



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
 SCHOOL BOARD ADMINISTRATION BUILDING  
 Procurement Management Services  
 1450 N.E. 2nd Avenue, Room 650  
 Miami, FL 33132

Direct All Inquiries To Procurement Management Services Buyer's Name: _____ PHONE: (305) 995-_____ Email: _____ TDD PHONE: (305) 995-2400
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**BID/RFP ADDENDUM**

Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_

BID/RFP No. \_\_\_\_\_ BID/RFP TITLE: \_\_\_\_\_

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

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*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.*

1. If your bid/proposal has not been submitted, 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 submitted, 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 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 I.D. \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): \_\_\_\_\_ TITLE: \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

**Addendum #1 for ITB 15-051-MT, Student and Class Pictures.**

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The following list addresses the questions received regarding the above-referenced solicitation:

1. What is the grading criteria for evaluation of submitted or bids?

**Answer:** This is a preapproved Bid. As such, all vendors that provide information stated in Section 2.3 of this ITB may be recommended for award.

2. Can a vendor bid on individual photographic programs?

**Answer:** Yes, each bidder may select elementary, middle and/or senior high school pictures packages.

3. Historically, PTAs have made decisions regarding spring portraits, will this continue?

**Answer:** As stated in Section 3.1 of this ITB, request for quotes shall be received from the schools sites.

4. On page 21 2.2.6 It lists that vendors should provide 1 photographer for every 350 students plus 1 assistant. Is this 1 assistant total, or 1 assistant per camera/photographer?

**Answer:** This is be determined by the specific quote submitted by the school site(s).

5. On page 21 2.2.6 The 2nd bullet point lists that all prices must include sales tax. Also on page 23 2.2.9 it lists that package prices must include sales tax. Can sales tax be exclusive?

**Answer:** As noted in Section 3.0, the School Board is a tax exempt governmental agency. For each request for quote submitted by the schools, tax cannot be charged.

6. On page 21 2.2.7 It states picture proofs cannot be posted online. For senior and commencement portraits can these be posted online in a secure method?

**Answer:** Please see the response for Question #4.

7. On page 23 2.2.10 The 8th bullet point lists students must be able to go to a local studio. Does this studio need to be located in Miami-Dade county?

**Answer:** Please see the response for Question #4.

8. On page 27 section 3.1 the second and third paragraphs appear to be in conflict regarding packaging and pricing. Are we to submit packaging contents without associated pricing?

Answer: Please review Section 3 of this ITB for the pricing requirements.

9. As stated in the specs, delivery of photos for school use is not protected like an encrypted portal would be, can a safer alternative and encrypted method be used?

Answer: Please see the response for Question #4.

10. On page 31 4.1.7 Do we need to include the section 6.0 exhibits with our response?

Answer: Yes.

11. On page 37 Exhibit 3 Under the Local Business Affidavit, to be considered to submit a bid does a vendor have to have a physical building and address in Miami-Dade county?

Answer: No, this form is only applicable to locally resided vendors in Miami-Dade County.

12. If bids have already been sent in to us for the 2016 school year but will not be executed until after the May board meeting and approval of the new process, will those bids still be valid?

Answer: Please see the response for Question #4.

13. With this new process, will approved vendors still be prohibited from contacting individual school sites to request bid letters?

Answer: Once the awarded vendors are approved by the Board, only Board approved vendors can contact school sites.

14. Several schools have already requested bids from us and set bid dates for school year 2016-17. Does this new bid supersede those internal fund accounting forms (Form 1026 and Form 0998)?

Answer: Please see response for Question #4.

15. In response to the ITB, are we required to provide firm pricing for all schools? I ask because 2.2.2 addresses getting individual school quotes; however, 2.2.5 addresses "prices... included with the response to this ITB." Section 5.3 states that "A completed price proposal list is not required under this ITB..."

Answer: Please see response for Question #4. No pricing will be submitted with this ITB.

16. There is a conflict between 2.2.3 and 2.2.6. It states in 2.2.3 that "The school... for collection of the monies and distribution of the picture packets" 2.2.6 states "Vendor shall be

responsible for collection of money..." It's clear in other sections that the vendor handles the transaction. Does this clause intend to address the photographer paying the commission/service fee to the school for assisting in collection and distribution of flyers?

**Answer:** Please see response for Question #4. Each school site will provide specific details, per the job requirements.

17. Section 2.2.6 states "(all prices must include sales tax)." And section 3.1 indicates that the district is tax exempt. As I understand it, we are providing services direct to the consumer, and we must pay the relevant sales tax to the state and county. Does section 3.1 specifically address costs for items sold to the school instead of the parent/student?

**Answer:** Please see response for Question #4.

18. In preparing references, can we contact current school employees for accounts we are currently in a service contract with without violating the cone of silence?

**Answer:** Yes.