



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

Direct All Inquiries to:
 Procurement Management :
 L. Leasburg-Kramer
 PHONE: (305) 995-2305
 FAX: (305) 523-3367

BID/RFP ADDENDUM

Date: 6/17/03
 Addendum No. 1

BID/RFP No.: 150-CC01
 BID/RFP TITLE: DELIVERY OF TESTING MATERIALS

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

- 1) Replace page SC1, SPECIAL CONDITIONS, 1.PURPOSE: Term of bid shall be for two (2) years.
- 2) Attached minutes from Pre-Bid Conference

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

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 REVISED 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 two (2) years 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)
FLORIDA**

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY

BID 150-CC01	BUYER Linda Leasburg-Kramer	PAGE REVISED SC 2
TITLE Delivery of Testing Materials		

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).

Memo

To: Barbara Jones, Director
From: Linda Leasburg-Kramer, Buyer
CC: ATTACHED LIST
Date: 6/17/2003
Re: PRE-BID CONFERENCE, 150-CC01 – DELIVERY OF TESTING MATERIALS

The following questions were addressed at the pre-bid conference held on Monday, June 16, 2003.

1. Are letters of reference required for the current contract holder?

All vendors submitting bids are required to submit the letters of reference referred to in Specifications, 1.03.A, Required Bid Documentation.
2. What is the definition of a step van?

Vehicle is larger in capacity than traditional van. Does not have dock capability. Interior is higher than traditional van. Similar in type to those vehicles used by Fed-Ex and UPS.
3. Will the District provide training packages to drivers on Security of Materials?

Security of Materials guidelines and State Statute information will be provided to the successful vendor. Vendor will be responsible for holding a meeting with his personnel with regards to the Security of Materials. Log of attendees should be kept or an acknowledgement signed by the employee with regards to attendance at this meeting.
4. What is the difference between TDC and S&D?

S&D handles the overflow of materials that cannot be handled by the TDC. Large shipments are sent to S&D and released to TDC as space becomes available. TDC is responsible for the daily operation of distribution of testing materials.
5. Return of materials to the TDC from school sites.

Pick-ups from the school for delivery back to the TDC should be palletized and shrink-wrapped. Drivers will need to carry pallets (supplied by the District) and hand held shrink-wrap dispenser (supplied by the awarded vendor). This is required in order to insure that boxes are returned in good condition.

List of Attendees

<u>NAME</u>	<u>COMPANY</u>	<u>FAX</u>
John Berry	MDCPS	305-995-3030
Frank Connolly	Sunshine State Messenger Services	954-968-7965
Anita H. Connors	Sunshine State Messenger	954-968-7965
Jorge Balladares	Sunshine State Messenger	954-968-7965
Magaly Hernandez	MDCPS	305-995-3963
Lani A. Whitney	MDCPS	305-995-7522
David Rice	Comet	305-594-2019