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THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
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BID/RFP ADDENDUM

Date: 01/17/2024

Addendum No. 2

BID/RFP No. ITB-22-031-JS BID/RFP TITLE: COPY PAPER

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

Please see attached for the answers to the questions received, Section 6 scope of work, and the Bidders Proposal Price Sheet. All other terms and conditions of the 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. 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 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

SECTION 6 - SCOPE OF WORK

6.1 PURPOSE

The purpose of this Invitation to Bid (ITB) is to establish a contract with firm-fixed pricing for the purchase of paper for printing and copy machine processing for Miami-Dade County Public Schools.

6.2 CLASSIFICATIONS

A. TYPE: Paper with fiber content of 100% chemical cellulose shall be No. 4 grade, private or mill brands, with the mill listed in the current issue of the Competitive Grade Finder for the Paper Industry, or grades and brands acceptable to The School Board of Miami-Dade County, Florida.

B. ITEMS, WEIGHT & SIZES: Paper shall be furnished in weight, sizes, and standard mill weight as listed below.

M-DCPS Stock Item Number	Basic Weight	Size	Color
711-0162	20 lb	8-1/2' x 11"	White
711-0171	20 lb	8-1/2" X 14"	White

6.3 REQUIREMENTS

~~Only those papers listed in the Forty-Four edition (2009/2010) of the Competitive Grade Finder, or as otherwise accepted by Grade Finders, Inc. for publication in subsequent editions of any of its paper buyers guides will be considered for award. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders letter of acceptability shall be included with your response in the MFMP Sourcing Tool. Please upload this document in the MFMP Sourcing Tool under the RFX Info tab where designated to "Upload your Grade Finders letter of acceptability here."~~

6.4 PHYSICAL REQUIREMENTS

QUALITATIVE: The paper shall be PEFC (Program for the Endorsement of Forest Certification), FSC (Forest Stewardship Council) or SFI (Sustainable Forestry Initiative) certified, acid-free for added archival quality that extends the life of the document. Excessive amount of glue that will affect individual sheets will not be acceptable.

For recycled paper up to 30% Post-Consumer Waste Recycled Fiber (a material or finished product that has served its intended end use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item) by weight can be used to help conserve natural resources while saving energy to conform with Federal Executive Order 13101 and the US EPA standards for government offices and companies with government clients.

Paper shall be long grain with grain lengthwise the sheet and shall be flat with smooth, un-wavy, evenly jogged edges. Paper shall be cut square all four sides, Guillotine or Lennox trimmed consistently smooth and exact without exhibiting cutting marks. It shall be free from lint, fuzz, or other loose particles and shall be suitable for writing on with ink.

Dimensions of successive sheets within any package shall differ from each other by not more than 1/32" and individual sheets shall not vary more than 0.0004" in thickness from one edge to the other.

ITB-22-031-JS
COPY PAPER

Questions and Answers

Q1. Are you accepting “offshore” paper or Domestic made, only?

A1. Domestic made only

Q2. Based on usage estimate of 56,976cs per year, why would minimum only be 10cs? Are we able to quote truckload quantities to your warehouse?

A2. The unit is 10 cases per ream. Yes, you are able to quote truckload quantities.

Q3. For inside delivery, would all deliveries be on main floor? Not stairs or elevators? Would liftgate be required?

A3. Deliveries will be made to the warehouse. There is a loading dock available.

Q4. I see an approx 56,000 total cartons expected to be ordered for the (1) year term of contract. Does this mean some orders will be full truckloads of paper (840 cases per truckload)?

A4. Deliveries will be required to the warehouse by truckload. There is a loading dock available.

Q5. You have (7) items listed on the pricing page for 8.5x11, 20# Copy Paper (10 reams of 500) except for line item (5) which is 501/ream (is this a typo?). The brands we will provide will be consistent with guidelines provided. Please confirm this is correct and we are bidding (7) of these same copy paper items equivalent to the Staples item# 324791. Is there a difference in quantities between these (7) line items you have requested pricing on? Maybe we are missing something, but if you can clarify, that would be great.

A5. Yes, there was a typo, however there will only be one item to bid on (please find the revised price sheet attached). The estimated quantity is 500 sheets minimum. Also, yes the copy paper items must be equivalent to staples item #324731.

Q6. I understand the minimum order is 10 cases, but how often?

A6. We will only be ordering truck load quantities on as needed basis.

Q7. Are truckloads ordered as well?

A7. Yes, we will only be ordering truckload quantities.

Q8. Also, either one of the certifications are required, right? (either PEFC (Program for the Endorsement of Forest Certification), FSC (Forest Stewardship Council) or SFI (Sustainable Forestry Initiative) certified, acid-free for added archival quality that extends the life of the document), not having one of these will disqualify us?

A8. Yes, one of the mentioned certifications is required. Please refer to section 6.4 Physical Requirements for more information.

Q9. On the price sheet it states, Minimum of 1 ream. Pg 22 state minimum will be 10cs orders. Pls advise which is correct.

A9. All orders should be 1 truck load.

Q10. Spec 6.10 addresses Inside Delivery. Pg 21 states delivery to 1 location, warehouse. Will orders be placed for other departments for Inside Delivery?

A10. All orders will be delivered to the Warehouse as stated in section 6.9 Delivery.

Q11. On price sheet, unit shows as 10 reams per case. Form is asking for a Per unit (case) price – and- a Discount Price. Please explain what is needed here. Do not see any explanation in the Scope of Work.

A11. The price sheet has been revised and attached to this addendum. We are only asking for a per unit (case) price.

Q12. 6.2 and 6.3 The Grade Finder looks like a publication that one needs to purchase, is there a public internet link to find this information?

A12. No purchase is required. The following information is listed in the grade finder: paper is graded based on basis weight and thickness. The basis weight is 20lb and the thickness is 0.0038 in.

Q13. 6.3 Letter of acceptability shall be included with response; upload in MFMP Sourcing Tool …. MFMP is My Florida Marketplace or something different? Bid states to upload response in Demandstar.

A13. This section has been removed from the solicitation. All bids are to be uploaded to Demandstar. Please review the revised page attached to this addendum.

Q14. Do you require performance bond for this bid?

A14. No performance bond is required.

Q16. Do you have a previous bid tabulation with pricing?

A16. We are currently using the Sourcewell Contract #012320-SCC

Q17. Are samples required? If so when are they do by?

A17. Samples are required. Bidders must submit samples for testing within 48 hours of request from M-DCPS. Manufacturers may submit samples on behalf of any and all bidders offering their products. However, it is the sole responsibility of the bidder to ensure that samples and supporting documentation are delivered timely. Requests for samples will be issued by the M-DCPS Procurement Management Services department subsequent to bid opening as bid responses are reviewed and evaluated. Bidders must submit the samples, and supporting documentation within 48 hours of request. For further information, please review section 5.8.