50	$			
4	512MB 200 Pin DDR-2 667MHz (PC2-5200)		50	$			
5	512MB 168 Pin PC-133 SDRAM		50	$			
6	512MB 168 Pin ECC PC-133 SDRAM		50	$			
	GROUP 2 - Digital Memory	**Bidder must bid all items 7 through 14 to be considered for this group**					
7	CompactFlash Type I, 1 GB		100	$			
8	CompactFlash Type I, 2 GB		100	$			
9	CompactFlash Type II, 1 GB		100	$			
10	CompactFlash Type II, 2 GB		100	$			
11	Secure Digital Memory Card, 1 GB		100	$			
12	Secure Digital Memory Card, 2 GB		100	$			
13	Sony Memory Stick, 1 GB		50	$			
14	USB 2.0 Multi-Card Reader (8 in 1 minimum)		50	$			

BID PROPOSAL FORM (FORMAT B)

Bidder is to complete all sections that are highlighted

Bid # 084-FF04	**Bidder's Legal Name:**
Title: Computer Peripherals	
Buyer: L. Leasburg-Kramer	
VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY, IF GREATER THAN ONE YEAR _____.	

Before completing any portion of this bid, each bidder should be completely familiar with all conditions enumerated below and in the Special Conditions. Each bid shall be completed fully as indicated below. For Balance of Line, Group 10, Vendors shall indicate the percentage of discount off "benchmark" price lists for purchases by schools and departments by manufacture/brand. ***Bidder is requested to submit Price Catalog in hard print, on Diskette/CD/DVD and/or provide URL for Group 10***

Factor - The factored quantity shown on the Bid Proposal Form, illustrate a comparison of M-DCPS usage of items specified and will be used to factor bid prices to determine the total low bid. They do not indicate the total quantity of an item to be purchased during the contract term. No guarantee is expressed or implied, as to the quantities that will be used during the contract period.

Computer Peripherals

Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number
Award will be made to three (3) responsive responsible bidders meeting specifications, Total Low (Primary, a First Alternate and a Second Alternate) by Group as per Special Condition 2, AWARD.							
	GROUP 3 - Customized (IMPRINTED) Flash Drive	**Bidder must bid all items 15 through 16 to be considered for this group**					
	Please advise in Description Section how many colors may be used on the imprint and how many characters.	**Cost is to include imprint charge**					
15	512 MB - Portable USB Storage Drive		1000	$			
Bidder is to indicate how many colors and how many letters are included in imprint:				**Colors:**	**Letters:**		
16	1 GB - Portable USB Storage Drive		1000	$			
Bidder is to indicate how many colors and how many letters are included in imprint:				**Colors:**	**Letters:**		

	GROUP 4 - Storage Media	**Bidder must bid all items 17 through 32 to be considered for this group**					
	5.25" Rewritable Media (RW)						
17	1.3GB, 1024 bytes/sector 2X		10	$			
18	5.2GB, 2048 bytes/sector, 8X		10	$			
	5.25" Write Once (WORM)						
19	1.3GB, 1024 bytes/sector 2X		10	$			
20	5.2GB, 2048 bytes/sector, 8X		10	$			
	3.5" Rewritable						
21	230MB, Unformatted		10	$			
22	640MB, Unformatted		10	$			
23	ZIP/REV Diskettes		10	$			
	Zip Disks						
24	100MB, IBM/MAC Compatible		10	$			
25	250MB, IBM/MAC Compatible		10	$			

BID PROPOSAL FORM (FORMAT B)

Bidder is to complete all sections that are highlighted

Bid # 084-FF04	**Bidder's Legal Name:**
Title: Computer Peripherals	
Buyer: L. Leasburg-Kramer	
VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY, IF GREATER THAN ONE YEAR _____.	

Before completing any portion of this bid, each bidder should be completely familiar with all conditions enumerated below and in the Special Conditions. Each bid shall be completed fully as indicated below. For Balance of Line, Group 10, Vendors shall indicate the percentage of discount off "benchmark" price lists for purchases by schools and departments by manufacture/brand. ***Bidder is requested to submit Price Catalog in hard print, on Diskette/CD/DVD and/or provide URL for Group 10***

Factor - The factored quantity shown on the Bid Proposal Form, illustrate a comparison of M-DCPS usage of items specified and will be used to factor bid prices to determine the total low bid. They do not indicate the total quantity of an item to be purchased during the contract term. No guarantee is expressed or implied, as to the quantities that will be used during the contract period.

Computer Peripherals

Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number
Award will be made to three (3) responsive responsible bidders meeting specifications, Total Low (Primary, a First Alternate and a Second Alternate) by Group as per Special Condition 2, AWARD.							
	3.5" DS/HD Diskettes						
26	3.5" DS/HD Diskettes, original		10	$			
27	3.5" DS/HD Diskettes, colors		10	$			
	4mm Cartridges						
28	4MM DDS Cartridges, minimum 4-8GB, 120m		10	$			
29	4MM Data Cartridges, minimum 1.3-2.6GB, 60m		10	$			
	8mm Cartridges						
30	8MM Data Cartridge		10	$			
31	8MM Exatape & Cleaners		10	$			
32	8MM Data Cartridges & Cleaners		10	$			

GROUP 5 - USB Adapters	**Bidder must bid all items 33 through 36 to be considered for this group**

33	Wireless USB Printer Adapter, up to 100 meters range			$			
34	USB 2.0 Cable A to B, 6 foot		1000	$			
35	USB 2.0 Cable A to B, 10 foot		500	$			
36	USB 2.0 Cable A to B, 15 foot		500	$			

GROUP 6 - Computer Accessories	**Bidder must bid all items 37 through 85 to be considered for this group**

Wireless (minimum Windows 2000 & XP and Mac OS 9.2 - X compatible)

37	Wireless Optical Mouse, minimum 6ft of receiver		500	$			
38	Cordless Optical Five-Button Mouse		500	$			
39	USB Optical Mouse		500	$			
40	Optical Pro Mouse, up to 3,000 lines per second		1000	$			
41	Two-button Mouse PS2		1000	$			
42	Two-button Optical Trackball Mouse		1000	$			
43	Bluetooth Wireless Notebook Mice, 30ft range		500	$			
44	Mobile Cordless Optical Notebook Mice, 27 MHz RF cordless transmission		500	$			
45	Keyboard for Bluetooth, up to 33 ft range		200	$			

BID PROPOSAL FORM (FORMAT B)

Bidder is to complete all sections that are highlighted

Bid # 084-FF04

Bidder's Legal Name:

Title: Computer Peripherals

Buyer: L. Leasburg-Kramer

VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY, IF GREATER THAN ONE YEAR _____.

Before completing any portion of this bid, each bidder should be completely familiar with all conditions enumerated below and in the Special Conditions. Each bid shall be completed fully as indicated below. For Balance of Line, Group 10, Vendors shall indicate the percentage of discount off "benchmark" price lists for purchases by schools and departments by manufacture/brand. ***Bidder is requested to submit Price Catalog in hard print, on Diskette/CD/DVD and/or provide URL for Group 10***

Factor - The factored quantity shown on the Bid Proposal Form, illustrate a comparison of M-DCPS usage of items specified and will be used to factor bid prices to determine the total low bid. They do not indicate the total quantity of an item to be purchased during the contract term. No guarantee is expressed or implied, as to the quantities that will be used during the contract period.

Computer Peripherals

Award will be made to three (3) responsive responsible bidders meeting specifications, Total Low (Primary, a First Alternate and a Second Alternate) by Group as per Special Condition 2, AWARD.

Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number
46	Wireless Keyboard, operates within 6ft, USB		200	$			
47	Internet/Multimedia Keyboard, USB		200	$			
48	Slim Keyboard, USB		200	$			
49	Basic Keyboard, USB		500	$			
50	104-Key Enhanced/Smart Basic Keyboard, USB		500	$			
51	Eronomical Gel Wrist Rest, 19w x2 4/5d x 13/16h, **Blue**		100	$			
52	Eronomical Gel Wrist Rest, 19w x2 4/5d x 13/16h, **Black**		100	$			
53	Basic/Clear Gel Wrist Rest, 18w x 2 1/2d x 3/4h, **Black**		100	$			
54	Basic/Clear Gel Wrist Rest, 18w x 2 1/2d x 3/4h, **Clear/Beach**		100	$			
55	Gel Adjustable Wrist Support, 19 1/2w x 3 3/4d x1 1/4h, **Black/Platinum**		100	$			
56	Gel Adjustable Wrist Support, 19 1/2w x 3 3/4d x1 1/4h, **Ruby/Black**		100	$			
57	Polyester Wrist Rest, 18 1/2w x 2 1/2d x 5/8h, **Blue**		100	$			
58	Polyester Wrist Rest, 18 1/2w x 2 1/2d x 5/8h, **Black**		100	$			
59	Polyester Mouse Pad, 9w x 8d x 3/16h, **Blue**		100	$			
60	Polyester Mouse Pad, 9w x 8d x 3/16h, **Black**		100	$			
61	Premium 7 Surge Suppressor (minimum 312 joules, 6ft)		500	$			
62	Premium 8 Surge Suppressor (minimum 882 joules, 6ft)		500	$			
63	Basic 3-Pack, 6 outlet strip (minimum 420 joules, 3ft)		500	$			
64	Antiglare Notebook/LCD protection filter, 15"		100	$			
65	Antiglare Notebook/LCD protection filter, 17"		100	$			
66	Portable Power Inverter		100	$			
67	Portable Ethernet Cord		200	$			
68	Portable Modem Cord		200	$			
69	Air Dusters, single can, 10 oz		2000	$			
70	Surface Cleaning Swabs (minimum 20 swabs per box)		2000	$			
71	Antistatic Spray, non-flammable, 32 -oz.		2000	$			
72	Micro fiber Cleaning Cloth (minimum 10 per pack)		2000	$			
73	Lint-free Wipes (minimum 12 per pack)		2000	$			
74	Drive 3.5" and CD Drive Cleaner		500	$			

BID PROPOSAL FORM (FORMAT B)

Bidder is to complete all sections that are highlighted

Bid # 084-FF04	**Bidder's Legal Name:**
Title: Computer Peripherals	
Buyer: L. Leasburg-Kramer	
VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY, IF GREATER THAN ONE YEAR _____.	

Before completing any portion of this bid, each bidder should be completely familiar with all conditions enumerated below and in the Special Conditions. Each bid shall be completed fully as indicated below. For Balance of Line, Group 10, Vendors shall indicate the percentage of discount off "benchmark" price lists for purchases by schools and departments by manufacture/brand. ***Bidder is requested to submit Price Catalog in hard print, on Diskette/CD/DVD and/or provide URL for Group 10***

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Computer Peripherals

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Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number
75	Single-Arm Adjustable Keyboard Platform, **Black**		50	$			
76	Adjustable Keyboard Platform for Corner Workstations, **Black**		50	$			
77	Single-Arm All-In-One Adjustable Keyboard Platform, **Black**		50	$			
78	Adjustable Keyboard Drawer		50	$			
79	Keyboard Drawer		50	$			
80	LCD Screen Protectors, 15", Platinum		100	$			
81	LCD Screen Protectors, 17", Platinum		200	$			
82	LCD Privacy Screen Protectors, 15", Platinum		100	$			
83	LCD Privacy Screen Protectors, 17", Platinum		200	$			
84	Antiglare, Antistatic, Antiradiation Filters, 19"-21" for CRT		100	$			
85	Antiglare, Antistatic, Antiradiation Filters, 17" for CRT		200	$			

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GROUP 7 - Duplicator Systems — **Bidder must bid all items 86 through 90 to be considered for this group**

Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number
	CD Duplicator Systems						
86	Single Target CD Duplicator		50	$			
87	Three Target CD Duplicators		100	$			
88	Seven Target CD Duplicators		100	$			
	DVD Duplicator Systems						
89	Single Target DVD Duplicator		50	$			
90	CD/DVD Direct to Disc Printing Duplicator		50	$			

GROUP 8 - Drives — **Bidder must bid all items 91 through 99 to be considered for this group**

91	750MB USB 2.0 External Drive		10	$			
92	250MB Zip Drive Starter Kit		10	$			
93	250 USB External Drive		10	$			
94	100MB Zip Drive Starter Kit		10	$			
95	100MB USB External Drive		10	$			
	CD-RW USB 2.0 External Drives						
96	CD-RW/DVD-ROM Combo Drive (**Minimum** - 52x/24x/52x;write/rewrite/read speeds; DVD-ROM 16x read speed		10	$			
97	CD-RW Drive (Minimum - 52x/24x/52x;write/rewrite/read speeds)		10	$			
	Portable Mini USB 2.0 Hard Drives, PC & Mac Compatible						
98	**2GB** Portable Mini USB 2.0 hard drives		10	$			
99	**4GB** Portable Mini USB 2.0 hard drives		10	$			

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Computer Peripherals

Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number

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	GROUP 9 - PDA & Accessories	**Bidder must bid all items 100 through 116 to be considered for this group**					
	Items 101 to 107 shall be compatible to Item submitted in 100						
100	Compact Color PDA **(minimum 32MB memory storage, 203 MHz processor, 2 3/4w x 17/32d x 4 1/2h)**		100	$			
101	Leather Belt Case		100	$			
102	Rechargeable Lithium-Ion Batteries		100	$			
103	Standard 1440 mAH Capacity		100	$			
104	Extended 2880 mAH Capacity		100	$			
105	Universal Auto Power Adapter		100	$			
106	Battery Charger		100	$			
107	Universal USB Auto sync Cable		100	$			

	Items 109 to 116 shall be compatible to Item submitted in 108						
108	High-performance, feature-rich wireless device **(minimum 152MB memory storage, 400 MHz processor, Integrated wireless Wi-Fi and Bluetooth technologies, 2 4/5w x 3/5d x 4 1/2h)**		100	$			
109	Nylon Slim line Carrying Case		50	$			
110	Leather Belt Case		50	$			
111	Recharable Lithium-Ion Batteries		100	$			
112	Standard 1440 mAH Capacity		100	$			
113	Extended 2880 mAH Capacity		100	$			
114	Universal Auto Power Adapter		100	$			
115	Battery Charger		100	$			
116	Universal USB Auto sync Cable		100	$			

BID PROPOSAL FORM (FORMAT B)

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Computer Peripherals

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GROUP 10 - Balance of Line	**ALL Bidders are requested to respond to this Group.** Vendors awarded in Groups 1 through 10 will be awarded this Group

				% Off List	Catalog and Date
117	% Off List Price for Balance of Catalog Line			%	

Bidder is requested to complete the following informational data

Vendor Name:	

Sales Representative:	
Email	
Phone	
Fax	

Customer Service:	
Email	
Phone	
Fax	

Accounts Receivable:	
Email	
Phone	
Fax	

URL:	

BID PROPOSAL FORM (FORMAT B)

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Computer Peripherals

Item	Description	Unit	Factor	Cost	Manufacturer Name / Part Number	Item Description	Vendor Catalog Number

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Bidder should use the following checklist to assist in bid submission	
Bidders Qualification Formed Signed	
Bid Proposal Form Completed	
Bid submitted for all items in the Group	
Manufacturers Certification, if applicable	
Vendor Information Sheet	
Occupational License	
JLA - Background Screening Requirements	
CD/DVD of Excel Spreadsheet	
Copy of Catalog/Price List Enclosed Hard Copy, Diskette/CD/DVD and/or URLshowing list price	