

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

Direct All Inquiries To
Procurement Management Services

Buyer Suzanne Lee Yee
PHONE: (305) 995-2361
TDD PHONE: (305) 995-2400

BID/ADDENDUM

BID/RFP ADDENDUM

Date: 12/06/2012

Addendum No.1

BID/RFP No.:001-NN05

BID/RFP TITLE: Paper Goods, Custodial

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

1. The bid opening date has changed to January 15, 2013 at 2.00 p.m.
2. The original Bid Proposal Format A (Special Conditions) has been revised, replaced, and labeled "Addendum 1".
3. No changes have been made to the Format B "Pricing Sheet".

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 revised 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 1.

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

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PAPER PRODUCTS, CUSTODIAL

SPECIAL CONDITIONS

1. **PURPOSE:** The purpose of this bid is to establish a contract, at firm unit prices count, for the purchase and delivery of estimated requirements for PAPER GOODS, CUSTODIAL, for use by the Stores and Mail Distribution Department, Miami-Dade County Public Schools (MDCPS). The term of the bid shall be for one (1) year from the date of award, and may, by mutual agreement between Miami-Dade County Public Schools (M-DCPS) and the awardee(s), be extended for three (3) additional one year periods, and if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services, may if considering to extend, request a letter of intent to extend from the awardee, prior to the end of the current contract period. However, Procurement Management Services reserves the right to not extend the contract of an awardee. In the event that the prevailing market conditions warrant an adjustment in the bid prices contained in the contract, Procurement Management may approve price increases during each extension period (Special Condition #27). The successful vendor(s) agrees to this condition by signing its bid.
2. **CONE OF SILENCE:** A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification or information regarding this bid must be requested in writing by Fax or E-mail to:

Ms. Suzanne Lee Yee, Buyer
Procurement Management
Fax No. 305-523-0004

E-mail: sleeyee@dadeschools.net

A copy of this written request must be sent simultaneously to:

Ileana Martinez, School Board Clerk
Miami-Dade County Public Schools
The Office of Superintendent of Schools
1450 N.E. 2nd Avenue, Room 268B
Miami, Florida 33132
Fax No. 305-995-1448
E-mail: martinez@dadeschools.net

3. **BID ADDENDUMS:** All bidders should monitor continuously, M-DCPS, Procurement and Materials Management website for any addendums that may be posted, prior to the opening of this solicitation. The Procurement and Materials Management website, which list all bids, addendums, and award information, is as follows:

<http://procurement.dadeschools.net/>

THE DEADLINE FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID IS ONE (1) WEEK PRIOR TO THE DUE DATE FOR BID SUBMITTALS. THIS WILL ALLOW M-DCPS SUFFICIENT TIME TO ADDRESS ALL INQUIRIES.

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PAPER PRODUCTS, CUSTODIAL

SPECIAL CONDITIONS (CONTINUED)

4. **AWARD:** The School Board of Miami-Dade County may award this bid to the two (2) lowest responsive and responsible bidders, who demonstrate that they meet the product specifications for this solicitation for the items listed on the Format B (Bid Proposal Form). A blank entry on any line item on the Format B, Bid Proposal Form, will be considered as a "no Bid" response for that particular line item. The primary vendor shall initially assume all responsibilities of this bid. If, however, during of the contract the primary vendor cannot fulfill their contract; the alternate vendor(s) shall assume all responsibilities. The alternate vendor(s) prices shall remain the same as originally bid throughout the initial term of the contract. All vendors agree to this condition by signing their bid.
5. **EXEMPT ITEMS:** Purchases from this bid may not include any items other than paper goods, custodial. Examples of products that shall not be sold under this bid include, but are not limited to: Art Supplies, Break room Supplies, Office Supplies, Computer Supplies and Copy Paper.
6. **BID SUBMITTALS:** Bidders are requested to submit one (1) original copy of their bid. Bidders are requested to submit with their bid package, the following documents:
 - a. Bidder Qualification Form (please complete)
 - b. Bid Proposal Form (Format B) (pricing page) (please complete)
 - c. Vendor Information Sheet (please complete)
 - d. Disclosure of Employment of Former School Board Employees (please complete)
 - e. Local Business Tax Receipt (formerly Occupational License)
 - f. A "screen print" of your Florida Corporation record from the Department of Business and Professional Regulations (DBPR), if a registered Florida Corporation (www.sunbiz.org)
 - g. Vendor application if you are not a current M-DCPS vendor. Please download application from <http://procurement.dadeschools.net/>
7. **UL/CSA/ETL APPROVAL (GENERAL):** All electrical equipment shall bear the approval symbol or name of Underwriters' Laboratories, Inc., The Canadian Standards Association or ETL Testing Laboratories.
8. **DELIVERIES:** Deliveries for the Stores and Mail Distribution Department are to be made FOB destination as per purchase order. Delivery shall be completed within 30 days after receipt of purchase order, or as otherwise indicated. Prices shall include all charges for packing, handling, freight, fuel, and inside delivery.

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PAPER PRODUCTS, CUSTODIAL

SPECIAL CONDITIONS (CONTINUED)

9. **NEW MERCHANDISE:** This bid shall be for new merchandise only. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, used; shopworn, demonstrator or prototype equipment is not acceptable and will be rejected.
10. **WARRANTY:** The warranty of paper goods, custodial, after delivery and acceptance by the department, shall be the same as the manufacturer's warranty. The successful vendor will be responsible for replacing each item during the warranty period, at no cost to the Board.
11. **VENDOR INFORMATION SHEET:** All bidders are requested to complete the attached Vendor Information Sheet. In order to conduct new business under the 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 be awarded any new business. Vendor applications can be downloaded at <http://procurement.dadeschools.net>.
12. **LOCAL BUSINESS TAX RECEIPT:** 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 Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida code. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license should be submitted with the Bid. 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 bidder to not be considered for award.
13. **BIDDERS RESPONSIBILITY:** Each bidder(s) shall carefully examine the Instructions to Bidders, Specifications, Special Conditions as listed, and the list of schools to be served. It shall be the responsibility of the bidder to be fully informed as to the bid details and the number and wide-spread locations of schools.
14. **NON-EXCLUSIVITY:** M-DCPS reserves the right to procure items herein described through the use of contracts awarded by the State of Florida, any county or municipality, or other authorized contract, whichever is considered in the best interest of M-DCPS.

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PAPER PRODUCTS, CUSTODIAL

SPECIAL CONDITIONS (CONTINUED)

15. **QUALITY OF SERVICE:** The successful bidder(s) must be prepared to furnish continuous top quality service, by acknowledging receipt of all purchase orders received, responding in a timely manner to request for pricing and availability, making required corrections, adhering to lead times, resolving problems or issues, delivering products by the purchase order due date, and issuing Return Authorization (RA) tickets/invoices within five (5) days from the date a return is requested. To reduce delivery lead-time and respond to emergency purchases, vendors awarded items solicited via a firm-fixed RFQ, should routinely collaborate with inventory warehouse managers to determine the volume that should be stocked by the distributor, for office supplies that has a proven track record of having a constant high-usage rate, but at no additional cost to the Board, and no guarantee of purchase. Vendor's invoice(s) submitted to Accounts Payable or the requesting location if purchase with a credit card, should match the purchase/credit card order received and/or revised.
16. **DELIVERY (GENERAL):** The complete order, including backorders, must be delivered in accordance with the schedule listed below, after receipt and acknowledgement of purchase/credit card order. All deliveries shall be made in accordance with good commercial practice and/or within the time frames listed below or as instructed on individual purchase orders, to schools and departments. If a delivery cannot be made within the time frames listed below or as instructed on individual purchase orders, it is the responsibility of the vendor to contact the originating department, and advise them of the reason for the delay, and provide a new delivery date. Once the delivery status of an order becomes over due, M-DCPS reserves the right to cancel the order without notice to the vendor.
- 3 to 5 business days: Vendors with company presence in South Florida Tri-County area: Miami-Dade County, Broward County, and Palm Beach County.
- 15 business days: Direct Manufacturer orders or orders with long lead-times, and/or custom orders.
- Emergency Orders: Some orders may require same day or next day delivery/pick-up. Awardee(s) must have the capability to respond to these types of orders, at no additional cost to M-DCPS. Those items that do not have established firm-fixed pricing shall be subject to price negotiations and/or procured from the supplier who has the materials available, and is in close proximity to the ordering location where supplies will be used. Certain M-DCPS

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employees may be authorized in writing to pick-up supplies under this contract. Awardee(s) shall require presentation of the written authorization, the employee M-DCPS identification which display's the employee number, and driver's license. The awardee(s) shall maintain a copy of the authorization and identification. If the vendor is in doubt or has concerns about "any" aspect of the supplies being pick-up, vendor shall contact the appropriate user department to confirm the authorization or Procurement Management Services.

All vendors must offer inside delivery, (F.O.B. destination) to the various Miami-Dade County Public Schools locations within Miami-Dade County, Florida, and when applicable, orders must be palletized to allow for forklift unloading.

Backorder items should be clearly indicated on the packing list. M-DCPS schools, departments, and centers reserve the right to cancel backorders, and make the purchase with another supplier, once the item(s) delivery status becomes overdue or under emergency circumstances, as determined by the requesting location. Vendors will be notified of unwanted backorders due to emergency requirements, but may be notified if the item pending is past the delivery due date. M-DCPS may not pay for any items cancelled on a vendors purchase order, that are past the delivery due date. If received, M-DCPS will contact the vendor for a Return Authorization (RA), and will not pay any re-stocking charge(s) or custom order charges.

It is the responsibility of the vendor to contact the originating location to verify if the backorder item(s) are still needed, and also to monitor the due date of each purchase order.

All orders placed prior to the expiration of the bid and accepted by the successful vendor(s) will be invoiced at the bid unit price(s) although deliveries may be made after the expiration of the contract. ,

17. STATE SALES TAX: The School Board of Miami-Dade County, Florida is tax exempt from any taxes imposed by the State and/or Federal Government. State sales tax shall not be applied to any item purchased against this bid, including items that are picked-up or purchased with an M-DCPS credit cards.

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18. **REBATES AND SPECIAL PROMOTIONS:** The successful bidders shall pass to M-DCPS, all rebates and special promotions offered by manufacturers during the term of the contract. It shall be the responsibility of the vendor to notify the district of such rebates and/or special promotions during the contract period. The new price(s) charged for rebate and promotional item(s) must be lower than prices available through the contract. It is understood that rebates and special promotions may be of limited duration by the vendor(s). At the end of such promotion, the standard contract price shall prevail.
19. **COMPANY REPRESENTATIVE:** Bidders must indicate in the space provided on the "Bid Proposal Form", the name, address, and telephone number(s) of the representative who would be available upon request to resolve issues, conflicts, and discrepancies; including, but not limited to pricing, delivery, and returns.
20. **RESTOCKING:** M-DCPS will not pay a restocking charge for items returned in new, unused and unopened condition, within thirty (30) calendar days after delivery or pick up.
21. **PACKING LISTS:** It will be the responsibility of the awardees to attach all packing lists to the outside of each shipment. For security reasons, the credit card numbers cannot be attached to the packing list or receipt/invoice submitted as part of the delivery. Packing lists must reference the Purchase Order Number. Failure to attach a packing list to the outside of the shipment may result in the refusal of the shipment.
22. **SUBMITTAL OF INVOICES:** All awardees are hereby notified that any invoices submitted must be in the same format as the purchase order contract. Each invoiced item line number, item description, quantity, unit cost, total cost, etc., must reference; in order, the corresponding single line shown on the purchase order. Vendors shall not commingle different purchase orders information in the same invoice when billing. Invoices for purchase orders issued by Procurement Management Services shall be invoiced to the Accounts Payable Section, School Board of Miami-Dade County, Florida, P.O. Box 01-2570, Miami, Florida 33101. Invoices must show the purchase order number and the entire "ship to" address, exactly as it is shown on the purchase order.
- Invoices that do not follow the same sequence, as shown on the purchase order, may be returned for correction, by the Accounts Payable Department. Continual submittal of incorrect invoices shall be cause for termination. Vendors shall be considered in default of the contract and shall lose eligibility to transact new business with business with the Board for a period of fourteen (14) months from the date of termination by the Board.
23. **MATERIAL SAFETY DATA SHEET:** As per Florida Statutes, Chapter 442, Material Safety Data Sheets (MSDS) are required for some products. Bidders are requested to submit material safety data sheet(s) within five (5) days of request. Failure to supply a MSDS in the allotted time, may subject the vendor to default.

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24. **BUDGETARY RESTRICTIONS:** Funding to the District from the State has been significantly reduced. It is important that bidders understand the District's budgetary restrictions when offers are submitted. To fulfill our fiduciary responsibilities, we are hereby requesting that all pricing submitted be as competitive as possible so that we may return maximum value to our constituents. By signing this bid document, the bidder is acknowledging that the District's current or future budgetary shortfalls may materially impact long-term completion of the District's obligations under this contract and/or may materially impact the District's ability to renew the contract for subsequent terms.

25. **CREDIT CARD PURCHASES:** Some School Board locations will place orders utilizing a district issued credit card as the form of payment. These orders will be made via phone or fax, and billing shall be made to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e., within 48-72 hours), and eliminate the need to submit an invoice to M-DCPS Accounts Payable Department or reconcile receivable balances. For credit card purchases, all vendors must have the capability to accept fax orders. Like purchase orders, receipt of credit card orders must also be acknowledged, by calling back the requesting work location to verify prices and charges, and obtain a credit card number. All orders must be complete, therefore no back orders will be allowed. Only items shipped/delivered can be charged to the credit card account (i.e., no backorders). All purchase deliveries must include a packing list or receipt/invoice, listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing list or receipt/invoice submitted as part of the purchase delivery. The district's work locations may request a vendor to maintain a secure record of their credit card account that can be used by assigning an alias or password, to avoid divulging the actual credit card number when purchase are made.

26. **BID ITEM SPECIFICATIONS/COMPLIANCE EVALUATION:** If an item which is not listed as an approved brand for the corresponding bid line item is to be considered for award, complete technical specifications along with illustrative materials providing the manufacturers' name, brand name, and model number of the item are to be submitted with the completed bid package to establish compliance with bid specifications and/or equal to the approved brands. Non-compliance with this condition may cause the item not to be considered for award. The use of a manufacturer's brand name and model number are used in some instances in this specification for the purpose of establishing a minimum acceptable required level of quality, standards of performance and design required for the item. In the event that case packaging differs on any equal product being offered, bidder(s) must indicate case packaging variation(s) in the space provided. An equal product may be bid for all items. All bidders are requested to adhere to case packing and size requirements of cartons due to storage and various other limitations.
Samples of products not listed as approved brands may be requested by Buyer in writing after bid opening for bid specification compliance testing/evaluation, which will include passing an in-site field performance test conducted by the M-DCPS Custodial Supplies, Tools, and Equipment Standards Committee to be considered for award and will be requested by Buyer, in writing, after bid opening, to be delivered at no cost to M-DCPS within five (5)

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working days to the address:

M-DCPS Materials Testing & Evaluation Department (MT&E)
7040 West Flagler Street
Miami, Florida 33144
Telephone (786) 275-0775

Undelivered or late samples may be considered non-responsive and may not be considered for award.
If the Buyer requests samples of a particular item for testing/evaluation purposes, vendor(s) must pay a testing fee of \$225.00 per each item submitted following the instructions as stated in the requirement <http://materials.dadeschools.net/general.asp> under "All Other Products"/"New Brand Evaluation For Approval Procedures"/"Custodial Paper" as well as those provided by the Buyer in the sample request letter sent to the vendor. . All bid samples submitted for testing shall be identified with the following: bid number, bid item number, vendor's name, vendor's product number, manufacturer's name, manufacturer's brand name and manufacturer's product number. (See *Label sample*).

LABEL FOR EACH SAMPLE SUBMITTED

M-DCPS BID NUMBER:	001-NN05	BID ITEM NUMBER:
VENDOR/BIDDER'S NAME:	PAPER PRODUCTS,	
VENDOR/BIDDER'S PRODUCT NUMBER:	CUSTODIAL	
MANUFACTURER NAME:		
BRAND NAME:		
PRODUCT NUMBER:		
VENDOR'S EMAIL ADDRESS:		

27. **PRICING-ESCALATION/DE-ESCALATION:** It is expected that the prices submitted shall remain firm for the initial contract and extension period (if any), as stated above. However, fluctuating market conditions may affect the ability of awarded bidder(s) to maintain the original bid prices during the extension period. Therefore the Awarded Bidder(s) may request a price adjustment based on verifiable changes in the market prior to the end of the initial contract or each extension period to be valid for the upcoming contract extension period. If the request(s) is/are approved by Procurement Management Services, these changes would take

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effect for the extension period.

- A. All requests for price adjustments must be submitted in writing to Procurement Management Services, with substantial documentation, including but not limited to, applicable market indexes for the product(s) affected, letters from the manufacturer/producer of the product(s), Producer Price Indexes (PPI) published by the U.S. Department of Labor, using a composite of the following indexes: Local Trucking with Storage (SIC4214) and any other documentation supporting a request for price adjustment. The price adjustment shall not exceed the producer price index as reported by the Department of Labor or any applicable market index published by a federal, state, or local government agency.
- B. M-DCPS will review all requests for price adjustments, and reserves the right to reject or to modify any and all requests as deemed to be in the best interest of M-DCPS with appropriate documentation provided to the awarded vendor(s). Each price adjustment is reviewed and submitted to M-DCPS by the awarded vendor(s) for approval. If mutually agreed upon, the price adjustment(s) shall be valid for the next contract and/or extension period unless the adjustment period is otherwise stated and approved by Procurement Management Services at M-DCPS. Awarded vendor(s) who are granted price adjustments must make these price adjustments valid for the contract extension period.
- C. After the first price adjustment is approved, future price adjustments can be submitted at least six months before the expiration of the contract/extension period unless the adjustment period is otherwise stated and approved by M-DCPS Procurement Management Services.
- D. All price adjustments shall be subject to audit as to validity and accuracy at any time by school system personnel.
- E. M-DCPS Procurement Management Services may request the bidder to adjust their prices at any time during the award and/or extension period, for any reason with valid documentation (i.e. due to fluctuating market conditions in the Producer Price Index or other market indices, etc.), which produces conditions deemed favorable and to be in the best interest of M-DCPS.

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SPECIAL CONDITIONS (CONTINUED)

28. **UNAUTHORIZED SHIPMENT/SUBSTITUTION:** Unauthorized substitutions and shipments shall be grounds for termination. Vendors shall be considered in default of the contract and shall lose eligibility to transact new Board for a period of fourteen (14) months from the date of termination by the Board. The successful awarded vendor(s) shall deliver only those brands and items awarded on this bid. However, awarded vendors may need to make substitution offerings to M-DCPS during the term of this contract. Awarded vendor(s) is/are required to notify Procurement Management Services at least thirty (30) days prior to the effective discontinuation date or within five (5) days after the awarded vendor is/are notified by manufacturer of the discontinued item(s). The written notification must also state the substitution item that is being offered by the manufacturer. Each specification of the substituted item must meet or exceed those specifications in the bid for the awarded item(s). Awardee(s) is/are to submit complete descriptive literature and must follow the specification compliance testing/evaluation procedure explained in Special Condition # 14. Failure to provide this information, notification, and samples within the timeframe stated above may result in awardee to be in non-compliance of the contract and may result in default of contract. Items offered as substitutes must be at the same or lower price as originally awarded. M-DCPS reserves the right during this thirty (30) day advance notice period, to continue to order the item scheduled for discontinuation with the requirement that all such orders are filled as originally placed, at the same or lower price, prior to the substitution being offered to purchase the newer, submitted item.
- M-DCPS reserves the right to reject a substitution and require vendor(s) to re-submit another item supplied by the same manufacturer for substitution. If any awarded vendor(s) substitutes a product, without the requisite written authorization from the Buyer, the vendor(s) may be in default and lose eligibility to conduct business with the School Board, pursuant to Instructions To Bidders, Section VI. E., Default.
29. **ESTIMATED QUANTITIES:** No guarantee is expressed or implied, as to the amount that will be expended during the contract period(s). The School Board of Miami-Dade County, Florida is not obligated to procure paper products, custodial, subsequent to the award of this bid.
30. **ERASURES/CORRECTIONS:** Bidders are required to use a typewriter or complete the bid proposal in ink when filling out the Bid Proposal Form. Bids for individual items that do not comply with items 1, 2, 3 and 4 will be considered non-responsive for that item(s).
1. Use of pencil is prohibited.
 2. Use of correction fluid or tape is prohibited.
 3. Use of Erasures is prohibited.
 4. All changes must be crossed and initialed in ink.
31. **PALLETIZATION:** All orders shall be delivered palletized at no additional cost to Miami-Dade-County Public Schools, on standard pallets, or wooden pallets unless specified differently on the purchase order.