ITB-19-053-DP Audiovisual Equipment, Supplies, and Installation Services Questions and Answers

Q1: Is there a requirement to provide a letter from the individual manufacturers stating that you are an authorized dealer?

A1: A letter from the manufacturer is not required.

Q2: Is there a requirement that you must show proof of being a licensed contractor in order to do installations?

A2: Yes, proof of being a licensed contractor must be provided.

Q3: Are we allowed to quote one discount for equipment and a different discount for supplies/accessories? Example: item 60 Sound-Craft System Equipment & Supplies

A3: The item lines on the Bid Proposal Form must remain unaltered. Should a line be broken down into unauthorized sub-categories, the lowest proposed discount will be considered your bid for that line.

Q4: Is it okay to add manufacturers?

A4: The list of manufacturers will remain unaltered. Many requests were received to include additional manufacturers, but the intent of this solicitation is mostly to cover brands already being purchased by the District. This bid will not exclude the purchase of additional brands; however, those must be purchased through the Request for Quotations process established by School Board Policy 6320 – Purchasing.

Q5: On page 20, 6.26 Catalog/Price List, I am not sure what you are asking for on the line that says discount off purchase and credit cards. Since this bid does require that we accept credit cards, are we allowed to offer a separate discount for credit card orders? If we are only bidding on plug and play items where installation is not necessary, can we refer to the installation part on the ITB as "it does not apply"?

A5: The proposed discounts will apply to all District purchases regardless of how they were issued. During the term of the contract, additional discounts may be applied. However, discounts may not be adjusted to fall below the percentage point submitted with your bid.

Q6: Do we need to be installers to qualify? We are suppliers.

A6: Yes, installation services must be provided to qualify.

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Q7: Are product samples still required if Dade Schools has used our "as equal" product within the past 4-18 months?

A7: The District holds the right to request samples as needed.

Q8: Considering the current Covid-19 situation, will you be open to accepting proposals electronically via email or portal?

A8: Electronic submittals will not be accepted. You must either mail in or drop off your sealed bid.

Q9: 6.10 warranty states that the bidder is to offer a one-year warranty even though manufacturer's warranty may be for a lesser period. Since many headphones on line 10 of the Excel spreadsheet have a 90-day warranty, would you consider an exemption in the case of headphones? An optional warranty period for headphones is not available.

A9: The one-year warranty requirement applies to audiovisual equipment. Supplies will be held to manufacturer's warranty.

Q10: Where may we indicate that we will offer additional discounts for one-time large single orders? (under 6.11 price changes)

A10: Additional discounts for a large order should be applied when submitting a quote for that particular order.

Q11: On the Excel bid proposal form, do you want us to reference the manufacturers website that gives MSRP in the area labelled "Name of catalog / price list"? If the MSRP is not listed on their website, may we submit with the bid an electronic copy of their price list?

A11: Yes, you may reference the manufacturer's website if it includes the MSRP for all items. You may also submit electronic copies of their price lists.

Q12: Considering the COVID-19, will the District accept Electronic Signature (e-signature) or Electronic Notarization (e-notary)?

A12: Yes, Florida statute permits electronic signature and online notarization.

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Q13: Will wet signatures still be required in vendor responses since everyone is in WFH status these days?

A13: Please refer to response to Question 12.

Q14: Considering the current COVID-19 situation, can the vendor submit notarized forms after the award and only submit signed form at the time of submission?

A14: No, forms should be notarized at the time of submission. If so chosen, online notarization is allowed. Please also note that we have received other bids during these times and vendors have not expressed issues.

Q15: Will the District be awarding multiple vendors per OEM?

A15: There will be one (1) primary vendor awarded per line on Bid Proposal Form. Manufacturer products that were split into "Equipment" and "Supplies" may be awarded separately to the responsive, responsible bidder offering the highest percentage discount (e.g. Equipment awarded to "Bidder A" and Supplies awarded to "Bidder B").

Q16: Will the District be identifying a primary and secondary awardee?

A16: The District intends to award a primary and secondary/alternate awardee for each manufacturer.

Q17: What will the District do in the event of multiple vendors providing the same lowest discount?

A17: If identical discounts are received, priority for award will be given according to the sequence established by School Board Policy 6320 – Purchasing. See section titled "Identical Prices/Points--Priorities for Award."

Q18: Will the School Sites be allowed to purchase from the catalog even if it is not the lowest discount?

A18: Schools must purchase from the awarded vendor(s).

Q19: How will the School Sites be notified of the discount and awardee?

A19: The discounts and awardees will be posted on the Procurement Management Services website and may be shared via the District's intranet interface.

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Q20: Will the awardee and the discount be loaded into the SAP Catalog for the School Site to select from?

A20: Uploading the discounts to the SAP Catalog may require standardization of the audiovisual products used by the District. There is currently no intent to upload the discounts to the catalog.

Q21: How do we handle subcomponents to an OEM? For example, Havrion is a sub-component of Samsung used in education, can we add as a separate item?

A21: Havrion is not being considered for this bid solicitation.

Q22: Do you want a copy of the MSRP price sheets to be submitted with the bid? Electronic only copy?

A22: Electronic versions of the price sheets are preferred.

Q23: We will have our prices posted on our website. We have 55", 65", 75", 86" Interactive boards and should we submit price quotes with the response to this Bid?

A23: Please submit a catalog, price list, or website that lists the MSRP and the percentage discount being offered to the District.

Q24: Is it okay to add tabs at the bottom of the spreadsheet and include the MSRP price lists for certain (not all) manufacturers? Each tab would be named with the Manufacturer and would have a complete MSRP price list.

A24: Yes, tabs may be added to the spreadsheet.

Q25: We would like to request ViewSonic be broken down into the below categories for this bid:

- **Desktop Display**
- **Commercial Large-Format Display**
- **Projectors**
- **ViewBoard Interactive Display**
- **Accessories**

A25: The ViewSonic line will remain unaltered. Benchmarking did not show any benefits in breaking down the brand into sub-categories.