



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
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BID/RFP ADDENDUM

Date: 10/20/2025

Addendum No. 1

BID/RFP No. ITB-23-035-JS BID/RFP TITLE: Classroom and Miscellaneous Furniture

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

Please see attached for the answers to the questions received. The deadline for receipt of bids has been extended to Tuesday October 28, 2025 at 1:00 P.M. EST. All other terms and conditions of the ITB will remain the same.

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number 1

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

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

ITB-23-035-JS
CLASSROOM AND MISCELLANEOUS FURNITURE

Questions and Answers

Q1. Should the discount off the manufacturer's list apply to product only, or should it also include freight?

A1. According to Section 6.4 Prices, prices shall be submitted in the form of a firm percentage discount to be deducted from the established manufacturers' list prices and shall include delivery to the ordering location, unless otherwise noted on the order.

Q2. Will installation be quoted separately, or should we provide that as well?

A2. Installation services must be included by the vendor at the time of providing the price quotation.

Q3. Regarding Attachment 12 – Submitted Bid Document Verification Form, Section i. states that the bidder must provide evidence of being either an established manufacturer of the products bid or an authorized representative of an established manufacturer. We are an authorized dealer—please confirm if we need to submit a letter of authorization for each manufacturer, we are bidding?

A3. Yes, the vendor must submit an authorization letter for each manufacturer. As stated in Section 6.14 Vendor Qualifications and Requirements of the solicitation subsection H, vendors must provide proof in writing, not older than six (6) months, that they are an authorized manufacturer. This authorization must be updated on an annual basis throughout the life of the contract.

Q4. On page 22 it requests a Supplier/Manufacturer's Certificate from each Supplier that we are authorized to sell their products. Is this required to be had at the time of bid submittal or as long as I have them all within 3 days of your request? If not required, will it affect my scoring in any way if not included in the bid.

A4. The Supplier/Manufacturer's Certificate is required to be submitted at the time of the bid submittal, however if this information is not included within your bid submittal, you must provide the certificate within three business days at the request of M-DCPS. For more information, please see section 6.14.C.3.

Q5. This bid requires us to give a discount % off list price. Are we required to include freight in that pricing or will that be a separate charge on our quotes? If required to be included, can you please show me where it says this clearly in the bid documents?

A5. No, freight is not required to be included in the pricing. It may be listed as a separate charge on the quote.

Q6. On the Bid sheet, it shows tiered pricing – can we base the tiers on manufacturers list pricing of the product and note that on the bid docs?

A6. The tiered pricing should be based on the manufacturer’s list pricing. Section 6.2 Catalog/Price List, states that the bidder should submit a copy of their MSRP catalog, therefore a note is not required.

Q7. Do we need to register as a “lobbyist” in order to bid on this solicitation? Someone in your purchasing department told my sales team that this is needed. If yes, can you explain how to do that?

A7. No, you are not required to register as a lobbyist to bid on this solicitation.

Q8. For pages 30, 32-33 - since we are out of state, confirming these pages do not need to be notarized, is that correct?

A8. Attachment 5 located on page 30 must be notarized. However, attachment 7 located on pages 32–33 do not require notarization if the vendor is located out of state. In such cases, an attorney must complete Section 1 of page 32.

Q9. Will page 35 need to be left blank as we are not a local business, correct?

A9. Yes, Correct. If you are not a local vendor, you are not required to complete attachment 9 located on page 35.

Q10. Attachment 16 - statement to perform as a certified subcontractor located on page 44. Do we need to complete this page, as a manufacturer?

A10. Attachment 16 is only required if you plan on outsourcing business to a certified subcontractor. If that’s not the case, you do not need to complete this form.

Q11. Attachment 17 located on page 45. Do we need to notarize as we are out of state?

A11. Yes, all vendors are required to notarize attachment 17.

Q12. If multiple suppliers submit quotations for the same vendor, will the award be determined based on the highest discount offered, or is it possible for more than one supplier to be awarded the bid for that vendor?

A12. According to section 5.2 Method of Award, the RFQ bidders that meet all the requirements of this solicitation will be added to a pool of pre-approved vendors.

Q13. May installation be quoted as a separate line item, or must it be incorporated into the pricing of the listed items?

A13. Installation can be quoted as a separate line item.

Q14. Would outdoor benches and bleachers be consider Miscellaneous Furniture?

A14. Outdoor benches may fall under miscellaneous furniture, however we currently have an active M-DCPS contract for bleachers.

Q15. Would you mind pointing me to where I can find the list of furniture needed for the Miami-Dade Public Schools bid?

A15. Please note that M-DCPS is not seeking specific furniture items through this solicitation. Rather, the intent is to identify qualified manufacturers capable of providing a range of classroom and miscellaneous furniture at the request of M-DCPS schools and departments.

Q16. Can multiple vendors be awarded if they submit for the same manufacturer?

A16. No multiple vendors may not be awarded if they submit for the same manufacturer.

Q17. Can we submit our MSRP discount without shipping included in that discount?

A17. According to section 6.4 Prices, prices shall be submitted in the form of a firm percentage discount to be deducted from the established manufacturers' list prices and shall include delivery to the ordering location, unless otherwise noted on the order.

Q19. Just to confirm, list prices can change throughout the contract, but the discount off the list price is what needs to be unchanged throughout the contract, correct?

A19. According to section 6.4 Prices, even though list prices may change throughout the year, the percentage discount must remain firm for the entire contract period.

Q20. Do we need to provide a manufacturer authorization letter for all manufacturers we would like to submit to on contract?

A20. According to section 6.14 Vendor Qualifications and Requirements subsection H of the solicitation: vendors must provide proof in writing, not older than six (6) months, that they are an authorized manufacturer. This authorization must be updated on an annual basis throughout the life of the contract.

Q21. If customers want Installation services, that would be something they request separately and is not part of this contract, correct?

A21. Please note that installation services may be requested by customers, but they are not a mandatory component of this contract.