



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

**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. 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

## **Addendum #2, Purchase of Original Equipment Manufacturers and Aftermarket Parts**

1. I have a copy of your bid for OEM & aftermarket parts. For the price list, how can I get my company added so I can offer a discount?

**Answer: Please submit the information to Procurement and the department will be notified of your request to add your company.**

2. Page 8 Status Verification; Sub Para. 2 – does this refer only to the use of subcontractors used in the execution of the bid?

**Answer: Yes, that is correct.**

3. Page 9/10 Local And State Vendor Preference; sub Para.XXV1 Section A and Page 15 Section 7; Scope of Work; we are located in Collier County – will this disqualify us from entering a bid?

**Answer: No, this will not disqualify you from entering a bid.**

4. It would help us tremendously if you were able to advise us as to how many and what sort of Mercedes Benz vehicles you have in your fleet.

**Answer: We currently have a few freightliner vehicles with Mercedes Benz engines.**

5. Mercedes Benz USA does not publish price lists; the information is only available on-line. Would it be acceptable to give you access to this list rather than try to download over 600,000 lines of price information many of which would be irrelevant?

**Answer: Yes, showing manufacturer's price list and cost.**

6. Thank you for the invitation after printing the 30 pages I have yet to see what aftermarket parts you are requesting can you please tell me the page that's on?

**Answer: Please download the spreadsheet that is also available on the website. All solicitations can be found at <http://procurement.dadeschools.net> as well as on Bidsync and Demandstar.**

7. Does MDCPS ever sent RFQ's? All I see are large bids.

**Answer: Yes, RFQ's are posted on our procurement website at <http://procurement.dadeschools.net>.**

8. For items #1-72 on pages 37-40 of the proposed discount sheets, there are Aftermarket Distributors listed not Aftermarket *Manufacturers*. Aftermarket distributors, like ourselves, supply many products from many different manufacturers. We are not listed within items #1-72, where should we submit our discount?

**Answer: Provide access to on-line pricing showing manufacturer's price list and cost.**

9. As stated in the pre-bid meeting, most manufacturers no longer provide price sheets. Please confirm that our price lists are acceptable for bid submission.

**Answer: Provide access to on-line pricing showing manufacturer's price list and cost.**

10. As per our discussion this morning, I am seeking clarification on the requirement for price lists. Several of our vendors no longer issue price lists, all pricing and ordering is done online. At least one of our vendors does not offer list pricing, they only offer cost

pricing it is up to the dealer to determine the list price. Not sure how we would handle these items, we are talking tens of thousand of part numbers that would have to be manually entered on a spreadsheet or word document to meet your requirements.

On the list of manufacturers who you are seeking parts for, I see many dealers listed, see below please for a sample. A dealer is not a brand per se, please clarify how we are supposed to bid these items.

- 43. Hector Turf
- 44 .NAPA
- 45. Advance Auto Parts
- 46. RF School Bus Parts
- 47. Advantage Golf Cart Inc.
- 48. Nationwide Lift
- 49. AutoNation Ford of Miami
- 50. AutoNation Chevrolet Coral Gables
- 51. AutoNation Chrysler Dodge Jeep Ram – Pembroke Pines
- 52. Bomnin Chevrolet West Kendall
- 53. Hollywood Chrysler Jeep
- 54. Rechten International Trucks, Inc.

**Answer: First question – Provide access to on-line pricing showing manufacturer's price list and cost. Second question - The dealers listed are for purchase of OEM parts.**

11. We have plenty expertise in auto spare parts aftermarket from China and Taiwan. For the aftermarket parts import do I need to be authorized dealer from the organizations below?

- Automotive Aftermarket Association Southeast
- National Automotive Parts Association
- Automotive Aftermarket Suppliers Association
- Auto Aftermarket Industry Association

**Answer: Aftermarket companies must be an authorized dealer with one of those organizations or comparable.**

12. My second questions is which parts specific do you request?

**Answer: Automotive, medium/heavy duty truck and school bus parts.**



The School Board of Miami-Dade County, Florida  
**STORES AND MAIL DISTRIBUTION  
 PROCUREMENT MANAGEMENT SERVICES**  
 7001 SW 4<sup>th</sup> Street, Miami, Florida 33144  
 305-995-4288  
**Bidder Qualification Form**

# INVITATION TO BID (ITB)

**DUE DATE:** Bids due at or before Thursday, October 22, 2020 at 1:00 p.m. Eastern Time (ET) at Stores and Mail Distribution:

ITB NO.:  
ITB-19-075-MJ

RELEASE DATE:  
August 21, 2020

PURCHASING AGENT:  
Miranda James

**\*\*DUE TO SOCIAL DISTANCING GUIDELINES PLEASE REFER TO ATTACHMENTS 14 AND 15 FOR MORE INFORMATION\*\***

Check Addenda for any revised opening dates before submitting your bid. Bid(s) received after the date and time stated above shall not be considered for award. Faxed and/or emailed bids are not allowed and will not be considered for award.

BID TITLE:

Purchase of Original Equipment Manufacturers (OEM) and Aftermarket Parts

## SECTION 1 - BIDDER ACKNOWLEDGEMENT

THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE WHERE INDICATED BELOW AND SUBMITTED WITH THE BID. FAILURE TO PROVIDE THIS DOCUMENT, WITH THE BID, WILL RESULT IN BID BEING CONSIDERED NON-RESPONSIVE.

Bidder's Name and state "Doing Business As", where applicable:

**"REMIT TO" ADDRESS FOR PAYMENT:** If payment(s) is/are to be mailed to address other than as stated on left, please complete section below.  
☐ Check this box if address is the same as stated on the left.

Address:

P.O. Box:

City:

City:

State:

Zip Code:

State:

Zip Code:

Telephone Number:

Sales Contact:

Sales E-Mail Address:

E-mail Address to Send Purchase Orders:

Federal Tax Identification Number:

I hereby certify that: I am submitting the following information as my firm's (Bidder) bid and I am authorized by Bidder to do so. Bidder agrees to complete an unconditional acceptance of the contents of all pages in this Invitation to Bid (ITB), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms and conditions contained in the ITB, and any released Addenda and understand that the following are requirements of this ITB and failure to comply will result in disqualification of bid submitted; Bidder has not divulged, discussed, or compared the bid with other Bidders and has not colluded with any other Bidder or party to any other bid.

\_\_\_\_\_  
*Signature of Authorized Representative (Manual)*

\_\_\_\_\_  
*Name of Authorized Representative (Typed or Printed)*

\_\_\_\_\_  
*Name of Authorized Representative*

I agree that this bid cannot be withdrawn within **90** days from date due.

\_\_\_\_\_  
*E-Mail Address of Authorized Representative*

## SECTION 2 - SUBMITTAL REQUIREMENTS

In order to assure that your bid is in compliance with bid requirements, please verify that the items indicated by the ☒ below are included with your bid.

<input checked="" type="checkbox"/> Bidder Acknowledgement	<input checked="" type="checkbox"/> Disclosure of Conflict of Interest Form	<input checked="" type="checkbox"/> Certificate of Debarment	<input checked="" type="checkbox"/> Bidder's Preference Statement
<input checked="" type="checkbox"/> Manufacturers Authorization	<input checked="" type="checkbox"/> One Printed, Hard Copy of Bid (including Bid Summary Sheet)	<input checked="" type="checkbox"/> Electronic Copy of Bid on Flash Drive (submit with printed, hard copy)	<input checked="" type="checkbox"/> Electronic Copy of Bid Summary Sheet in Excel Format
<input type="checkbox"/> S/M/WBE Participation Forms (if applicable)	<input type="checkbox"/> Material Safety Data Sheets	<input type="checkbox"/> Descriptive Literature	<input type="checkbox"/> Other _____ See Special Condition _____

Note: If your firm wishes to not submit a bid in response to the ITB, please complete and return the "Statement of No Bid" attached to this ITB.

## SECTION 4 - CALENDAR

ITB Release Date	Friday, August 21, 2020
Pre-Bid Conference*	Tuesday, September 15, 2020 at 11 a.m. EST
Pre-Bid Conference Location	Via Zoom: Meeting ID: 946 2548 9296 Passcode: 706428 One tap mobile +16468769923,,94625489296# US (New York) +13017158592,,94625489296# US (Germantown)  Dial by your location +1 646 876 9923 US (New York) +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 408 638 0968 US (San Jose) +1 669 900 6833 US (San Jose)
Deadline for Questions	Tuesday, September 15, 2020 at 5:00 p.m. EST
Bid Due Date/Time	Thursday, October 22, 2020 at 1:00 p.m. EST
Public Opening of Bids	Thursday, October 22, 2020 at 2:00 p.m. EST  Via Zoom at: Meeting ID: 537 723 7212 Password: PreBid Dial by your location +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 301 715 8592 US (Germantown) +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma)
Projected Board Approval of Contract	December 2020
The contact person for this ITB is:	Miranda James, Procurement Director
Email Address:	<a href="mailto:mjames@dadeschools.net">mjames@dadeschools.net</a>
Telephone:	(305) 995-1621
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 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.

<b>ITB Name and Number:</b>	ITB-19-075-MJ Purchase of OEM and Aftermarket Parts
<b>ITB Due Date:</b>	Thursday, October 22, 2020 by 1:00 p.m. EST
<b>Bidder's Name</b>	
<b>Business Address</b>	
<b>Bidder's Date and Time of Submission:</b>	
<b>Authorized Bidder's Signature:</b>	
<b>Procurement Management Staff Name and Signature:</b>	
<b>Verify Date and Time of Bidder's Submission:</b>	

## ATTACHMENT 14 – BID OPENING

**ITB-19-075-MJ**

### **PURCHASE OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM) AND AFTERMARKET PARTS**

BIDS DUE: Sealed bids will be received by The School Board of Miami-Dade County, Florida until **1:00 P.M. local time, Date Thursday, October 15, 2020 at 1:00PM at the MDCPS School Administration Building located at 1450 NE 2<sup>nd</sup> Ave, Miami, FL 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.

Thursday, October 22, 2020 EST 2:00pm via Zoom

Meeting ID: 537 723 7212

Passcode: PreBid

Dial by you location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma)

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