



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  
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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 ITB15-060-DW, IT Hardware Equipment, Accessories, Peripherals and Installation Service:**

The following list addresses the questions received regarding this solicitation:

1. I received this bid today and realized that Cisco was not listed as one of your vendors to supply this server quote to the schools. Cisco is the current Blade Server solution that Miami Dade schools are buying for their current datacenter. What are the steps to include us as one of the vendors along with HP, Dell and Lenovo? Any guidance you can provide I would appreciate.

**ANSWER:** The servers listed in this IT Hardware bid are not destined for our datacenter. The specifications for datacenter servers are handled directly by ITS.

2. Can you provide clarification around the services being requested and more specifics around "where installation is required." Services are referenced throughout the Scope of Services section, but vaguely except for the call out below.

#### **2.2.16 INSTALLATION**

Where installation is required, Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated on the Contract or purchase order. Contractor's authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with District operations and with proper consideration of others on site. Upon completion of the installation, the location and the surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

Can you please clarify which services are required at no cost for placing and installing the product?

**ANSWER:** Unless a school site purchases installation services, the vendor is not expected to install the hardware.

3. Could we (Bretford) proactively send a sample cart (no charge) to Miami-Dade County Public Schools for review? If so, could you provide pertinent shipping information?

**ANSWER:** Yes.

Instructional Technology  
Attention: Richard Benvenuti  
1501 NE 2nd Avenue, Suite 336  
Miami, Florida 33132  
Tel: 305-995-1915

4. Could you outline weighted award criteria as it pertains to Category E: Carts?

**ANSWER:** The evaluation methodology is described in Section 5. Please see Section 5 of ITB.

5. May the OEM respond directly to the RFP without assigning a local representative?

**ANSWER:** No, the manufacturer must choose a local reseller to be their local sales and support representative. This requirement is done to ensure that MDCPS get timely support for hardware purchases.

6. Will OEM be able to make changes (add or subtract partners) to assigned resellers/partners list post award?

**ANSWER:** The district is looking for one partner per manufacturer. Should the manufacturer desire or need to change their local partner the District reserves the right to approve or deny new partner based on our existing criteria.

7. Should the OEM assign a minimum number of partners or will the district allow for additions to the list post award?

**ANSWER:** The district is looking for one partner per manufacturer. Should the manufacturer with or need to change their local partner the District reserves the right to approve or deny new partner based on our existing criteria.

8. Will school district POs and payments be generated in partner's name or to the OEM?

**ANSWER:** The Purchase Orders will be generated in the reseller's name.

9. Will the district apply the current Microsoft Shape the Future LOE to this RFP and is MS extending the number of licenses to cover all future purchases during award period?

**ANSWER:** The District has submitted all the specifications in this bid to Microsoft proactively before the bid and made sure that all hardware meets one of the categories with Microsoft Shape the Future. Manufacturers and their representative local resellers are expected to pass

on the savings from the Microsoft Shape the Future on to benefit the District with lower hardware pricing.

- 10. How will the district treat changes to the Microsoft Shape the Future program, specifically when changes impact pricing?**

**ANSWER:** The District will continue to work closely with Microsoft to maximize compliance with Microsoft Shape the Future. Manufacturers and their representative local resellers will be expected to continue to pass on the savings from the Microsoft Shape the Future to benefit the District with lower hardware pricing for as long as that program is in place.

- 11. Will ITS monthly vendor review meetings be suspended while cone of silence is in place?**

**ANSWER:** The meetings can continue. These meetings will discuss other issues and vendors will not be permitted to discuss the bid or anything related during the cone of silence.

- 12. How will small/micro apply to OEM response?**

**ANSWER:** Please see Section 2.1 explains the application of the small and micro business preference points.

- 13. Does OEM partner assignment qualify for small/micro qualification?**

**ANSWER:** Yes, the local reseller that each manufacturer must choose would be the ones able to qualify for the small/micro-business qualification. None of the manufacturers are able on their own due to their size to qualify.

- 14. How do you define small/micro business, total holding company or subsidiary of such holding?**

**ANSWER:** The small/micro business definition is based on the local reseller and is established by the respective District department that can offer that certification to the business that apply and qualify.

- 15. How will local presence apply to OEM response?**

**ANSWER:** Each manufacturer must choose one local reseller to represent them and provide local sales and service support.

- 16. Does OEM partner assignment qualify for local presence?**

**ANSWER:** Yes, the local reseller that each manufacturer must choose would be the ones able to qualify for the local presence.

- 17. Please define what services would be required.**

**ANSWER:** Aside from the mandatory three-year onsite warranty for all IT hardware purchased under this bid the only other covered services are the optional Installation Services should a school decide to purchase them.

- 18. Should the response by the OEM/Partner breakout services by line item to allow schools to choose different services depending on the device being acquired and services needed?**

**ANSWER:** The only services that are being offered are optional installation services. The only variations that might need to be broken down might be the difference in cost in installing a desktop versus a laptop or a server.

- 19. If services pricing break up is desired, will the OEM/Partner be allowed to modify response section to reflect line item pricing?**

**ANSWER:** The only services pricing that we are looking for is the optional delivery services of units. So installation of a laptop or desktop is \$X.XX then that would be listed as the cost quoted.

- 20. Will a partner who represents Dell, HP, and Lenovo be allowed to provide pricing for all OEMs or will they be expected to choose one vendor?**

**ANSWER:** The District will be ending up with a minimum of three local resellers. One to represent each of the three major manufacturers Dell, HP, and Lenovo.

- 21. In subsection 2.1 (General Information), M-DCPS has solicited bids from 3 three manufacturers, which are expected to "choose local vendor representatives from Miami-Dade, Broward, or Palm Beach County that will directly supply equipment and services to the District." As a result, we understand the "sheltered market solicitation" requirement in subsection 1.14 pertains to manufacturers' identification of local vendor representatives, which are certified by M-DCPS as SBEs or MBEs. Would you please confirm?**

**ANSWER:** None of the manufacturers are able on their own due to their size to qualify. So, the local reseller that each manufacturer must choose would be the ones able to qualify for the SBE and/or MBE business qualification.

- 22. (a) Does this requirement only apply to brands bid "As Equal" or "Equivalent" to the specified brands?**

**ANSWER:** The only hardware that is being purchased through this bid is from Dell, HP, and Lenovo. The specifications must be met or exceeded.

**23. (b) If applies to all products bid, what is the per unit estimated cost for testing and evaluation?**

**ANSWER:** We have not established a monitory value.

**24. 2.1.2 Vendor Responsibility - Does this mean M-DCPS would like ability to retain any part replaced on the hardware under a warranty service call?**

**ANSWER:** The District reserves the right if necessary (e.g. for security reasons asking to keep a particular hard disk drive) to keep the parts that have been replaced for a service call. Though not the norm, the District reserves the right to request to keep other parts for specific instances.

**25. 2.2 Scope of Services - What would be considered consumables items?**

**ANSWER:** There will be no consumables nor printers as part of this bid. There will be other bids that will be designed to handles printers and consumables.

**26. 2.2.16 Installation -**

**ANSWER:**

**(a) In subsection 3.1, Category F, Installation Services requirements are listed. Are these the only installation services required and meeting the requirements for 2.2.16?**

**ANSWER:** Yes, the delivery services are listed in subsection 3.1, Category F

**(b) Is M-DCPS responsible for the removal of existing equipment?**

**ANSWER:** Yes, and the vendor is not to ever to remove property from a school site without an administrator's signature and a District Property Control Form.

**27. 2.2.32 Required Information to be Submitted by the Bidder - We understand that the responses to subsections a. through q. are limited to 10 pages, though the 10-page limit does not included attachments (such as annual reports). Please confirm.**

**ANSWER:** Yes, the 10 page limit does not include attachments.

**28. 2.2.32 Required Information to be Submitted by the Bidder subsection I. - In subsection 3.1, there is no category or group for Print. Will there be a section added?**

**ANSWER:** This category will be addressed in a later solicitation/bid.

**29. 3.1 Price Proposal - Group A-4, Would the display size of 20" be an acceptable substitution?**

ANSWER: No, the minimum specifications listed must all be met or exceeded in all circumstances.

**30. 3.1 Price Proposal - Category B, Would USB-C be considered to meet and/or exceed USB 3.0 and/or USB 2 specifications?**

ANSWER: Yes, so as long as one adapter per USB-C port was provided to allow for backward compatibility with existing USB cables.

**31. 3.1 Price Proposal - Group C-3, Would a 4th Gen intel processor be an acceptable substitution?**

ANSWER: No. The District is requesting 6<sup>th</sup> Generation Intel processors, all specifications must be met or exceeded for every line item.

**32. 3.1 Price Proposal - Group D-2, Is "Dual Processor Upgradable" meant to be include 2 CPUs from the onset or the ability to add a second CPU at a later time?**

ANSWER: 2 CPU's are not required from the onset. The term "Dual Processor Upgradable" means the ability to add a second CPU either at the time of purchase (for an additional cost) or later after the purchase as an upgrade.

**33. Does "Dual NIC" mean 2 ports included, or 2 NIC cards to allow for 2 to 4 ports?**

**34. ANSWER: "Dual NIC" mean 2 NIC cards to allow for 2 to 4 ports for redundancy.**

**35. 3.1 Price Proposal - (a) Category E, Is only double door access acceptable, or is a single door front/rear access an acceptable substitution?**

ANSWER: Double doors access is required; single door front/rear access is not acceptable.

**(b) Does the cart require double door in the rear or is a removable panel acceptable?**

ANSWER: Double doors access is required; a removable panel is not acceptable.

**(c) Who is the current cart provider (and brand) for the School District?**

ANSWER: The District does not have a single provider (and brand) for carts. We have purchased different solutions as per reseller/OEM partnerships that have met our specifications.

**36. During the Bidder's Conference, reference was made to how the Shopping Cart would be awarded. Please clarify, for Group A for example, there will be an HP Awardee, a Dell Awardee and a Lenovo Awardee. Correct? Or will there only be one Manufacturer awarded?**

**ANSWER:** The District will have an HP awardee, a Dell awardee, and a Lenovo awardee for each group.

**37. Schools will then be able to go into the new SAP SRM Catalog and select the manufacture and device without having to get additional quotes. Correct?**

**ANSWER:** Yes, schools and departments will be able to purchase from the catalog without having to get additional quotes.

**38. Section 2.2 – 16 Installations - Is the contractor responsible for the Imaging of the Devices for the Installation to be considered completed?**

**ANSWER:** No, imaging of the devices is not within the scope of delivery services as outlined in this bid.

**39. Category F – Installation Services - Will this require any Imaging of the Devices at the Schools or at Vendors Warehouse/Location?**

**ANSWER:** No, schools and departments needing such services directly from the OEM/reseller will quote them out and determine at that time where such imaging would.

**40. Will any of the Laptop or Tablet Devices need to have the M-DCPS Etching placed on them?**

**ANSWER:** No, etching devices is not within the scope of delivery services as outlined in this bid. Should schools or departments need such services they will request a quote for such services.

**41. In regard to the SBE and MBE requirements, if the MFG is partnering with an integration provider and said company is partnering with a local certified MBE to perform 25%+ of the work to obtain the 25% preferential pricing and this Certified MBE is also an SBE located in Miami-Dade County, certified by MDCPS and who submits a "Local Business Affidavit of Eligibility", would this qualify the integration provider to claim the full 35% (25%MBE +10%SBE) participation?**

**ANSWER:** Yes. Please refer to Section 1.14 of this Bid.

**42. Has the district established fixed SBE and MBE Participation Incentive Program Pricing Factor percentages for this bid? If so, what are the percentages to be used in calculation of award?**

**ANSWER:** Yes, please see Section 2.1 of this ITB.

**43. Will M-DCPS allow for orders to be placed directly with the manufacturer without utilizing a third party?**

**ANSWER:** Manufacturers must choose a local reseller as their agent to provide local service and sales support. These resellers would be part of all sales and is who the district would order through.

**44. We were notified that this will be a manufacturer only bid. Since the document does not reflect this will be you be releasing a new document since we are beholden to the document we are responding to? For example, 2.1.1 Letter C, with 2.2 & 2.2.1 seems to conflict with 2.2.26**

**ANSWER:** This bid is for Dell, HP, and Lenovo IT hardware. It is facilitated through local authorized distributors of the manufacturers.

**45. How will the shopping cart reflect the SBE and local point weighting?**

**ANSWER:** SBE and local point weighting is used for choosing awardees but will not be reflected in the shopping cart once the three manufacturer/reseller awardees are determined.

**46. Section 1.11 Additional Information/ Amendment states “Email requests for additional information will be received by the Buyer at the email address specified in Section 1.4 above. Emails should have at a minimum, the Bidder’s name, name of the Bidder’s contact person, address, phone number, facsimile number, and ITB number and title. A copy of any written communication or email must be sent to the Clerk of the School Board as fully described in Section 1.25.” However, in the pre-bid conference, bidders were instructed to only communicate with Melody Thelwell. Should we also send the questions to the Clerk? If so please provide the Clerk’s contact information, as it is not provided in Section 1.25.**

**ANSWER:** The Board Clerk’s information is noted in Section 1.24 of this ITB.

**47. At the pre-bid meeting, the question of printers was raised and Melody said printers were not on this bid. Would you explain the requirement regarding printers in Section 2.2.32, letter L?**

**ANSWER:** Classroom and lab laser printers will be handled in the future though a separate bid. Because there were no printers specified as part of this bid there is nothing for the responders to act on in regards on Section 2.2.32, letter L.

**48. Do you want manufacturers to provide multiple local vendor representatives?**

**ANSWER:** No. Manufacturers should offer their best pricing to their chosen reseller/agent that will provide local sales and service support.

- 49. Regarding Section 2.1.4 Network Support Help Desk, does M-DCPS expect this requirement to be met by the manufacturer's national help desk or a reseller help desk?**

**ANSWER:** The district is looking for the local reseller to be the primary contact for all sales and service related issues. The manufacturer and their chosen agent are expected to work together in a manner transparent to the end-user (eg. A customer that accidentally calls the national help desk should expect to receive local on-site support as per Section 2.1.4 because of the smooth establish workflows across the OEM/reseller partnership).

- 50. Are we allowed to request modifications to the terms and conditions?**

**ANSWER:** No, vendors are expected to meet and or exceed the entire terms of this bid.

- 51. Regarding Section 2.1.2 B – “Vendor must maintain an inventory of spare parts for all equipment covered by this Bid”. Where should this inventory be located, local to the school or a location of the manufacturer’s choice?**

**ANSWER:** At a location of the manufacturers choice, ensuring that prompt onsite service can be provided to the District.

- 52. Section 2.2.16 states that installation should be provided upon request at no additional charge. Does every system need to include the cost of installation?**

**ANSWER:** Section 2.2.16 explains that there can be no additional cost beyond that which is stated on the optional delivery services line item. For example, if a reseller bids \$X.XX to install a desktop but the installation at a particular site is more man-hour intensive for unforeseen circumstances (eg. No elevators to second floor) the reseller has to abide by the same price that they have bid for installation services across the District.

- 53. Regarding Section 2.1.2, Letter I - Does M-DCPS have a samples of the required reports for this requirement?**

**ANSWER:** After awardees are chosen, the District can work with the respective companies to develop reports that meet the District needs.

- 54. Section 2.1.2 O - Does M-DCPS have a form that needs to be completed as well to remove equipment off of premises? How does the removal of units differ from current processes?**

**ANSWER:** The current process requires the use of a Property Control Form, this process has not changed.

- 55. Section 2.1.2 Q – States the following “At its discretion, M-DCPS reserves the right to request any and all equipment and/or parts, replaced for Warranty Service Call requests, which will be billed as Time and Materials” Should this actually refer to “Non-Warranty Service Call requests”?**

**ANSWER:** All warranty service requests under this bid will be handled on-site and at no cost to the District for the initial three-year period (or longer if an extended warranty is purchased). The District also reserves the right if necessary (e.g. for security reasons asking to keep a particular hard disk drive) to keep the parts that have been replaced for a service call.

- 56. Regarding Section 2.2.15 Transportation and Delivery, would M-DCPS define what constitutes ‘inside delivery’? For example, does it mean strictly bringing the unit in its shipping box to a location, or do vendors have the unit removed from the box, setup on a desk and configured? Do customers need lift-gate and, if so, could you provide a list of schools that have this requirement?**

**ANSWER:** Delivery must bring the boxed items that have been shipped inside the school (inside of a physically secure building not just the premises) and delivery will be considered complete once someone authorized to sign for the delivery has done so from within the school location. The only time that vendors will be asked to have the unit removed from the box, and setup on a desk and configured is if the optional delivery services are purchased. We do not have a list of which sites would require a lift-gate so the vendor should plan on factoring in that possibility for deliveries. Transportation and Delivery does however, require more than “curb-side delivery.”.

- 57. Section 2.2.22 Projected Maximum Acceptable Dead-Out-Of-Box (DOB) Rate, does the district expect the manufacturer to activate the window license?**

**ANSWER:** Because local school sites often re-image units the District will not expect the manufacturer to activate the windows license.

- 58. Regarding Section 3: Can vendors bid on products that will ship in March, 2018?**

**ANSWER:** I am assuming the questioned referred to March 2017. Even so, not at this time. The first Purchase Orders from this bid could begin being processed before the end of 2016 with expected deliver within 30 days of receiving the Purchase Order, unless an unexpected delay occurs.

**59. Under “value add”, does M-DCPS expect the cost to be an upgrade from 3 year or be the full cost of the system with 4 year warranty?**

**ANSWER:** The full cost of the system with four or five-year warranty. The line item on the order should include the description of the item that includes the extra warranty.

**60. For tablets and notebooks, are cases considered to be value-add, or should they be included in the system price?**

**ANSWER:** Cases are a part of the specification for the laptops and as such should be included in the system price.

**61. Are there any restrictions to what bidders can put in the “value-add” section?**

**ANSWER:** Items not listed in Section 3 should be on a separate form (with no expectation of being included in the catalog).