

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

Direct All Inquiries To  
Procurement and Materials  
Management  
Suzanne F. Lopez, CPPB, Manager  
PHONE: (305) 995-2830  
TDD PHONE: (305) 995-2400

**BID ADDENDUM** Date: October 15, 2012

**INFORMATION ONLY Addendum No. 1**  
**BID: 002-NN06**

**BID TITLE: SOD, INCIDENTAL MATERIALS, AND SERVICES: SUPPLY, FURNISH AND INSTALL**

This addendum modifies the conditions of the above referenced BID as follows, and is only for information purposes:

1. Special Conditions #13, Procurement Management contact has been revised to read as follows:

**Suzanne F. Lopez, CPPB**  
**Manager**  
**Procurement Management**  
**Fax: 305-523-4992**  
**E-mail: [suzannelopez@dadeschools.net](mailto:suzannelopez@dadeschools.net)**

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.

Sod, Incidental Materials and Services: Supply, Furnish and Install

### SPECIAL CONDITIONS CONT'D

13. **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:

Suzanne F. Lopez, Manager, CPPB  
Procurement Management  
Fax #305-523-4992  
E-mail: [suzannelopez@dadeschools.net](mailto:suzannelopez@dadeschools.net)

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

Ileana Martinez, School Board Clerk  
Miami-Dade County Public Schools  
1450 N.E. 2<sup>nd</sup> Avenue, Room 268B  
Miami, Florida 33132  
Fax #305-995-1448  
E-mail: [martinez@dadeschools.net](mailto:martinez@dadeschools.net)

14. **BID ADDENDUMS:** All bidders should monitor continuously, the M-DCPS, Procurement website, for any addendums that may be posted, prior to the opening of this solicitation. The procurement website, which list all bids, addendums, and award information, is as follows: <http://procurement.dadeschools.net>, (click) bid solicitation.
15. **CREDIT CARDS:** The District may place some orders and utilize, as the form of payment, a District-issued credit card, to the extent authorized by the School Board. These orders will be made via phone or fax for direct delivery and billing 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), thereby eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all vendors must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number.

Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip 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 slip or receipt/invoice submitted as part of the purchase delivery. District work locations may request that a vendor maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual card number upon every purchase.