



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:

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 _____

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

SECTION 4 - CALENDAR

ITB Release Date	Thursday, September 3, 2020
Pre-Bid Conference*	Wednesday, September 16, 2020 at 11 a.m. EST
Pre-Bid Conference Location	Via Zoom at: https://zoom.us/j/6078118343 Meeting ID: 607 811 8343 Dial by location +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +1 301 715 8592 US (Germantown) +1 346 248 7799 US (Houston) +1 408 638 0968 US (San Jose) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma)
Deadline for Questions	Wednesday, September 16, 2020 at 5:00 p.m. EST
Bid Due Date/Time	Tuesday, October 13, 2020 at 1:00 p.m. EST
Virtual Bid Opening Meeting	Tuesday, October 13, 2020 at 2:00 p.m. EST (see instructions on Attachment 14) Meeting ID: 968 1810 7291 Passcode: 168071 One tap mobile +16468769923,,96818107291# US (New York) +13017158592,,96818107291# US (Germantown)
Projected Board Approval of Contract	December 2020
The contact person for this ITB is:	Maritza Cozart
Email Address:	mcozart@dadeschools.net
Telephone:	(305) 995-1613
Fax:	(305) 995-2307

**Pre-Bid Conference attendance is not required. In compliance with Florida Statutes, Chapter 119, commonly known as the Florida Sunshine law this meeting will be recorded in its entirety.*

ATTACHMENT 1 - MAILING LABEL

Please print the mailing label below and affix to your bid package to ease identification when MDCPS receives your bid. Affix the mailing label below on the outside of your package even if you are utilizing UPS, FedEx or another carrier who prints the address information.



SEALED PROPOSAL ENCLOSED
(To be opened by the Contact Person noted below)

Bidder's Name:
Bidder's Address:
Bidder's Telephone Number:

BID BOX

Miami-Dade County Public Schools
Procurement Management Services
Attn: Maritza Cozart
1450 NE 2nd Avenue
Miami, FL 33132

ITB No.: ITB-19-043-MC
ITB Title: Student and Class Pictures
Proposal Due Date: Tuesday, October 13, 2020 by 1 p.m.
EST

ATTACHMENT 13 – PROPOSAL SUBMITTAL RECEIPT FORM

All Bidders MUST adhere to the guidelines stated in the Instructions to Bidders. As such, all bidders will sign and acknowledge timely submittal of this ITB, as well as Procurement Management Services Staff. This form must be included within the timely bid package. Please complete the following form and attach the form to the outside of your firm's bid response.

ITB Name and Number:	ITB-19-043-MC Student and Class Pictures
ITB Due Date:	Tuesday, October 13, 2020 by 1:00 p.m. EST
Bidder's Name	
Business Address	
Bidder's Date and Time of Submission:	
Authorized Bidder's Signature:	
Procurement Management Staff Name and Signature:	
Verify Date and Time of Bidder's Submission:	

ATTACHMENT 14 – BID OPENING

ITB-19-043-MC Student and Class Pictures

BIDS DUE: Sealed bids will be received by The School Board of Miami-Dade County, Florida until **1:00 P.M. local time, Tuesday, October 13, 2020 at the MDCPS School Administration Building located at 1450 NE 2nd Ave., Miami, Florida, 33132.**

INSTRUCTIONS: Bidders can drop off their bids at the bid box right next to the auditorium. Bidders should place security badge on the outside of their bid submissions. **The bid opening will take place virtually at 2:00pm via zoom.** A picture ID is required to enter the premises.

Tuesday, October 13, 2020 EST 2:00 pm via Zoom

Meeting ID: 968 1810 7291

Passcode: 168071

One tap mobile

+16468769923,,96818107291# US (New York)

+13017158592,,96818107291# US (Germantown)

SPECIAL INSTRUCTIONS: In addition to the normal procedures conducted for Bid Openings, Bidders are required to practice social distancing guidelines.

- ❖ **Bidders will not be allowed on site without a face mask.**
- ❖ **Bidders will not be allowed to comingle.**
- ❖ **Bidders must stay 6 feet apart from others.**
- ❖ **Please only have 1 representative from your firm attend the bid opening.**

Should you have any trouble locating the site, please call (305) 995-4288.