

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

COMPLETE USING
TYPEWRITER
OR
BALL-POINT PEN
ONLY.

1450 Northeast Second Avenue
Miami, Florida 33132



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

BUYER NAMED:

I. Arrien

PHONE: (305) 995-2350

TDD PHONE (305) 995-2400

BIDDER QUALIFICATION FORM

BID NO. 121-AA07 BID TITLE Vehicle Towing
BIDS WILL BE ACCEPTED UNTIL 2:00 PM ON 3/6/01 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 BIDS MAY NOT BE WITHDRAWN FOR 120 DAYS AFTER OPENING.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 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. 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 define conditions of the bid.

1. ORDER OF PRECEDENCE. Any inconsistency in this bid shall be resolved by giving precedence in the following order:

- A. Specifications
- B. Special Conditions
- C. Instructions To Bidders

2. FOR MWBE designated bids. The **SPECIAL CONDITIONS-Minority/Women owned and controlled Business Participation Statement** and the **MWBE Certification Application** **MUST** be completed and **SUBMITTED** with the bid if the bidder is not certified by Miami-Dade County Public Schools. Failure to submit the completed application with the bid will be considered non-responsive.

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

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

2. PROTEST OF SPECIFICATIONS. Any notice of protest of the specifications contained in an invitation to bid shall be filed in writing with the Associate Superintendent, Bureau of Procurement and Materials Management no later than 48 hours prior to the date and hour specified in the Bidder Qualification Form for receipt of bids. Failure to file a timely notice of protest shall constitute a waiver of proceedings.

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

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

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 use a typewriter or complete bid proposal in ink.

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

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

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

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

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

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

III. CANCELLATION OF BIDS OR REQUEST FOR PROPOSALS

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

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

1. The Board no longer requires the supplies, services, or construction;
2. The Board no longer can reasonably expect to fund the procurement;
3. A review of a valid protest filed by a bidder as may be determined by the administrative staff;
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.

C. The notice of cancellation shall:

1. Identify the solicitation;
2. Briefly explain the reason for cancellation; and

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3. Where appropriate explain that an opportunity will be given to compete on any re-solicitation of any future procurements of similar supplies, services or construction.

IV. CHANGE OR WITHDRAWAL OF BIDS

A. **PRIOR TO BID OPENING.** Should the bidder desire to change or withdraw their bid they shall do so in writing. This communication is to be received by the Executive Director, Division of Procurement Management, Room 364, School Board Administration Building, prior to date and hour of bid opening. The bidder's name, the bid number, the bid title and the date the bid is due must appear on the envelope.

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

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

1. Pay to the Board, as liquidated damages an amount equal to 5% of the unit price bid times the quantity, or \$10, whichever amount is larger, or
2. Lose eligibility to transact new business with the Board for a period of 14 months from the date the Board acts on the withdrawn bid.

V. AWARDS

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

B. **AWARD RECOMMENDATION.** Bidder/Proposer information phone lines have been established in Procurement Management. Bidders/proposers may call 995-1375 each Friday to be advised of the recommended bidders or proposers and the time it is contemplated that the recommendation will be made. This information will be provided by school system staff as available. In no case will information as to a recommended bidder/proposer be available later than the Friday preceding the week when the award is scheduled to be made by the School Board or the Superintendent.

Bidders and proposers may file letters of protest no later than 48 hours prior to the Board Meeting for which the award is scheduled to be made. These letters of protest will be reviewed by Staff. Staff will offer the protesting bidder the opportunity for a meeting to discuss the protest. If the bidder is not satisfied with the response to the protest, he/she may request to address the School Board. Alternatively, bidders may invoke the provisions of §120.569, Fla. Stat. Petitions for hearings on protests pursuant to §120.569, Fla. Stat., must be filed in accordance with School Board Rule 6Gx13-8C-1.064. Protests filed later than the date specified herein are deemed waived. This provision supersedes and governs over any conflicting provision in this document.

C. **OFFICIAL AWARD DATE.** Awards become official when made unless otherwise specified in the award recommendation.

D. **PURCHASE ORDERS.** Purchase orders mailed to successful bidders are the official notification to deliver materials described therein; and the time allowed for delivery begins with the date of the purchase order. In the event that the successful bidder fails to deliver the materials in accordance with the terms and conditions of the bid and purchase order, the bidder shall be considered in default of the contract and subject to the default provisions stated in Instructions to Bidders, Section V. E.

E. **DEFAULT.** In the event of default, which may include, but is not limited to non-performance and/or poor performance, the awardee shall pay to the Board as liquidated damages an amount equal to 10% of the unit price of the item(s) awarded times the quantity when no purchase order has been issued, 10 percent of the purchase order when a purchase order has been issued or \$100, whichever is greater. Where no performance bond or check has been required, each awardee who fails to pay the liquidated damages within 15 days after it is invoked shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Bidders that are determined ineligible may request a hearing pursuant to §120.569, Fla. Stat., and School Board Rule 6Gx13-8C-1.064.

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

F. The intent of the bid documents is to include only the 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.

VI. PERFORMANCE SECURITY (FOR SUCCESSFUL BIDDERS ONLY)

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

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

1. Awards Greater than \$500,000

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

<u>Contract Amount</u>	<u>Minimum Rating by A.M. Best</u>
\$ 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 VI.B. above or the qualifications set forth in section 287.0935, Florida Statutes.

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

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

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 their cash security, or notification to the Awardee and the bonding company to cancel the performance bond, will be made when all goods/services have been accepted and invoices have been approved for payment.

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

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

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

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

D. Samples should be delivered to the following address:

MIAMI-DADE COUNTY PUBLIC SCHOOLS
MATERIALS CONTROL TESTING
7040 West Flagler Street
Miami, Florida 33144
Telephone Number: (305) 995-3290

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

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

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

G. EVALUATION AND TEST RESULTS. Interested bidders should contact the buyer, prior to the recommendation for award, to determine whether the item(s) submitted complies with the specifications requirements. If the item(s) does not comply, the buyer will advise the bidder to contact the Materials Control Section for further details.

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

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 made; otherwise the successful bidder shall furnish packaging as specified. All packaging, wrapping and bundling shall be adequate to insure that materials will be received in undamaged condition. The Board assumes no responsibility for damages of any kind incurred in transit.

B. CONTAINER IDENTIFICATION. The following identification shall be printed, stenciled or legibly written in a conspicuous location on each shipping container:

1. BID NUMBER AND/OR PURCHASE ORDER NUMBER
2. VENDOR'S NAME AND/OR TRADEMARK
3. NAME(S) OF ITEM(S) CONTAINED
4. ITEM NUMBER(S) WITH QUANTITY(IES)

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

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

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

XIII. DELIVERY AND BILLING

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

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

C. INVOICES. Each invoice shall be issued by the successful bidder and shall be submitted in DUPLICATE to the Accounts Payable Section, Room 602, School Board Administration Building, 1450 N.E. 2 Avenue, Miami, Florida 33132. To be considered for payment each invoice must show the following information which appears on the Purchase Order:

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

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

XIV. NO GRATUITY POLICY. It is the policy of the Bureau of Procurement and Materials Management not to accept gifts, gratuities, or favors of any kind, or of any value whatsoever, from vendors, members of their staffs, or families.

XV. COMPLIANCE WITH FEDERAL REGULATIONS.

A. All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(1) and Section 85.510 Code of Federal Regulations and are included by reference herein. The vendor certifies by signing the bid that the vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the vendor shall immediately notify the Associate Superintendent, Bureau of Procurement and Materials Management, in writing.

Vendors will also be required to provide access to records which are directly pertinent to the contract and retain all required records for three years after the grantee (The Board), or subgrantee makes final payment.

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

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

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA


SUPERINTENDENT OF SCHOOLS

Revised April 1999

FORM4-1/00

INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of Bid #121-AA07

INDEMNIFICATION

The Vendor 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, attorneys' 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 Vendor, 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.

INSURANCE

Prior to being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverages may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverages and limits shall meet, at a minimum, the following requirements:

1. Garage Insurance, including coverage for Tow Truck Operations ("On Hook and Cargo" liability) with limits of no less than \$300,000 combined single limit per occurrence.

and/or

Business Auto Insurance, including coverage for Tow Truck Operations ("On Hook and Cargo" liability) with limits of no less than \$300,000 combined single limit per occurrence.

2. Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.

"The School Board of Miami-Dade County, Florida and its members, officers and employees" shall be an additional insured on all liability coverages except Workers' Compensation Insurance.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

- (a) The company must be (1) authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "B+" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

or

- (b) with respect only to the Workers' Compensation insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurance fund pursuant to Florida Statutes.

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board at a minimum of fifteen (15) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance shall be delivered to:

Miami-Dade County Public Schools
Office of Risk and Benefits Management
1500 Biscayne Boulevard, Suite 127
Miami, Florida 33132

The name and address of Miami-Dade County Public Schools, as shown directly above, must be the Certificate Holder on the certificate of insurance.

The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions regarding these requirements should be directed to Ms. La-Chane Clark at 305-995-7133.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

BID 121-AA07	BUYER I. Arrien	PAGE SC
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TITLE Vehicle Towing

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 one year from the date of award, and may, by mutual agreement between The School Board of Miami-Dade County, Florida and the awardee, upon final School Board approval, be renewable for **two additional one year periods**, and if needed, 90 days beyond the expiration date of the current renewal period. The Board, through the Bureau of Procurement and Materials Management, may if considering to renew, request a letter of intent to renew 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. **RESPONSE TIME:** Average response time shall be forty-five (45) minutes from first call, not to exceed one and one half (1-1/2) hours (only on non-emergency calls). Response time in excess of (1-1/2) hours is not acceptable. Successful bidder shall indicate its inability to respond within the specified time frame at the time of original request. Failure to meet the response requirements stated above may result in default of this bid after award.

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

4. **METHOD OF AWARD:** Award of this bid will be to the two (2) lowest responsive and responsible bidders for each group, North of Flagler (Items 1-15) and South of Flagler (Items 16-30). The lowest bidder will be the primary and the second lowest bidder will be the alternate. The alternate will be called in the event the primary bidder is unable to respond within the specified time. The award will be evaluated only on the "first 10 mile tow" (base tow) price (items 1, 5 and 8), exclusive of the additional services for North of Flagler, however, award will be made on items 1-15. For the South of Flagler Street the award will be based on the "first 10 mile tow" (base tow) price (items 16, 20 and 23) exclusive of the additional services for South of Flagler, however, award will be made on items 16-30. Bidders must bid on all items within a group (North of Flagler) and (South of Flagler) to be considered for award of that group.

5. **QUALIFICATIONS OF VENDORS:** Award of this bid will be made to the two lowest qualified vendors, for each group, who meet the requirements, as detailed in the Special Conditions and Specifications. The documentation and equipment specified in this bid will be verified by an on-site inspection by M-DCPS personnel.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

BID 121-AA07	BUYER I. Arrien	PAGE SC2
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TITLE Vehicle Towing

SPECIAL CONDITIONS CONTINUED

6. **SUBCONTRACTING WORK TO OTHERS:** Bidders are advised that they must be capable of solely performing work assigned for the line items listed on this bid. Under no condition should work assignments be subcontracted to others, except for special tows that may require special equipment not listed on this bid. In this instance, it shall be the awarded vendors responsibility to ensure the subcontracted vendors meets the insurance requirements of this bid and provide a copy of the insurance certificate to M-DCPS Office of Risk and Benefits Management. Awarded vendors shall furnish all labor, material, and equipment necessary for satisfactory contract performance.

7. **STANDARDS COMPLIANCE:** All service to be performed under this bid shall be in accordance with all governmental standards, to include, but not limited to, those issued by the Office of Safety and Health Administration (OSHA), and the National Institute of Occupational Safety Hazards (NIOSH).

8. **LICENSES, PERMITS AND FEES:** The bidder shall obtain and pay for all licenses, permits and inspection fees required for this bid and shall comply with all laws, ordinances, regulations and code requirements, applicable to the work contemplated herein. Damages, penalties and/or fines imposed on M-DCPS or the bidder for failure to obtain required licenses or permits, shall be borne by the bidder.

9. **ERASURES OR CORRECTIONS:** When filling out the Bid Proposal Form, bidders are requested to use typewriter or black ball point pen.
 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
121-AA07
Vehicle Towing

BID PROPOSAL FORM (FORMAT B)

Type or print in this box the complete name of the bidder:
Bid #121-AA07
Title: Vehicle Towing
Buyer: I. Arrien

**PLEASE COMPLETE
ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	EST. QTY	UNIT	PRICE PER UNIT
	Bidders are requested to provide a bid for the following items (1-15 North of Flagler) and (16-30 South of Flagler) in accordance with the Special Conditions and attached Specifications.			
	NORTH OF FLAGLER			
	Class 1 and 2 (vehicles under 10,000 lbs.)			
1	First 10 miles towing (Base Tow)	120	Each	
2	Each additional mile		\$/per Mile	
	Special tows for (unusual occurrence)			
3	Use of extra Class "A" Wrecker		\$/per 1/4 Hour	
4	Use of extra Class "B" Wrecker		\$/per 1/4 Hour	
	Class 3, 4, 5 (vehicles from 10,001-19,500 lbs.)			
5	First 10 miles towing (Base Tow)	50	Each	
6	Each additional mile		\$/per Mile	
	Special tows for (unusual occurrence)			
7	Use of extra Class "B" Wrecker		\$/per 1/4 Hour	

The School Board of Miami-Dade County, Florida
121-AA07
Vehicle Towing

BID PROPOSAL FORM (FORMAT B)

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

Bid #121-AA07

Title: Vehicle Towing

Buyer: I. Arrien

**PLEASE COMPLETE
ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	EST. QTY	UNIT	PRICE PER UNIT
8	Class 6, 7, 8 (vehicles from 19,501 lbs. and up) First 10 miles towing (Base tow)	250	Each	
9	Each additional mile		\$/per Mile	
10	Special tows for (unusual occurrence) Use of extra Class "B" Wrecker		\$/per 1/4 Hour	
11	Use of extra Class "C" Wrecker		\$/per 1/4 Hour	
12	Use of extra Class "C" Lowboy		\$/per 1/4 Hour	
13	Use of extra Class "D" Wrecker		\$/per 1/4 Hour	
14	Minimum charge per call when cancelled after arrival. Note: Charge for cancellation may not exceed base tow price. Special tow for unusual occurrence rate is 1/4 hour at the job site and may not exceed the price quoted for a base tow. In no case may this rate exceed \$75.00 per hour.		Each	
15	Flat labor rate for additional person (when needed) regardless of equipment. Labor rate would apply to all classes of equipment.		per/Hour	

The School Board of Miami-Dade County, Florida
121-AA07
Vehicle Towing

BID PROPOSAL FORM (FORMAT B)

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

Bid #121-AA07

Title: Vehicle Towing

Buyer: I. Arrien

**PLEASE COMPLETE
ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	EST. QTY	UNIT	PRICE PER UNIT
	Items #16-30 are for locations South of Flagler Street.			
	SOUTH OF FLAGLER			
	Class 1 and 2 (vehicles under 10,000 lbs.)			
16	First 10 miles towing (Base Tow)	120	Each	
17	Each additional mile		\$/per Mile	
18	Use of extra Class "A" Wrecker		\$/per 1/4 Hour	
19	Use of extra Class "B" Wrecker		\$/per 1/4 Hour	
	Class 3, 4, 5 (vehicles from 10,001-19,500 lbs.)			
20	First 10 miles towing (Base Tow)	50	Each	
21	Each additional mile		\$/per Mile	
	Special tows for (unusual occurrence)			
22	Use of extra Class "B" Wrecker		\$/per 1/4 Hour	
	Class 6, 7, 8 (vehicles from 19,501 lbs. and up)			
23	First 10 miles towing (Base Tow)	250	Each	
24	Each additional mile		\$/per Mile	
	Special tows for (unusual occurrence)			
25	Use of extra Class "B" Wrecker		\$/per 1/4 Hour	
26	Use of extra Class "C" Wrecker		\$/per 1/4 Hour	
27	Use of extra Class "C" Lowboy		\$/per 1/4 Hour	

The School Board of Miami-Dade County, Florida
121-AA07
Vehicle Towing

BID PROPOSAL FORM (FORMAT B)

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

Bid #121-AA07

Title: Vehicle Towing

Buyer: I. Arrien

**PLEASE COMPLETE
ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	EST. QTY	UNIT	PRICE PER UNIT
28	Use of extra Class "D" Wrecker		\$/per 1/4 Hour	
29	Minimum charge per call when cancelled after arrival. Note: Charges for cancellation may not exceed base tow price. Special tow for unusual occurrence rate is 1/4 hour at the job site and may not exceed the price quoted for a base tow. In no case may this rate exceed \$75.00 per hour.		Each	
30	Flat labor rate for additional person (when needed) regardless of equipment. Labor rate would apply to all classes of equipment.		Per Hour	

**MIAMI - DADE COUNTY PUBLIC SCHOOLS
VEHICLE TOWING
BID #121-AA07**

I. BOUNDARIES

- A. The Eastern boundary of the bid will be the ocean.
- B. The Western, Northern and Southern boundaries are the respective county lines.

II. ZONES

- A. The county has been divided into two (2) geographic zones for the purpose of this bid and they are as follows:

- 1. North Zone - All of Miami-Dade County from (but not including) Flagler street to the Northern county line bordered on the East and West by the respective county lines and all of Miami Beach.
- 2. South Zone - All of Miami-Dade County from (and including) Flagler Street to the Southern county line bordered on the East and West by the respective county lines.

NOTE: Any vehicle tows that do not originate within the above listed zones will be referred to the vendor servicing the zone closest to the required tow.

III. EQUIPMENT DEFINITIONS

All wreckers will be equipped and conform to the Code of Miami-Dade County Ordinance, Section 30 Article III, Towing of Motor Vehicles.

Additionally all wreckers must be hydraulic wheel lift or hydraulic under lift equipped.

MINIMUM EQUIPMENT REQUIREMENTS

Miami-Dade County Public Schools will require that companies bid on the north or South zone individually for the class of work listed below and have a minimum fleet size of:

Class 1 & 2 (Vehicles under 10,000 lbs): Requires a combination of five (5) Class "A" wreckers and flatbeds.

Class 3, 4, 5, (Vehicles between 10,000 lbs - 19,500 lbs): Requires a minimum of one (1) Class "B" wrecker and one (1) Class "B" flatbed.

Class 6, 7, 8, (Vehicles from 19,501 lbs. and up): Requires a minimum of one (1) Class "B" wrecker, and a combination of two (2) Class "C" wreckers, and flatbed, or one (1) Class "D" wrecker.

NOTE: It is the policy of Miami-Dade County Public Schools to pay the applicable rate for the vehicle being towed. Should a vehicle which normally requires a Class "A" wrecker be towed with a Class "B" wrecker due to no fault of Miami-Dade County Public Schools, the Board will pay only the Class "A" rate.

IV. STANDARD TOWS

All Standard tows performed under this bid will require the successful bidder (s) to complete the tow for the price quoted in the Bid Proposal except for any extra charge for miles towed over ten (10) miles. Should the tow require dollies, drive shaft drops (or an axle pull) or the use of a car carrier these services will be included at no charge.

V. EXTRA SRVICES (UNUSUAL OCCURRENCE, SPECIAL TOWS)

It will be the responsibility of M-DCPS to alert the successful bidder to any unusual or irregular conditions that may exist or be peculiar to the "down vehicle". This may consist of vehicles that have to be rigged with or are carrying special equipment, vehicles that are loaded, vehicles that are capsized or accident damaged, stuck in soft ground, or other irregularities. M-DCPS recognizes that some if these irregularities may call for additional charges for "extra service" or for the use of a larger wrecker than normally called for, or an additional unit. M-DCPS has made provisions for bidder (s) to indicated the charges for such services in the space provided on the Bid Proposal Form.

VI. DRIVE SHAFTS AND AXLES

Will be pulled as needed on all vehicles prior to towing, or as required to prevent damage to transmissions.

VII COMPLETED TOWS

The awarded vendor(s) shall not drop the tow until the Shop Foreperson or his/her representative certifies that the tow has been properly performed. The successful bidder shall not leave the premises until the shop Foreperson or his/her representative has signed the towing ticket. In the event the shop is closed the security guard must sign the towing ticket.

VIII. DAMAGED VEHICLES






The awarded vendor(s) that causes damage to the vehicle by poor or improper towing will be responsible for and required to reimburse Miami-Dade County Public Schools the actual cost of repairs to the vehicle for the damage(s) caused.

IX. CONTRACTOR REQUIREMENTS





The awarded vendor(s), at the commencement and during the duration of the contract resulting from this bid shall have suitable equipment to handle disabled vehicles from Class 1 through Class 8 vehicles. The awardee(s) must have "full control and total availability" of all the equipment in their inventory and maintain the minimum pieces of equipment specified in the bid. "Full control and total availability" as used in these specifications means ownership or full ownership of a first party lease agreement without interim cancellation clauses during the duration of this bid. It also means the equipment may be inspected if required, at the contractor's facility which is in Miami-Dade County. "Full control and total availability" must have been in effect prior to the opening date of this bid.

All wreckers shall be lettered with awardee(s) company name, at the time of bid opening.




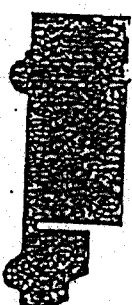
Classes 1 and 2 (under 10,000 lbs.)

				
CAR	PASSENGER VAN	PICKUP	MINI VAN	CARGO VAN





Classes 3, 4, & 5 (10,001-19,500 lbs.)

			
SHORT-NOSE CONVENTIONAL WITH VAN BODY	CAB FORWARD WITH VAN BODY	LONG WHEEL-BASE WALK-IN VAN	WALK-IN VAN





Class 6 (19,501-26,000 lbs.)

			
SINGLE AXLE VAN	STAKE	SCHOOL	CDE VAN

Class 7 (26,001-33,000 lbs.)

			
CDE	TRASH	MEDIUM CONVENTIONAL	FUEL

Class 8 (Over 33,000 lbs.)

			
CDE	CEMENT	INTERCITY	CONVENTIONAL