

COMPLETE USING  
TYPEWRITER  
OR  
BALL-POINT PEN  
ONLY.



**Miami-Dade County Public Schools**

School Board Administration Building  
1450 Northeast Second Avenue  
Miami, Florida 33132

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

**BUYER NAMED:**

R. Tyndall

**PHONE:** (305) 995-2349

**TDD PHONE** (305) 995-2400

**BIDDER QUALIFICATION FORM**

**BID NO.** 122-BB09M/WBE **BID TITLE** Paper Goods, Custodial  
**BIDS WILL BE ACCEPTED UNTIL** 2:00 P.M. **ON** 5/30/02 **IN ROOM 351,**  
**SCHOOL BOARD ADMINISTRATION BUILDING, 1450 NE 2ND AVENUE, MIAMI, FL. 33132, AT WHICH TIME THEY WILL BE**  
**PUBLICLY OPENED. BIDS MAY NOT BE WITHDRAWN FOR** 180 **DAYS AFTER OPENING. (REFER TO INSTRUCTIONS TO**  
**BIDDERS, para.IV.B.)**

**THE SUBMISSION OF THE BID BY THE VENDOR, ACCEPTANCE AND AWARD OF THE BID BY THE SCHOOL BOARD OF**  
**MIAMI-DADE COUNTY, FLORIDA, AND SUBSEQUENT PURCHASE ORDERS ISSUED AGAINST SAID AWARD SHALL**  
**CONSTITUTE A BINDING, ENFORCEABLE CONTRACT. UNLESS OTHERWISE STIPULATED IN THE BID DOCUMENTS, NO**  
**OTHER CONTRACT DOCUMENTS SHALL BE ISSUED.**

**I. A. BIDDER CERTIFICATION AND IDENTIFICATION. (SEE INSTRUCTIONS TO BIDDERS, para. I. A.2.)**

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.

**B. Vendor certifies that it satisfies all necessary legal requirements as an entity to do business with the School Board of Miami-Dade County, Florida.**

**II. INDEMNIFICATION**

The Bidder shall hold harmless, indemnify and defend the 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 file 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

Revised April 1998

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

#### 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 8Gx13-8C-1.054. 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 8Gx13-8C-1.054.

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.

Revised April 1999

C. Bidder must obtain, from Materials Control 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 CONTROL TESTING AND EVALUATION  
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 Testing and Evaluation 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, P.O. Box 01-2570, Miami, Florida 33101. To be considered for payment each invoice must show the following information which appears on the Purchase Order:

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

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

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

XV. COMPLIANCE WITH FEDERAL REGULATIONS.


A. All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(l) 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 SIGNED BOARD OF MIAMI-DADE COUNTY, FLORIDA  
  
SUPERINTENDENT OF SCHOOLS

**SPECIAL CONDITIONS**  
**AFRICAN AMERICAN/WOMEN BUSINESS PARTICIPATION**

This bid is limited to those individuals and businesses classified as African American or Women businesses which shall be so certified by Miami-Dade County Public Schools (M-DCPS) prior to contract award.

African American or Women businesses not certified by M-DCPS must complete and submit the attached M/WBE Certification Application, With all required documents, with the bid. Failure to be certified by M-DCPS at the time of bid opening, or to submit the required M/WBE Certification Application, with the required documents, will result in your bid being considered non-responsive.

Any M/WBE applicant, certified M/WBE, principal(s) and all related parties, who misrepresents the status of any concern as an M/WBE, or is a party to such misrepresentation, to obtain business or contracts with the School Board under the Business Development and Assistance program, will be suspended from doing business With the School Board for fourteen (14) months.

Check One:

1.    Certified with Miami-Dade County Public Schools \_\_\_\_\_  
      (Attach copy of Certificate)
2.    Not Certified: \_\_\_\_\_  
      Must submit the M/WBE Certification  
      Application, with required documents,  
      with the bid

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_



For office use \_\_\_\_\_  
Date received: \_\_\_\_\_  
Reviewer: \_\_\_\_\_  
M/WBE \_\_\_\_\_  
Date \_\_\_\_\_  
Vendor \_\_\_\_\_

## M/WBE CERTIFICATION APPLICATION

(Please Print/Type)

Certification Category ☐ African American ☐ Woman  
☐ Hispanic

1. Business Name \_\_\_\_\_ President's/Owner's Name \_\_\_\_\_

☐ Telephone number ☐ Fax number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Business street address \_\_\_\_\_

Business mailing address \_\_\_\_\_

2. LEGAL STRUCTURE: (Check one and indicate the date the business was established)

☐ Sole proprietor \_\_\_\_\_ Date \_\_\_\_\_ ☐ Joint Venture \_\_\_\_\_ Date \_\_\_\_\_

☐ Partnership \_\_\_\_\_ Date \_\_\_\_\_ ☐ Corporation \_\_\_\_\_ Date \_\_\_\_\_  
Non-profit

☐ For Profit \_\_\_\_\_ Date \_\_\_\_\_

3. CERTIFICATIONS: Indicate if this business shares common officers, owners, directors or management personnel with another business that has received, been denied, or had its certification revoked as an MBE/DBE/WBE or SBA 8(a) Certified Contractor. Indicate the name of the certifying authority, as well as the date and type of determination (certification/denial/revocation).

<u>Agency</u>	<u>Determination</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. OWNERSHIP:

- a. Identify the proprietor, each partner, or stockholder by name, as well as his/her citizenship (c) or (r) residency status, gender, ethnic group, and percentage of ownership.

<u>Name</u>	<u>Owner/ shareholder</u>	<u>Resident or *U.S. Citizen</u>	<u>Gender</u>	<u>Ethnicity</u>	<u>% Owned</u>	<u>Years Owned</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

- b. If the business is a corporation, please indicate the following:

1. The number of shares \_\_\_\_\_
2. The number shares \_\_\_\_\_
3. Are there any stock option agreements? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide a copy of each agreement.

5. OPERATIONAL CONTROL: Provide the name, title, race/ethnicity, and gender of each individual (including owners and non-owners) with the primary responsibility for the

<u>Name and title</u>	<u>Race/ethnicity/ gender</u>
_____	_____
_____	_____

a. Check signing \_\_\_\_\_

	Name and title	Race/ethnicity/ gender
b. Payroll signing		
c. Signing, or guaranteeing loans		
d. Acquiring lines of credit		
e. Acquiring surety bonding and insurance		
f. Purchasing major equipment/services		
g. Signing contracts/change orders/payment requisitions		
h. Estimating		
i. Qualifying the company for professional/trade license(s)		
j. Marketing/sales		
k. Hiring and firing managerial employees		
l. Hiring and firing non-management		
m. Supervising field/ operations		
n. Supervising office personnel		

6. PERSONNEL: Identify the number of individuals, including owners, that are currently employed by the business in the following areas:



Please use the following to classify women/minority persons: AM-African American male, AF-African American female, HM-Hispanic male, HF-Hispanic female, WM-Non Hispanic White male, WF-Non Hispanic White female.

	Total Number of Employees	AM	AF	HM	HF	WM	WF
a. Management	_____						
b. Administrative/clerical	_____						
c. Professional/technical	_____						
d. Craftsperson/laborers	_____						

e. Provide a copy of the business affirmative action statement, if one is available.

7. BUSINESS RELATIONSHIPS: Provide the requested information for each of the following:

a. Bonding \_\_\_\_\_  
 Address \_\_\_\_\_  
 Agent \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Single Contract \_\_\_\_\_ Aggregate \_\_\_\_\_

b. Bank(s) Name(s): \_\_\_\_\_  
 Branch \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Credit \_\_\_\_\_

c. Identify the company's/creditors including banks and the amount of money owed

<u>Creditor</u>	<u>Loan Guarantor(s)</u>	<u>Address &amp; telephone</u>	<u>Loan Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. Insurance \_\_\_\_\_  
 Type of \_\_\_\_\_ Insurance limits: \_\_\_\_\_

e. List the business' three largest contracts or jobs.

<u>Contract/job type</u>	<u>Contact person</u>	<u>Telephone number</u>	<u>Contract amount</u>	<u>Bonded (Yes/No)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. EQUIPMENT: List the type and value of major equipment that is owned (O) or leased (L) by the business.

<u>Equipment</u>	<u>O/L</u>	<u>Value (\$ amount)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. M/WBE JOINT VENTURE - Joint ventures must provide a copy of the joint venture

## M/WBE CERTIFICATION APPLICATION

### AFFIDAVIT

STATE OF \_\_\_\_\_;  
COUNTY OF \_\_\_\_\_; SS

I hereby declare and affirm that I am \_\_\_\_\_ (Title)  
of: \_\_\_\_\_ (Firm)

That I am duly authorized to execute the foregoing M/WBE Certification Application, and that the contents of said documents are complete, true and correct to the best of my knowledge and belief. I hereby certify that the documents include all material information necessary to identify the true and lawful owners of the subject business enterprise. Further, the undersigned is notified of their responsibility to submit an updated Minority/Woman Business Enterprise Certification Application whenever a change occurs in ownership, management or control of the company. Any M/WBE applicant, certified M/WBE principal(s) and all related parties, who misrepresents the status of any concern as an M/WBE, or is a party to such misrepresentation to obtain business or contracts with the School Board under the Business Development and Assistance Program, **will be suspended from doing business with the School Board for fourteen (14) months.**

(Corporate Seal), if appropriate

\_\_\_\_\_  
Minority/Woman Owner's Signature

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, personally appeared before me, the \_\_\_\_\_ undersigned \_\_\_\_\_ officer \_\_\_\_\_ authorized \_\_\_\_\_ to administer oaths: known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission \_\_\_\_\_

SEAL

M/WBE  
Certification Check List

Please attach copies, not originals, of all applicable items. Incomplete applications cannot be processed, and failure to submit the documents will delay or result in termination of the application process.

Please check if documents are

1. ☐ M/WBE certifications from other public agencies.
2. ☐ M/WBE Certification Application Affidavit (Page 6 of Application).
3. ☐ Miami-Dade County Public Schools Vendor Application.
4. ☐ Lease/purchase agreement for the business' facilities.
5. ☐ Current professional/business license(s).
6. ☐ Proof of citizenship or permanent resident status.
7. ☐ Resumes for owners and key personnel.
8. ☐ Lease/purchase agreements for major business equipment.
9. ☐ Most current application for bonding, if applicable.
10. ☐ Management agreement(s).
11. ☐ Loan agreement(s) or promissory note(s).
12. ☐ Birth certificate, drivers license, passport or any other document which substantiates the ethnicity/race/gender of owners, officers and directors.

**\*If any of the aforementioned documents are not available, please provide a written notarized statement that information is not available.**

13. Sole Proprietor - Submit all of the above items, as applicable and the following:
  - ☐ U.S. IRS 1040-C Schedule.
  - ☐ Fictitious name affidavit, if applicable.

14. Partnerships - Submit all of the above items, and the following:

- ☐ Partnership agreement(s).
- ☐ U.S. IRS 1065, with schedules.
- ☐ Profit sharing agreements.

15. Corporations - Submit all of the above items, and the following:

- ☐ Articles of Incorporation, with amendments.
- ☐ By-Laws, with amendments.
- ☐ The most current U.S. IRS Corporate Tax Return 1120 or 1120s, with all schedules.
- ☐ All issued and cancelled stock certificates (front & back).
- ☐ Minutes of the first shareholders' meeting.
- ☐ Minutes of the first board of directors' meeting.
- ☐ Minutes of meetings at which the current board of directors and officers were elected or appointed.
- ☐ Stock transfer ledger.
- ☐ Most current annual report filed with the Secretary of State.
- ☐ Profit sharing agreement(s).
- ☐ Agreements affecting management, control or rights of any stockholder(s).

16. ☐ Joint venture agreement(s).

17. ☐ Certificate(s) of insurance.

18. ☐ Sub-contractual agreement(s).

NOTE: If after filing this application, there is any significant change in the information submitted herein, you must inform the Division of Business Development and Assistance of the change, or the company may be denied certification.

Certified companies must inform the Division of Business Development and Assistance of any changes in the information contained herein, which formed the basis of certification. Failure to do so may result in denial, revocation or suspension of certification.

---

**COMPLETE APPLICATION, INCLUDING VENDOR APPLICATION AND CATEGORY OF GOODS AND SERVICES LIST, SHOULD BE RETURNED TO:**

**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DIVISION OF BUSINESS DEVELOPMENT AND ASSISTANCE  
1450 N.E. 2ND AVENUE, ROOM 456  
MIAMI, FL 33132**

---

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**BID PROPOSAL FORM (FORMAT A)**

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

BID 122-BB09M/WBE	BUYER R. Tyndall	PAGE SC 1
TITLE		

**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 three (3) additional one (1) year periods and, if needed, 90 days beyond the expiration date of the current contract period. The Board, through Procurement and Materials Management, may if considering to 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. **AWARD:** In the best interest of the School Board of Miami-Dade County, Florida, each item may be awarded to the two (2) low bidders who meet specifications, terms and conditions. Award may be made to a primary vendor and an alternate. Product may be requested from the alternate vendor in the event that the primary vendor is unable to perform. Award of this bid will be made, item by item, to the lowest responsive, responsible bidder(s), meeting specifications, resulting from the application of the following formulas:

Item 1:

$$Pe = \frac{Pb \times K}{Sc}$$

Where:

- Pe = Formulated price per case for evaluation and award purposes.
- Pb = Bidder's price per case as shown on bid proposal.
- K = Constant with a value of 96000.
- Sc = Number of sheets per case derived from the multiplication of the number of sheets per roll times the number of rolls per case or, more directly, from the total number of sheets per case as indicated in manufacturer's own printed literature for the product.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**BID PROPOSAL FORM (FORMAT A)**

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

BID 122-BB09M/WBE	BUYER R. Tyndall	PAGE SC 2
TITLE		

**SPECIAL CONDITIONS CONTINUED**

Item 2:

$$Pe = \frac{Pb \times K}{Tc}$$

Where:

- Pe = Formulated price per case for evaluation and award purposes.
- Pb = Bidder's price per case as shown on bid proposal.
- K = Constant with a value of 4000.
- Tc = Number of towels per package times the number of packages per case or, more directly, from the total number of towels per case as indicated in the manufacturer's own printed literature for the product.

Item 3:

$$Pe = \frac{Pb \times K}{Tc}$$

Where:

- Pe = Formulated price per case for evaluation and award purposes.
- Pb = Bidder's price per case as shown on the bid proposal.
- K = Constant with a value of 200.
- Tc = Number of towels per package derived from the multiplication of the number of towels per package times the number of packages per case or, more directly from the total number of towels per case as indicated in the manufacturer's own printed literature for the product.

Bidders are required to submit together with their bid the manufacturer's printed literature in support of all product and packaging quantities indicated in the Bid Proposal Form. Failure to comply with this requirement may render the bid non-responsive and ineligible for award.

3. **ESTIMATED QUANTITIES:** The estimated quantities provided in the bid proposal are for bidder's guidance only. No guarantee is expressed or implied, as to quantities that will be used during the contract period. The School Board of Miami-Dade County, Florida is not obligated to place an order for any given amount, subsequent to the award of this bid. Estimates are based upon M-DCPS's actual needs and usage during a previous contractual period, and include an additional ten percent to cover unanticipated increases in requirements.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**BID PROPOSAL FORM (FORMAT A)**

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

BID 122-BB09M/WBE	BUYER R. Tyndall	PAGE SC 3
TITLE		

**SPECIAL CONDITIONS CONTINUED**

4. **SPECIFICATIONS:** If an item is to be considered as an equal to the specified item, complete technical specifications, together with illustrative materials providing brand name and model number of the item, are requested to accompany bid. Non-compliance with this condition may cause the item not to be considered for award.
5. **SAMPLES:** Vendors offering alternate products to those specified must submit samples **on or before** the bid opening date and time indicated on the Bidder's Qualification Form to the following address:

Miami-Dade County Public Schools  
Materials Testing and Evaluation  
7040 West Flagler Street  
Miami, FL 33144

For additional information regarding the submittal of samples, refer to section VII of the Instructions To Bidders. Failure to deliver the samples by the due date and time will render the bid for the item(s) non-responsive and ineligible for award.

6. **DELIVERIES:** Delivery shall be made as soon as possible but not later than **30** days after receipt of the purchase order.

DELIVER TO:

The School Board of Miami-Dade County, Florida  
Stores and Mail Distribution  
7001 SW 4<sup>th</sup> Street  
Miami, FL 33144

Note: Warehouse has F.E.C. railway siding – hours 7:30 a.m. to 3:00 p.m.

Random samples will be taken from each delivery for testing, to insure continued compliance with specifications.

7. **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>.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

**BID PROPOSAL FORM (FORMAT A)**

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

BID 122-BB09M/WBE	BUYER R. Tyndall	PAGE SC 4
TITLE		

**SPECIAL CONDITIONS CONTINUED**

8. **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.
9. **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).

# Vendor Information Sheet



1A.

Federal Employer Identification Number

Or

Owner's Social Security Number

1B.

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

Street Address

City

State

Zip Code

2. Telephone/Fax/Contact Person

Telephone number

Fax number

Contact Person

E-mail address

## 3. Ownership Disclosure

If the contract or business transaction is with a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address shall be provided for each **officer**, director, and stockholder or owner who holds, directly or indirectly five percent (5%) or more of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. **Post Office addresses are not acceptable.**

Name	Title	Address	Gender	Race-ethnicity	Stock Ownership

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

The School Board of Miami-Dade County, Florida  
 Bid #122-BB09M/WBE  
 Paper Goods, Custodial

**BID PROPOSAL FORM (FORMAT B)**

Type or print in this box the complete name of the bidder:
Bid #122-BB09M/WBE
Title: Paper Goods, Custodial
Buyer: R. Tyndall

**PLEASE COMPLETE  
ALL SHADED AREAS**

NAME OF BIDDER:
-----------------

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
		<b>VENDOR SHALL INDICATE MANUFACTURER'S WARRANTY, IF GREATER THAN ONE YEAR</b>				
		<b>Vendor must indicate number of cases per R.R. car and truck in space provided.</b>				
1	367-0007	<p>Toilet tissue, paper, 1 ply, 100% recycled fiber with a minimum of 20% post-consumer waste. Per the attached M-DCPS specifications, 96 rolls/case. (Case size may vary among manufacturers).            Encore 701 or equal.</p> <p>Note: All samples must be sent to the Department of Materials Testing and Evaluation as stated in Special Condition 5. Any sample sent to the School Board Administration Building will be refused and will render the bid non-responsive and ineligible for award of that item.</p> <p>Minimum order: 1,000 cases per one (1) carload or 560 cases per one (1) truckload.            Sample required: 5 full size rolls</p> <p>Sheets per roll: _____ and</p> <p>Rolls per case: _____ or</p> <p>Sheets per case: _____</p> <p>Percentage of Post Consumer Waste: _____ %</p> <p>Approximate cases per R.R. car: _____</p> <p>Approximate cases per truck: _____</p>	11,553	Case	\$ _____ Per case	

The School Board of Miami-Dade County, Florida  
 Bid #122-BB09M/WBE  
 Paper Goods, Custodial

**BID PROPOSAL FORM (FORMAT B)**

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

Bid #122-BB09M/WBE

Title: Paper Goods, Custodial

Buyer: R. Tyndall

**PLEASE COMPLETE  
 ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
2	367-0023	<p>Towels, paper, singlefold 100% recycled fiber with a minimum of 40% post consumer waste. Per the attached M-DCPS specifications, 4,000 per case. (Size of case may vary among manufacturers).</p> <p>Minimum order: 3,200 cases per one (1) carload or 1,362 cases per one (1) truckload. (16 packages per case, 250 towels per package).</p> <p>Sample required: 5 full size packages.</p> <p>Towels per package: _____ and</p> <p>Packages per case: _____ or</p> <p>Towels per case: _____</p> <p>Percentage of Post Consumer Waste: _____ %</p> <p>Number of cases per R.R. car: _____ cases</p> <p>Number of cases per truck: _____ cases</p>	47,730	Case	\$ _____ Per case	

The School Board of Miami-Dade County, Florida  
 Bid #122-BB09M/WBE  
 Paper Goods, Custodial

**BID PROPOSAL FORM (FORMAT B)**

Type or print in this box the  
 complete name of the bidder:  
 Bid #122-BB09M/WBE  
 Title: Paper Goods, Custodial  
 Buyer: R. Tyndall

**PLEASE COMPLETE  
 ALL SHADED AREAS**

**NAME OF BIDDER:**

ITEM	DCPS #	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT	MANUFACTURER & MODEL NUMBER
3	367-0015	<p>Towels, paper, bath, 20" X 36", approximately 33-35% recycled fiber with approximately 5% post consumer waste. Per the attached M-DCPS specifications. 200 to 500 towels per case. (Size of case may vary among manufacturers).</p> <p>Georgia Pacific Soft'n Fresh #805-40 or equal.</p> <p>Minimum order: 500 cases per one (1) truckload.            Sample required: 1 case</p> <p>Towels per package:_____ and</p> <p>Package per case:_____ or</p> <p>Towels per case:_____</p> <p>Percentage of Post Consumer Waste:_____ %</p> <p>Number of cases per R.R. car:_____ cases</p> <p>Number of cases per truck:_____ cases</p>	3,000	Case	\$ _____ Per case	

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF MATERIALS TESTING AND EVALUATION

ITEM NO. 367-0007

REVIEWED: 02-27-92

REVIEWED: 3-30-00

COMPLETELY REVIEWED: 4-5-02

SPECIFICATIONS  
PAPER, TOILET TISSUE, ROLL TYPE

1. REQUIREMENTS

1.1 QUALITATIVE: Paper shall be white, single-ply, and unglazed and shall be so perforated that the sheets are easily and evenly detached. Paper shall have cleanness, softness, flexibility, and a close uniform formation.

1.2 QUANTITATIVE: Paper shall comply with the following requirements:

- 1.2.1 Basis weight, 500 sheets @ 24" X 36".....Min. 11 lbs.
- 1.2.2 Water absorbency, 0.01ml. water.....Max. 30 secs.
- \*1.2.3 Brightness.....Min. 70
- 1.2.4 Rigid core inside diameter.....1 3/8" to 1 3/4"
- 1.2.5 Width of roll.....4 1/2"  $\pm$  1/8"
- 1.2.6 Perforation Interval.....4 1/4" to 4 5/8"
- 1.2.7 Sheets per roll.....Min. 1,000

2. TEST METHODS:

- 2.1 Basis weight.....TAPPI T410 OS-68
- 2.2 Water absorbency.....TAPPI T432 SU-72
- \*2.3 Brightness.....\*TAPPI T452 OS - 58
- 2.4 Sample conditioning, other tests.....1 HR. @ 73 + 5F. & 50 +5% R.H.

3. PACKAGING:

Paper shall be furnished in manufacturer-sealed substantial cartons of uniform size containing 96 rolls. Each roll shall be wrapped or banded to full roll width. Cartons shall be clearly stenciled to indicate the manufacturer, product trade name, and code number, if any, Miami-Dade County Public Schools bid and item numbers, and the bidder's name.

\*Brightness by diffused reflection measurements using censor unit #1261 on Photo Volt 575 reflection meter.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF MATERIALS TESTING AND EVALUATION

ITEM NO. 367-0007  
REVIEWED: 02-27-92  
REVIEWED: 3-30-00  
COMPLETELY REVIEWED: 4-5-02

SPECIFICATIONS  
PAPER, TOILET TISSUE, ROLL TYPE  
Continued

4. SAMPLES:

- 4.1 Bid Samples: For each product brand name and code number bid, a bid sample shall be submitted as directed consisting of five (5) full size rolls. Each roll shall be wrapped or banded to full roll width and each 5 roll sample shall be securely packaged and completely identified per paragraph 3.
- 4.2 Shipment Samples: From each shipment of one (1) railroad car or less, the purchaser shall remove one (1) roll from each of five (5) randomly selected cases (A) for the first 100 cases or less, and (B) for each additional 500 cases from each shipment sample so obtained, five (5) random selected rolls. Product shall be the same product brand name and code number, if any, as the bid sample, and shall comply with all requirements of the specifications.

**Findings of the Purchaser's Testing Agent shall be final. Material so determined not in compliance with this specification shall be removed promptly from the purchaser's premises without cost to the purchaser.**

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF MATERIALS TESTING AND EVALUATION

ITEM NO. 367-0023

REVIEWED: 5-93

REVIEWED: 3-30-00

COMPLETELY REVIEWED: 4-5-02

SPECIFICATIONS

**TOWELS, PAPER, INTERLOCKED, SINGLE FOLDED**

1. QUALITATIVE REQUIREMENTS:

Towels shall be interlocked, singlefolded, wet strength type that shall fit and feed satisfactorily in M-DCPS standard singlefolded towel dispenser. Each towel shall be suitably creped or embossed to provide a rough surface yet retain good flexibility and good softness. Product shall have no disagreeable odor, wet or dry, shall leave no lint on face, hands, or clothing after use and shall have sufficient wet tensile strength and stretch to permit drying both hands to the wrist without objectionable disintegration of the towel.

2. QUANTITATIVE REQUIREMENTS:

2.1	Basis weight, 500 @ 24" X 36", lbs.....	Minimum - 24 lbs.
2.2	Towel width, parallel to fold, inches.....	Minimum - 9 1/2"
2.3	Towel area, square inches.....	Minimum 100
2.4	Absorption time, 0.1 ml. water, seconds.....	Maximum - 60 + 10
2.5	Total absorption, grams/square meter.....	Minimum - 104
2.6	Total count.....	Minimum of 400 towels/carton of 16 packages @ 250 towels/pkg.
2.7	Tensile strength, average both directions, dry .....	Minimum 42 oz f/in., 2.6 lb f/in.

3. TEST METHODS:

2.1	Basis weight.....	TAPPI T410 OM-98
2.2	Water Absorbency.....	TAPPI T432 OM-94
2.3	Total Absorption .....	Federal Spec. UU-T-595C, Para. 4.6
2.4	Tensile strength, average both directions, dry.....	Federal Spec. A-A-696A, 9/8/86

4. CONTAINERS AND SAMPLES:

- 4.1 Packaging: Towels shall be furnished in manufacturer-sealed substantial cartons of uniform size containing the number of securely banded packages per carton as specified above. Bands shall indicate the name of the manufacturer, product trade name and/or number, and towel count. Cartons shall be stenciled to indicate clearly the manufacturer, product trade name and or number, M-DCPS bid and item numbers, and the bidders name.



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF MATERIALS TESTING AND EVALUATION

ITEM NO. 367-0023  
REVIEWED: 5-93  
REVIEWED: 3-30-00  
COMPLETELY REVIEWED: 4-5-02

SPECIFICATIONS

**TOWELS, PAPER, INTERLOCKED, SINGLE FOLDED**

Continued

- 4.2 Bid Sample: For each product offered a bid sample shall be furnished consisting of five (5) individually wrapped and sealed, completely identified, full size packages.
- 4.3 Lot Sample: From each 3,000 packages or fraction thereof delivered, one (1) package will be selected at random by the purchaser for acceptance tests. Lot sample shall comply with all quantitative requirements, shall be the same brand as the bid sample, and shall be at least equal to the bid sample with respect to other significant qualitative physical characteristics.

FINDINGS OF THE PURCHASER'S TESTING AGENT SHALL BE FINAL AND MATERIAL SO DETERMINED NO IN COMPLIANCE WITH THIS SPECIFICATION SHALL BE REMOVED FROM THE PURCHASER'S PREMISES WITHOUT COST TO THE PURCHASER.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF MATERIALS TESTING AND EVALUATION

ITEM NO. 367-0015

REVIEWED: 5-5-93

REVIEWED: 3-30-00

COMPLETELY REVIEWED: 4-5-02

SPECIFICATIONS  
**TOWELS, PAPER BATH, WHITE**

1. REQUIREMENTS:

1.1 Qualitative: Towels shall be of multi-ply construction from at least two (2) plies, with or without reinforcing materials, as necessary to comply with all requirements of the specification. each towel shall be suitably creped, embossed, or waffled; shall have good cohesiveness, flexibility, and softness; shall have no disagreeable odor when dry or wet; shall have sufficient wet tensile strength to permit complete drying by junior high school students after showering without objectionable disintegration; and shall leave no lint on body surfaces or clothing after use.

1.2 Quantitative:

1.2.1	Basis Weight, 500 @ 24" X 36", lbs.....	Minimum 43
*1.2.2	Directional Reflectance (Brightness), percent.....	Minimum 68
1.2.3	Bursting Strength.....	Minimum 10,000 gms. (2.2 lbs.)
1.2.4	Absorption Time, 0.1 ml. water, seconds.....	Minimum 5
1.2.5	Total Absorption, % of dry towel weight.....	Minimum 600
1.2.6	Towel area, square inches.....	Minimum 680
1.2.7	Towel Width, inches (also see 1.2.6).....	Minimum 18
1.2.8	Towel Length, inches (also see 1.2.6).....	Minimum 33
1.2.9	Towels per carton, each (see packaging).....	200 to 500
1.2.10	Dry Tensile Strength, oz. f./in.....	Minimum 24 oz., (1.5 lbs.)

2. TEST METHODS:

2.1	Basis weight.....	TAPPI T410 OS-68
*2.2	Directional Reflectance, brightness.....	*TAPPI T452 OS-58
2.3	Bursting Strength.....	TAPPI T430 OS-76
2.4	Absorption Time.....	TAPPI T432 SU-72
2.5	Total Absorption.....	Federal Specification UU-T-595C
**2.6	Dry Tensile Strength.....	Thwing Albert EJA Materials Tester

\*Paper Brightness by diffuse reflection measurements using sensor unit with #1261 on Photo Volt 575 reflection meter.

\*\* Using program for ASTM D3759-10lb.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
DEPARTMENT OF MATERIALS TESTING AND EVALUATION

ITEM NO. 367-0015  
REVIEWED: 5-5-93  
REVIEWED: 3-30-00  
COMPLETELY REVIEWED: 4-5-02

SPECIFICATIONS  
**TOWELS, PAPER BATH, WHITE**  
Continued

3. PACKAGING:

Towels shall be tightly packed in manufacturer-sealed, moisture proof, cartons of uniform size and towel count. (see 1.2.9 above) Cartons shall be easily opened for convenient dispensing of individual towels. Each carton shall be clearly stenciled with: the manufacturer's name; the product trade name and code number, if any; M-DCPS item number; bid and/or purchase order number; and the bidder's name.

4. SAMPLES:

4.1 Bid Samples: For each product brand name and code number bid, a bid sample shall be submitted as directed consisting of one (1) carton of the exact size and towel count bid (see 1.2 above). Each sample carton must be completely identified per paragraph 3.

4.2 Shipment Samples: From each shipment the purchaser shall remove one (1) towel from each of five (5) random selected cartons (a) for the first 100 cartons or less, and (b) for each additional 500 cartons.

From each shipment sample so obtained, five (5) random selected towels shall (a) be the same product brand name and code number, if any, as the bid sample and (b) shall comply with all requirements of the specification.

FINDINGS OF THE PURCHASER'S TESTING AGENT SHALL BE FINAL AND MATERIAL SO DETERMINED NOT IN COMPLIANCE WITH THIS SPECIFICATION SHALL BE REMOVED PROMPTLY FROM THE PURCHASER'S PREMISES WITHOUT COST TO THE PURCHASER.