



The School Board of Miami-Dade County, Florida
SCHOOL BOARD ADMINISTRATION BUILDING
Bureau of Procurement and Materials Management
1450 N.E. 2nd Avenue, Room 352
Miami, Fl. 33132

Direct All Inquiries To
The Bureau of Procurement and Materials
Management -
L. Leasburg-Kramer, C.P.M.
PHONE: (305) 995-1364
TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: August 2, 2006
Addendum No. 1

BID/RFP No.: 128-FF11

BID/RFP TITLE: MULTIFUNCTIONAL DEVICES, COPYING EQUIPMENT, SERVICE AND SUPPLIES

This addendum modifies the conditions of the above referenced BID/RFP as follows:

- 1) REVISE BIDDER QUALIFICATION FORM. **BID OPENING DATE CHANGED TO AUGUST 15, 2006.**
- 2) RESPONSE TO QUESTIONS RECEIVED AS OF 8/1/2006
- 3) CLOSE TO FURTHER SUBMISSION OF QUESTIONS BY BIDDERS

The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.

- 1 If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.

I acknowledge receipt of Addendum Number

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

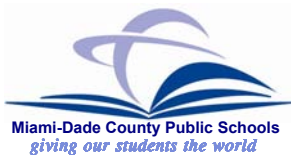
TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____

OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____

OF AUTHORIZED REPRESENTATIVE



BIDDER QUALIFICATION FORM

BID NO. 128-FF11

BID TITLE MULTIFUNCTIONAL DEVICES, COPYING
EQUIPMENT, SERVICE AND SUPPLIES - **REVISED**

Direct all inquiries to Procurement Management Services:

BUYER NAME:
A. Velazquez

E-MAIL ADDRESS: avelazquez@dadeschools.net

PHONE: (305) 995-1379

FAX NUMBER 305-523-2331

TDD PHONE (305) 995-2400

Bids will be accepted until 2:00 PM on August 15, 2006 in room 351, School Board Administration building, 1450 NE 2nd Avenue, Miami, FL., 33132, at which time they will be publicly opened. Bids may not be withdrawn for 180 days after opening. (Refer to Instructions to Bidders, para. IV.B.)

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

I. A. BIDDER CERTIFICATION AND IDENTIFICATION

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

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

II. INDEMNIFICATION

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

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

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

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

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

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

Legal Name of Vendor _____

Mailing Address _____

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

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

By: Signature (Original)

Of Authorized Representative _____ **Date** _____

Name (Typed or Printed)

Of Authorized Representative _____ **Date** _____

FROM: _____

AFFIX
POSTAGE
HERE

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

BID NO.: 128-FF11
BID TITLE: MULTIFUNCTIONAL DEVICES, COPYING
BID OPENING DATE: August 15, 2006

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

NOTICE OF PROSPECTIVE BIDDERS

NO BID

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

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

Our company does not handle this type of product/service.

We cannot meet the specifications nor provide an alternate equal product.

Our company is simply not interested in bidding at this time.

OTHER, (Please specify) _____

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

Signature _____

Title _____

Company _____

NOTE:

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

Response to Questions
Bid 128-FF11
MULTIFUNCTIONAL DEVICES, COPYING EQUIPMENT, SERVICE AND SUPPLIES

Question 1 – Can you verify that service/maintenance cancellation pertains to equipment purchased by Miami-Dade County Public Schools and not service/maintenance included in lease contracts? Please clarify that it is not the district's intent to cancel the service/maintenance on a lease contract and continue with the lease agreement without service/maintenance.

Response- *While it is not the intent to cancel the service/maintenance agreements, Section 12 – E states Service/Maintenance can be cancelled at any time that the vendor is notified in writing, at least thirty (30) days prior to cancellation. There will be no early termination charges from the vendor for canceling service/maintenance during the year.*

Question 2 – Can you explain the process as well as any documentation Miami-Dade Public Schools currently uses to verify date of acceptance?

Response - *As stated in Section 12 – A the date of acceptance is that date on which the equipment is installed at the agreed upon location and the equipment is certified ready for use by the contractor and accepted in writing by the user as installed and in good working order. The machine has to be delivered, installed, and operational and meet all the terms and conditions set forth in Bid# 128-FF11.*

Question 3 – For the optional accessories do you want us to use an excel spreadsheet or is there a form you want us to use?

Response – *Optional accessories list should be in a published and preprinted format in addition to an excel spreadsheet.*

Question 4 - On the color units you have given monthly volumes etc color one 25,000, color two 35,000 and color three 100,000. For the purpose of your evaluating the total volume is it just color or black and white? How are you going to determine the total amount.

Response - *We will add the cost of color to the cost of black and white and evaluate over a range of volumes to determine the combined average cost per copy.*

Question 5 - Is there a list of approved vendors for the district? I know that there was a master agreement for the printer bid and wonder if there is a similar award in place for copiers/ multifunctional devices.

Response- *No, there is not an approved list of vendors. Copier will be awarded as per the bid documents.*

Response to Questions
Bid 128-FF11
MULTIFUNCTIONAL DEVICES, COPYING EQUIPMENT, SERVICE AND SUPPLIES

Question 6 - Will MDCPS consider removing 11x17 as a requirement and ask for it as option. This will enable MDCPS to obtain less expensive products where 11X17 is not a requirement. Having tabloid size as a requirement will exclude some vendors from bidding.

Response – *At this moment we are not going to change the specifications on the machines.*

Question 7 - Lease Provision - page SC 8 Point #12.....Third party lease forms may be required by the Finance Company as means to provide financing. Would MDCPS reconsider this provision and allow for third party forms? Will MDCPS also consider issuing PO for lease directly to finance company with additional PO for remaining services to awarded vendor?

Response – *We have tried leases directly with finance company with no success. No, we will not allow third party forms or billing.*

Question 8 - If vendor only bids on certain classes of Copiers, will response be considered, or will vendor have to bid on all classes?

Response – *Vendors will be evaluated on the classes they submit.*

Question 9 - Quarterly Reporting - page SC 5 "2. Identify time and materials or full service maintenance contract." Aren't the requirements for full service maintenance? Also, "3. Identify equipment maintained by ITS" and "4. Identify equipment maintained by Graphics Production." Do these requirements mean that the reporting would be for those awarded previously or under other contracts as well as this bid?

Response – *Each company is responsible with the machines they place on this contract and any other copier contract. ITS places most of there machines in the schools and Graphics Productions places machines in administrative offices. Time and Materials is a reference to old copiers that run minimum volume, some schools may have elected to drop maintenance contracts and pay for service on an as needed basis.*

Question 10 - How many total multifunctional Devices(MFPD) are included this RFQ/RFP ? 10- 20 +??

Response – *We do not have an actual number on how many multifunctional devices are on this bid.*

Response to Questions
Bid 128-FF11
MULTIFUNCTIONAL DEVICES, COPYING EQUIPMENT, SERVICE AND SUPPLIES

Question 11 - How many MFPD's are in each category??

Response - *Multifunctional devices and the categories are determined the schools and departments based on their needs.*

Question 12 - This Bid is for 36 month leases and a 2 year renewal. Is there a Cash/Purchase option as well??

Response – *Please read the “Terms and Conditions” and the “Acquisition Information” sheets in the bid documents.*

Question 12 - Will you consider a Cost per copy option for All- Inclusive Bid/Offer?

Response – *No*

Question 13 - I saw a provision for Aggregated Service/Supply agreement to be billed in Arrears, What is the total amount of copies on Average for all Equipment on a Monthly Basis??

Response – *That is determined by the department or school at the time of purchase.*

Question 14 - Please clarify who is responsible if the building sustains hurricane damage or any type of damage that ruins the equipment?

Response - *Work not included in the Service Contract: Damages, defects, malfunctions or service failures caused by: M-DCPS's abuse, misuse or negligent acts; lightning, fire, flood, accident, actions of a third party or other events outside the manufacturer's and the contractor's control.*

Question 15 - In the description and characteristics page under the accessories and multifunctional options section, are you asking for the interest rate or interest dollars in 36 and 60 month lease.

Response - *Interest rate.*