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ONLY.



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

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

BUYER NAMED:
Linda Leasburg-Kramer, C.P.M.
PHONE: (305) 995-2305
TDD PHONE (305) 995-2400

BIDDER QUALIFICATION FORM

BID NO. 150-CC01 BID TITLE DELIVERY OF TESTING MATERIALS
BIDS WILL BE ACCEPTED UNTIL 2:00 P.M. ON July 1, 2003 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 BIDS MAY NOT BE WITHDRAWN FOR 90 DAYS AFTER OPENING.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 his/her name in the appropriate space on each page.

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

2. PROTEST OF SPECIFICATIONS. Bidders and proposers may file letters of protest which shall serve as a notice of protest, with the School Board Clerk, and the Bureau of Procurement and Materials Management, within 72 hours prior to the date and hour specified in the Bidder Qualification Form for receipt of bids. The letters of protest will be reviewed by the Bureau of Procurement and Materials Management and will offer the protesting bidder the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the bidder may seek an administrative hearing pursuant to § 120.569 and 120.57, Fla., Stat., by filing a formal written protest within 10 days after filing the notice of protest. Petitions for hearing on protests pursuant to § 120.569 and 120.57, Fla., Stat. must be filed in accordance with School Board Rule 6Gx13- 8C-1.064. Failure to file a timely notice of protest or failure to file a timely formal written protest shall constitute a waiver of the proceedings. This provision supersedes and governs over any conflicting provision in this document.

3. PRICES. Prices are requested in units of quantity specified in the bid specifications. In case of a discrepancy in computing the total amount of bid, UNIT PRICE quoted will govern. All prices bid shall include delivery F.O.B. destination, freight prepaid (bidder pays and 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, 800 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)(e) 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 and Materials Testing.

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; and
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
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 his/her bid he/she shall do so in writing. This communication is to be received by the District Director, Division of Procurement Management and Materials Testing, 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 rebids. The Board reserves the right to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the Board.

B. 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 protests, with the School Board Clerk, within 72 hours after the posting of the bid tabulation or receipt of notice of the Board's decision or intended decision. The letters of protest will be reviewed by the Bureau of Procurement and Materials Management and will offer the protesting bidder the opportunity to meet and discuss the merits of the protest. If the bidder is not satisfied with the response to the protest, he/she may invoke the provisions of § 120.569 and 120.57, Fla. Stat. Petitions for hearings on protests pursuant to § 120.569 and 120.57, Fla. Stat., must be filed in accordance with School Board Rule 6Gx13-8C-1.064. Protests filed later than the date specified herein shall constitute a waiver of proceedings under Chapter 120 Florida Statutes. This provision supersedes and governs over any conflicting provision in this document.

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

D. PURCHASE ORDERS. Purchase orders 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 awardees 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 who 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 \$100,000

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

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

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

2. Awards of \$100,000 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 his/her cash security, or notification to the Awardee and the bonding company to cancel the performance bond, will be made when all goods/services have been accepted and invoices have been approved for payment.

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.

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

Revised February 2001

D. Samples should be delivered to the following address:

MIAMI-DADE COUNTY PUBLIC SCHOOLS
MATERIALS TESTING AND EVALUATION
7040 West Flagler Street
Miami, Florida 33144
Telephone Number: (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 Materials 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 rebid 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.

XI. ENVIRONMENTAL PRODUCTS.

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

XII. 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.

XIII. 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.

XIV. COMPLIANCE WITH FEDERAL REGULATIONS

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

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally funded transactions, the vendor shall immediately notify the 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.

XVI. DISCRIMINATION

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

ADDITIONAL INSTRUCTIONS TO BIDDERS FOR FOOD BIDS

I. PREPARING OF BIDS

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

II. AWARDS

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

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

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

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

III. NEW FOOD ITEMS/BRANDS. Suppliers wishing to have new food items or new brands of existing food items approved for inclusion on our next bid must contact the below named for information concerning the submittal of samples: Department of Food and Nutrition c/o Planning and Production Coordinator, 7042 West Flagler Street, Miami, FL 33144, Telephone: (305) 995-3230.

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

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

VI. USDA CERTIFICATION DOCUMENT. Each vendor is required to complete and submit with the bid the U.S. Department of Agriculture Certification form AD-1048 contained herein. Failure to do so may result in the vendor bid not being considered for award. Awards exceeding \$25,000 will not be made to vendors who have not submitted this form for each specific bid.

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

VIII. DELIVERY AND BILLING

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

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

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

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 THEREOF WHICH BECOMES PART OF THE BID.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



SUPERINTENDENT OF SCHOOLS

Revised February 2001

CONSIDERED
M1-1/00

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# 150-GC01

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, original 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. Commercial General Liability Insurance in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.
2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
3. 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.

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: **dcps.dade.k12.fl.us** (click District Offices - click Procurement Management).

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)
FLORIDA

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY

BID 150-CC01	BUYER Linda Leasburg-Kramer	PAGE SC 1
TITLE Delivery of Testing Materials		

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, for Stores and Mail Distribution (S&D) and the Test Distribution Center (TDC). The term of the bid shall be for eighteen (18) months from date of award, and may, by mutual agreement between The School Board of Miami-Dade County, Florida and the awardee, upon final School Board approval, be renewable for **two (2) additional one (1) year periods** and, if needed, ninety (90) days beyond the expiration date of the current contract period. The Board, through Procurement Management Services, 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 agrees to this condition by signing its bid.
2. **PRE-BID CONFERENCE:** A Pre-Bid Conference will be held June 16, 2003 in Conference Room 105, OIT, 13135 S.W. 26 Street, Miami, FL at 9:30 AM. Pre-Bid Conference attendance by the bidder or his qualified representative is highly recommended.
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 Miami-Dade County Public Schools (MDCPS) actual needs and usage during a previous twelve (12) month period, and include an additional ten percent to cover unanticipated increases in requirements.
4. **PRICES:** A firm price for each item is required. Adjustments to bid prices will only be allowed for drastic (greater than 50%) changes in fuel cost. Supporting documentation justifying a price adjustment must be submitted in writing for approval to Procurement Management Services.
5. **DELIVERIES:** Pickup and delivery will include the TDC and testing locations (i.e. schools or region offices), and shall be completed in accordance with the schedule attached to or included on the purchase order, which will be coordinated through S&D. The successful vendor may be required to deliver or pick-up testing materials with less than 48 hours notice. All pickup and delivery locations will be in Miami-Dade County.
6. **INSURANCE REQUIREMENTS:** The successful vendor is 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 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 not being recommended for the bid award.

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

BID <div style="text-align: center;">150-CC01</div>	BUYER <div style="text-align: center;">Linda Leasburg-Kramer</div>	PAGE <div style="text-align: right;">SC 2</div>
TITLE <div style="text-align: center;">Delivery of Testing Materials</div>		

SPECIAL CONDITIONS CONTINUED

7. **INSPECTION OF FACILITIES:** Procurement Management Services may require the bidder to make their facilities available for inspections, or may require additional information concerning the bidder's ability to perform this contract. Failure to supply any such additional information or to make their facilities available for inspection within five (5) days from request will result in the bidder not being considered for award.
8. **VEHICLE USAGE:** The successful vendor must provide vehicles capable of delivering bulk quantities using appropriate delivery vans and/or trucks.
9. **OCCUPATIONAL LICENSE:** Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.
10. **VENDOR INFORMATION SHEET:** All bidders are encouraged to complete the attached Vendor Information Sheet. In order to conduct business under this contract, MDCPS requires that the successful 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 vendor(s) not to be awarded any new business. Vendor applications may be downloaded at <http://procurement.dadeschools.net>
11. **ERASURES OR CORRECTIONS:** When filling out the Bid Proposal Form, bidders are required to use a typewriter or complete bid proposal in ink.

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

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

The School Board of Miami-Dade County, Florida
 Bid #150-CC01
 Delivery of Testing Materials

BID PROPOSAL FORM (FORMAT B)

Type or print in this box the complete name of the bidder:
Bid #150-CC01
Title: Delivery of Testing Materials
Buyer: L. Leasburg-Kramer

**PLEASE COMPLETE
ALL SHADED AREAS**

NAME OF BIDDER:

ITEM	DESCRIPTION OF ITEM	ESTIMATED QUANTITY	UNIT	PRICE PER UNIT
	For the purposes of this bid, one day shall equal an average of 8 hours and 75 miles within Miami-Dade County. (Staffed with a minimum of one driver). Bidders should closely review attached specifications with special attention to 1.01, H, Security of Materials.			
	Daily Services:			
1	Pick up and delivery of testing materials as required by MDCPS Assessment Department as per the attached specifications:			
1A	Deliveries made utilizing a van, dolly and/or handcart and driver.	30	Days	
1B	Deliveries made utilizing a vehicle-step van, dolly and/or handcart and driver.	552	Days	
1C	Deliveries made utilizing a 20' delivery truck or larger, dolly and/or handcart and driver.	552	Days	
	Items 2 and 3 will be awarded to the successful vendor for item 1.			
	Hourly Services:			
2	Price per hour for same services as item #1. (To be used when a full day is not required).			
2A	Deliveries made utilizing a van, dolly and/or handcart and driver.	45	Hours	
2B	Deliveries made utilizing a vehicle-step van, dolly and/or handcart and driver.	25	Hours	
2C	Deliveries made utilizing a 20' delivery truck or larger, dolly and/or handcart and driver.	25	Hours	
3	Price per mile in conjunction with item #2 only. (To be used when a full day is not required).			
3A	Deliveries made utilizing a van, dolly and/or handcart and driver.	200	Miles	
3B	Deliveries made utilizing a vehicle-step van, dolly and/or handcart and driver.	400	Miles	
3C	Deliveries made utilizing a 20' delivery truck or larger, dolly and/or handcart and driver.	400	Miles	

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DELIVERY OF TESTING MATERIALS
SPECIFICATIONS**

PART 1 PURPOSE

1. PURPOSE:

- A. The purpose of this bid is to establish a contract for the delivery of testing materials as required by Miami-Dade County Public Schools (MDCPS). Vendors should be capable of loading, delivery, unloading of test materials and providing inside delivery to sites as specified.

1.01 GENERAL

A. Scope

Vendor shall furnish all labor, supervision, equipment, transportation and materials necessary to pick up and deliver testing materials to multiple sites as scheduled by the Test Distribution Center (TDC). The vendor should make every attempt to thoroughly examine and be familiar with all the specifications herein. Failure to address the logistics of completing the specifications of this bid will not entitle the vendor to additional compensation.

B. Work Day

The normal hours for MDCPS are between 7:30 AM and 4:00 PM, Monday through Friday. Access to facilities will be available as follows:

TDC	7:30 AM to 4:00 PM
Elementary Facilities	8:00 AM to 3:00 PM
Middle School Facilities	9:00 AM to 4:00 PM
Senior High Facilities	7:30 AM to 2:00 PM

C. Notification of Commencement

MDCPS will make every attempt to provide a minimum of 48 hours notice for delivery of testing materials. TDC will notify the vendor via phone, facsimile or email when materials are ready for pick up. On an emergency basis, the successful vendor may be required to pick up and deliver test materials with less than 48 hours notice. No additional charge will be allowed for emergency deliveries. Awarded vendor will be provided a list of facility names, addresses, contact names and phone numbers.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DELIVERY OF TESTING MATERIALS
SPECIFICATIONS**

D. Vehicle Requirement

Vendor must have the ability to provide sufficient vehicles with drivers and appropriate equipment on any single day requested. Vehicle requirements will be determined upon receipt of goods from the State of Florida, the State of Florida's testing vendor(s) and/or other sources of testing materials. Vehicle types will be those needed to accommodate deliveries for that day and will be reviewed by TDC or S&D with the successful vendor.

E. School Locations

The vendor must be familiar with Miami-Dade County road system and geography. Schools are located throughout the county and the bid requires prompt delivery to all locations of highly time sensitive materials.

F. Proof of Delivery

Drivers must obtain district or school authorized signatures and employee numbers upon each pick up and delivery. Each authorized signature, name and employee number must be readable and clearly written on the vendors receiving ticket. A sample ticket is attached as a vendors guide.

G. Delivery of Materials

Pick up and delivery sites will include the TDC and testing locations (i.e. schools or region offices). Current listing of facility addresses is available at <http://www.dadeschools.net/schools/index.htm>. The TDC is located at 13135 S.W. 26th Street Miami, Florida 33175.

Vendor will be required to load runs without assistance from District personnel. Vendor's personnel should be capable of lifting 50 pounds. Hand trucks and other equipment needed to complete tasks must be provided by the vendor. Deliveries to sites shall be defined as inside deliveries. Vendor's personnel shall be able to complete an inside delivery without assistance from District personnel.

MIAMI-DADE COUNTY PUBLIC SCHOOLS
DELIVERY OF TESTING MATERIALS
SPECIFICATIONS

Awarded vendor will be required to notify schools by phone of the next days run to insure school staff are available and prepared to accept deliveries or pick ups.

H. Security of Materials

Test materials including all test response sheets, test booklets and other materials containing secure test questions shall be kept secure and accounted for, as per District procedures and State Statute 1008.24 Test Security. Vendors will be required to review District procedures and applicable Florida State Statutes with all personnel involved in the distribution of testing materials under this contract. Records of such reviews should be maintained through attendance logs and/or releases signed by employees acknowledging receipt of information.

AT NO TIME SHALL TESTING MATERIALS BE LEFT UNATTENDED OR IN UNLOCKED VEHICLES.

AT NO TIME DURING DISTRIBUTION SHALL TEST MATERIALS BE MIXED WITH ANY OTHER PRODUCT FROM ANY OTHER NON-MDCPS SOURCE.

S&D or TDC, as established by guidelines after award of bid, must be notified via phone of any materials that have not been delivered by the end of the workday. Arrangements for delivery back to TDC or other appropriate facility, to be determined by S&D personnel, will be made. A complete set of guidelines will be provided to the awarded vendor for handling/securing materials.

1.02 VENDOR QUALIFICATIONS AND REQUIREMENTS

- A. The vendor is required, and shall have the capability to simultaneously perform all work herein at multiple locations throughout Miami-Dade County during the normal workday as indicated in 1.01B.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DELIVERY OF TESTING MATERIALS
SPECIFICATIONS**

- B. Vendor shall assure that no use of any controlled substance including alcohol shall occur on MDCPS premises as outlined in Board rule 6GX13-4-1.05. A fine of \$500.00 may be assessed for the first time offense and termination of the contract for the second time offense.
- C. All personnel employed by the vendor, including any subcontractor and subcontractor's employees when applicable, shall display at all times an identification badge which shall include the employees' name, the employer's name and either a physical description or a photograph of the employee. Employees without proper identification shall not be permitted to work on MDCPS property.
- D. The vendor's employees, subcontractors and its employees, and any other personnel engaged in any activities encompassed by this term bid are strictly forbidden from participating in any manner and form of interaction with students of MDCPS. Violation of this provision shall result in removal of the individual(s) involved from the school site, the project, and further, the vendor shall be prohibited from employing the individual in any future work with MDCPS performed under this term bid.

1.03 REQUIRED BID DOCUMENTATION

With the bid, the vendor is requested to submit the following documents. Items described in A. through D. are required prior to recommendation of award.

- A. Vendor is to submit three (3) letters of reference of similar work performed within the past two years. References must include name, address, contact person, phone and fax number and length of contract, in order to verify satisfactory performance.
- B. Copy of Occupational License.
- C. Insurance: Additionally, the successful vendor is required to have insurance coverage as noted in the Special Conditions
- D. Prior to award, the recommended vendor will be required to provide verification that all drivers have current and valid Florida Drivers Licenses and insurance.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DELIVERY OF TESTING MATERIALS
SPECIFICATIONS**

1.04 BILLING

All invoices shall be forwarded as follows:

1. The original invoice shall be sent to:

Miami-Dade County Public Schools
Stores and Mail Distribution
Attn: Administrative Assistant
7001 S.W. 4th Street
Miami, FL 33034

2. The duplicate shall be sent to:

School Board of Miami-Dade County
School Board Administration Building
Accounts Payable, Room 602
1450 N.E. 2nd Avenue
Miami, FL 33132

Invoice must include:

Run number
Number of Cartons/Envelopes delivered
Signed Run Tickets, including employee's name, number
and signature.

Invoices received without this information will be returned to the vendor for resubmission

1.05 FUEL ADJUSTMENT

Adjustments to bid prices will only be allowed for drastic (greater than 50%) changes in fuel cost. Supporting documentation justifying a price adjustment must be submitted in writing for approval to Procurement Management. Documentation should include copies of fuel receipts from the last 6 months supporting this request.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
DELIVERY OF TESTING MATERIALS
SPECIFICATIONS**

1.06 MDCPS RESERVES THE RIGHT:

- A. To terminate this contract or any portion(s) thereof, upon thirty (30) days written notice to the vendor due to nonperformance and/or default of any part of this contract.
- B. In the event of the vendor's failure or neglect to perform properly and diligently in an acceptable manner and in compliance with this contract, MDCPS shall notify the vendor in writing, listing the specific deliveries to be performed and a specified time frame for completion. If the deliveries are not performed within the time specified in an acceptable manner, MDCPS may, after written notice to the vendor of the default, accomplish the required deliveries by any method MDCPS deems necessary. The cost thereof will be deducted from the contract price and may become due from the vendor to MDCPS; and/or, at MDCPS option, MDCPS may declare the entire contract terminated.
- C. To cancel, without cause, any work, or any portion of the work awarded under this contract, or to cancel this contract in its entirety, upon thirty (30) days written notice to the vendor.

1.07 NON-EXCLUSIVITY

MDCPS reserves the right to perform, or cause to be performed, the work and services herein described in any manner it sees fit, including, but not limited to, performing the work with its own employees.

**DELIVERIES MADE FOR TESTING
JUNE 2002 – JUNE 2003**

Delivery dates	days used	stops	boxes or envelopes	Activity
6/25 – 6/26	2	55	80 boxes	Deliver HSCT & FCAT test
9/16 – 9/19	4	120	720 boxes 52 envelopes	Deliver September SRI test & FCAT calculators
9/23 – 9/24	2	55	131 boxes	Deliver HSCT & FCAT manuals
9/23 – 10/11	15	344	2,894 boxes	Deliver FCAT practice test
10/2 – 10/3	2	55	301 boxes	Deliver HSCT & FCAT Math test
10/9 – 10/10	2	55	347 boxes	Deliver HSCT & FCAT Reading test
10/14 – 10/18	5	344	1,172 boxes	Deliver FCAT CD's, Parent Brochures & Visually Impaired practice test
10/21 – 10/22	2	75	317 boxes	Deliver Explore test
11/6 – 11/8	3	75	300 boxes	Pick-up Explore test
1/7 – 1/8	2	43	57 boxes	Deliver HSCT test
1/8 – 1/9	2	49	102 boxes	Deliver FCAT Writing Assessment Field Test
1/21 – 1/29	7	344	2,853 boxes 372 envelopes	Deliver Writing A. FCAT manuals, Keys. Assessment Result Books, Round 2 reports, Parent Letters & Writing A. reports
1/29 – 2/3	4	344	708 boxes	Deliver FCAT Writing Assessment test
1/29 – 2/28	23	344	10,570 boxes	Deliver FCAT test
2/14	1	5	350 boxes	Pick-up FCAT Writing Assessment from Access Centers
2/18 – 2/21	4	226	327 boxes 224 envelopes	Deliver Stanford-9 test
2/19 – 2/25	5	344	2,961 boxes 468 envelopes	Deliver FCAT R/M/S manuals, Visually Impaired test, Accounting for All, pregrid labels & K – 12 brochures
3/3 – 3/4	2	34	35 boxes	Deliver HSCT test
3/19 – 3/28	8	328	7,567 boxes	Pick-up dead FCAT test
3/25	1	5	250 boxes	Pick-up Stanford-9 test from Access Centers
4/17 – 4/23	5	344	1,469 boxes 86 envelopes	Deliver SRI test
5/6 – 5/7	2	344	571 boxes 28 envelopes	Deliver Writing Assessment & grades 3 & 12 FCAT results
5/12 – 5/16	5	301	1,480 boxes	Pick-up dead SRI test & FCAT calculators
5/27 – 6/3	6	344	2,464 boxes	Deliver FCAT results & Florida Writes!
6/24 – 6/25	2	55	535 boxes	Deliver HSCT/FCAT test & calculators

- 116 days to deliver testing material
- 4,632 school locations/stops to deliver test material
- 38,561 boxes and 1,230 envelopes of delivered test material

WALSH

[illegible]

FROM: _____

AFFIX
POSTAGE
HERE

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

BID NO.: 150-CC01
BID TITLE: DELIVERY OF TESTING MATERIALS
BID OPENING DATE:

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
Bureau of Procurement and Materials Management

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*.