



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: Miguel A. Martinez, MBA, CPPB
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BID/RFP ADDENDUM

Date: 12/08/2015

Addendum No. 2

BID/RFP No. ITB-15-023-MM BID/RFP TITLE: Automotive Repair Service and Specialized Repairs

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

1. Please see the following pages that modifies the deadline for questions and answers and due date of bids;
 provides a response to questions received and updates sections 2.0, 3.0 and 4.0 of the ITB.

All other terms and conditions within the above-referenced ITB remain the same.

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 2

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

**QUESTIONS AND ANSWERS FOR ITB-15-023-MM AUTOMOTIVE REPAIR SERVICE AND
SPECIALIZED REPAIRS**

1. **QUESTION:** Are background checks needed if there is no direct contact with children?
1. **ANSWER:** All vendors that are awarded this bid will be required to pass a Level II Background check and Fingerprinting; however, it is not a requirement to submit a bid for this solicitation but will become a requirement upon recommendation of award.

Who is required to be fingerprinted (screened)?

The law requires for the first time that certain “contractual personnel” must meet Level 2 screening requirements as described in § 1012.32, Florida Statutes. “Contractual personnel” includes any vendor, individual or entity under contract with the school board. If an entity does business with the school board, then its employees and agents, including sub-contractual personnel, must meet the Level 2 background screening requirements if they:

- are permitted access on school grounds when students are present or
- have direct contact with students or
- have access to or control of school funds

If you have no personnel who meet any of these criteria, the law does not apply to you, and you do not need to do anything. However, if you or other personnel from your business meet any of the three criteria above, you will need to ensure that those personnel are fingerprinted and screened.

2. **QUESTION:** In regards to the financial resource annual report, where would I find this or what specifically are you looking for?
2. **ANSWER:** These are your last audited financial statements as a corporation, i.e. FY 2014. The reasoning is that we need to ensure that you have both the capacity and financial viability to carry this contract to term. In layman’s terms, this is how we establish “responsibility”.
3. **QUESTION:** In regards to the equipment production by manufacturer. Where would I find this or what specifically are you asking for?
3. **ANSWER:** What is being requested is the most up to date catalog with list price from your manufacturers or re-sellers (i.e. NAPA Auto Parts) that you use to purchase mechanical parts from. These parts must currently be sold in the market and are not being sunsetted during the contract term to your knowledge. The same applies for consumables that are used in the performance of this contract. As an example, consumables may be adhesives for glass, rubber gaskets, etc. but excludes glass as this would be considered an actual part and not consumable.
4. **QUESTION:** Are you asking for the addendum to be printed or just filled in on the paperwork?
4. **ANSWER:** Please refer to Article 4.1, subparagraph 7 of the ITB as it states:

7) Required Forms & Attachments

The Bidder must complete, sign and submit the following forms available in Section 6.0 as part of the Proposal. If awarded a contract, the Bidder will be asked to submit a Bidder registration packet that will include all of the forms listed in Section 6.0.

Exhibit 2 Acknowledgment of Amendments

Exhibit 3 Local Business Affidavit of Eligibility

Exhibit 4 Florida Statutes on Public Entity Crimes

Exhibit 5 Vendor Experience

Exhibit 6 Anti-Collusion Statement

Exhibit 7 Disclosure of Employment of Former School Board

Employees

MODIFIED CONDITIONS OF THE SOLICITATION

1. Page 1 shall be amended as follows:

DEADLINE FOR QUESTIONS: Thursday, December 10, 2015, at 5 p.m. EST Local

BID DUE DATE/TIME: Thursday, December 17, 2015, at 2 p.m. EST Local

2. Pages 4, Section 1.2, ITB Timetable is amended as follows:

**Deadline for receipt of questions: Thursday, December 10, 2015
No later than 5:00 p.m. (Local Time)
Emailed to Buyer
(See Section 1.4)**

**Deadline for receipt of Bids: Thursday, December 17, 2015,
No later than 2 p.m. Local Time
(See Section 1.9 for location)**

3. Pages 20 and 21, Section 2.2.3.2, Replacement Cores, is deleted in its entirety and replaced as follows:

2.2.3.2 REPLACEMENT CORES

2.2.3.2.1 The successful bidder shall remove the old core and provide and install a new core in the radiator. The new core shall not have fewer tubes or provide less cooling capacity than the one being replaced.

NOTE: The “Manufacturer or Re-seller Catalogue” referred to will be the most recent catalog of parts or consumables being utilized by the responding bidder(s). Prices quoted in the proposal shall apply to the submitted price catalogue by each bidder for Radiator Repair Service.

2.2.3.2.2 The successful bidder shall indicate on the proposal, the discount or mark-up to be offered to M-DCPS from the latest Manufacturer or Re-seller Catalogue being utilized by the bidder for providing and installing radiator cores. This all prices submitted shall remain firm-fixed for the duration of the contract and any extension thereof.

This catalogue shall become the official price guide for all replacement cores regardless of the source used by the bidder. The “Catalogue”, and any revision issued by the manufacturer or reseller shall be the guide for pricing the cores and applying discounts during the term of the contract.

2.2.3.2.3 The successful bidder may use the source of cores normally used provided that the source is acceptable to M-DCPS. Regardless of the approved manufacturer or source used for the cores, all prices for replacement cores shall be computed by applying the offered discount of the successful bidder submitted in the Price Proposal Form and the “Catalogue” listing submitted by the bidder(s).

2.2.3.2.4 The successful bidder shall be responsible for supplying one electronic version of the “Catalogue” to M-DCPS and will also be responsible for supplying any changes, corrections, additions, or deletions as are applicable to this catalogue and prices during the term of this contract. For clarification, prices or percentage discounts may go down during the term of this contract but never increase. Cost plus mark-up percentages may decrease but never increase during the term of this contract, including any renewal options.

(Remainder of Page Intentionally Left Blank)

4. Pages 28-32, Section 3.0 is deleted in its entirety and replaced with the following:

SECTION 3.0 - PRICE PROPOSAL LIST

[Signature is required at the end of this Section 3.0]

BIDDER MUST READ THIS SECTION IN ITS ENTIRETY AND ACKNOWLEDGE RECEIPT OF THIS SECTION BY SIGNATURE ON FOLLOWING PAGE

Bidder must complete this section in its entirety, and may supplement this section with additional pages as to provide the District with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this ITB.

The fees quoted are to include all expenses (including packaging, shipping and handling) for the products proposed. The Total Fees proposed will be firm and fixed for the life of the contract, a period of two (2) years, with three (3) one-year contract extensions.

Furthermore, the Board does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption does not apply to purchases of tangible personal property made by contractors, who use the tangible personal property in performance of contracts, for the improvement of Board-owned real property as defined in Chapter 192 of the Florida Statutes.

Below are details to consider in proposing total fees for the itemized price proposal:

All chargeable services shall be included in the proposed total price, including all labor customarily associated with delivery of the services contemplated by this ITB.

BIDDING OPTIONS

Bidders are eligible to submit pricing for bid items as it relates to the entire MDCPS District or north and south of Flagler Street. Estimated quantities presented are for evaluation purposes only and are not representative of the amounts that will be ordered by the District.

3.1 Price Proposal

All bidder(s) must ensure that they complete the category or categories in which they are responding on the applicable Price Proposal Form to be considered for award. Interested bidder(s) may propose either a Single District Pricing **or** pricing specifically for the service areas North or South of Flagler Street. Information must be complete in all of the required fields, with absolutely no other marks. No changes to the units of measure will be acceptable.

All Bidders are required to provide a list of manufacturer/reseller parts or consumables that will be utilized in the performance of this contract. An itemized excel spreadsheet must be provided as part of the electronic submission outlined in Sections 1.9 and 4.2 of the ITB. It shall be inclusive of, but not limited to:

- *Item Description*
- *SKU or Part Number*
- *Unit of Measure*
- *List Price*
- *Percentage Discount*
- *Final Extended Price with M-DCPS Discount applied.*

If submitting pricing for consumables used, then an itemized excel spreadsheet must be provided which shall be inclusive of, but not limited to:

- *Item Description*
- *SKU or Part Number*
- *Unit of Measure*
- *List Price*
- *Percentage Mark-Up from sourced price*
- *Final Extended Price with M-DCPS markup percentage applied.*

For invoicing purposes, all labor, parts and consumables invoiced under this contract must have the level of detail outlined above as well as the supporting documentation, such as an invoice from the manufacturer or reseller stipulating the amount the part or consumable cost and a vendor provided itemized invoice with the list price and percentage mark-up or discount applied and final extended cost to the District. Failure to provide this information, in addition to the invoicing procedures outlined under Section 2.2.24 of the ITB may cause a payment delay to the awarded vendor(s).

**WARRANTY, PARTS AND LABOR SHALL BE ONE (1) YEAR OR 12,000 MILES,
WHICHEVER COMES FIRST**

Please check if you are responding to the following:

Single District Price Proposal

South of Flagler Street Price Proposal

North of Flagler Street Price Proposal

Each bidder must check one of the above boxes identifying their bid as either a Single District Price Proposal or a specific service area (North or South of Flagler Street) in Miami-Dade County.

For all categories, award will be made to one or multiple responsive responsible bidder(s) who's offer is most advantageous to the District. All categories shall be inclusive of pick and delivery of M-DCPS vehicles.

Category A: Automotive, Truck and Bus Repair Service;

a) Cars, Light Trucks, Vans and SUV's

Labor Rate Per Hour	Discount on Parts	Cost-Plus on Consumables and Materials
\$ _____ /Hr	% _____	% _____

b) Trucks and Buses (Medium & Heavy Duty)

Labor Rate Per Hour	Discount on Parts	Cost-Plus on Consumables and Materials
\$ _____ /Hr	% _____	% _____

Category B: Specialized Repairs

Labor Rate Per Hour	Discount on Parts	Cost-Plus on Consumables and Materials
\$ _____ /Hr	% _____	% _____

Category C: Glass Replacement

Labor Rate Per Hour	Discount on Parts	Cost-Plus on Consumables and Materials
\$ _____ /Hr	% _____	% _____

Category D: Specialized Radiator Repairs

a) **Radiator Repairs (multiple radiator sizes);** Award will be made to one or multiple bidder(s) who are responsive, responsible and that provides the most advantageous proposal to the District. All vendors must also include, as an addendum to this proposal price form, their pricing for all other radiator sizes and repairs that may not be specified in this price sheet. Although this will not be used during evaluations of this bid, the District, at its own discretion, may utilize this pricing for future radiator repairs, as needed.

Radiator Repair Per Cubic Inch 800-1400 cubic Inches 1,296 (25 X 25 1/8 X 2 1/16)	Radiator Repair Per Cubic Inch 3200-5600 cubic Inches	Radiator Repair Per Cubic Inch 10,000 cubic Inches
\$ _____/Per Cubic Inch	\$ _____/Per Cubic Inch	\$ _____/Per Cubic Inch

b) **Radiator Repair Parts and Consumables for Cars, Buses, Light, Medium & Heavy Trucks, Vans and SUV's**

Additional Work Hourly Labor Rate for Repairs Beyond Normal Specifications	Discount on Parts	Cost-Plus on Consumables and Materials
\$ _____/Hr	% _____	% _____

The successful awarded Bidder(s) must offer **all** of the services and products being requested for a particular category in which they are responding to in order to be awarded any part of this ITB. Bidder shall meet all product/service requirements and specifications listed within Section 2.0 - Scope of Services, to include furnishing all labor, supervision, equipment and materials necessary for this work. All pricing shall also be inclusive of shipping, handling and packaging fees.

The information in this ITB is to be utilized solely for the evaluations of the lowest responsive and responsible bidders and does not constitute any minimum order quantity commitment by the District to procure any product in any volume or with any specific manufacturer or reseller.

(Remainder of the page intentionally left blank)

For this Section 3.2 – PRICE PROPOSAL LIST:

Printed Name of Firm

Signature of Bidder's Authorized Representative

Title

Printed Name:

Date:

(Remainder of the page intentionally left blank)

5. Pages 35, Section 4.3 is deleted in its entirety and replaced with the following:

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 Miguel A. Martinez, MBA, CPPB

Director, Procurement Management Services

School Board Administration Building

1450 NE 2nd Avenue, Suite 650

Miami, FL 33132

ITB No.: ITB-15-023-MM

ITB Title: Automotive Repair Service and Specialized Repairs for Board Vehicles

Proposal Due Date: Thursday, December 17, 2015, by 2 p.m. EST (local time)