



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

**MODIFIED CONDITIONS OF THE SOLICITATION**

**The information below notes changes to the solicitation as noted:**

1. The proposal deadline date has been changed to Thursday, April 21, 2016 at 2:00 pm EST.
2. The bid opening date has been changed to Thursday, April 21, 2016 at 2:00 pm EST.
3. The word firm on page 1, Description has been changed to firm.
4. Section 2.0 Scope of Work,
5. Section 2.0 Scope of Work, Paragraph H, Escalation/De-escalation Clause has been changed to:

It is expected that the prices submitted shall remain firm for the entire contract and extension period (if any), as stated above. However, fluctuating market conditions may affect the ability of awarded bidder(s) to maintain the original bid prices during the extension period. Therefore the Awarded Bidder(s) may request a price adjustment based on verifiable changes in the market. The awardee shall give written notification to The District Procurement Management Services when a price change is being requested. Price adjustments may be made at each of the one (1) year extension periods. M-DCPS will review all requests for price adjustments, and reserves the right to reject or to modify any and all requests as deemed to be in the best interest of M-DCPS.

If mutually agreed upon, the price adjustment(s) shall be valid for the next one (1) year extension period unless the adjustment period is otherwise stated and approved by The District. M-DCPS reserves the right to approve requests for price adjustments or to disapprove and to secure new quotations.

Within this bid, the majority of Art and Physical Education items are relatively constant, items that increase or decrease in price will be reviewed by the awarded bidder with the designated District representative on a pre-determined, regular schedule to update the approved shopping list/order guide. If the Invoice Sell Price falls within the AMS index price range, the awarded bidder will not raise or lower the price until the Invoice Sell Price no longer falls within the AMS index price range.

6. Section 2.3 Required Information to Be Submitted by Bidders has been added:

**2.3 REQUIRED INFORMATION TO BE SUBMITTED BY THE BIDDER**

In no more than five (5) pages, the Bidder must include the following information within the submitted proposal:

REQUIREMENT	YES	NO
a. Provide a Local Business Tax Receipt. Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license must be submitted. Non-compliance with this condition may cause the bidder not to be considered for award.		
b. Copy of current registration with the Florida Department of State, Division of Corporation to conduct business in the State of Florida.		
c. Please submit written confirmation that your company has the ability to transmit and receive purchase orders/data electronically, via a computerized system, e.g. (An ERP system)		
d. Provide three (3) current letters of reference, consisting of existing customers.		
e. A letter indicating a delivery contact person, the hours in which orders may be placed, deadlines to place orders, and any other pertinent ordering information.		