



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:

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



The School Board of Miami-Dade County, Florida
PROCUREMENT MANAGEMENT SERVICES
 1450 NE 2nd Street, Miami, Florida 33132
 305-995-4288
Bidder Qualification Form

INVITATION TO BID (ITB)

DUE DATE: Bids due at or before, Tuesday, January 26, 2021 at 1:00 p.m. Eastern Time (ET) at the School Board Administration Building:

****DUE TO SOCIAL DISTANCING GUIDELINES PLEASE REFER TO ATTACHMENTS 14**

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.

ITB NO.:
ITB-20-019-MC

RELEASE DATE:
November 19, 2020

PURCHASING AGENT:
Maritza Cozart

BID TITLE:
Student and Class Pictures

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. <input type="checkbox"/> 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. <i>I agree that this bid cannot be withdrawn within 90 days from date due.</i>	_____ <i>Signature of Authorized Representative (Manual)</i>
	_____ <i>Name of Authorized Representative (Typed or Printed)</i>
	_____ <i>Name of Authorized Representative</i>
	_____ <i>E-Mail Address of Authorized Representative</i>

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	Thursday, November 19, 2020
Pre-Bid Conference*	Thursday, December 3, 2020 at 10:00 a.m. EST
Pre-Bid Conference Location	Via Zoom at: https://zoom.us/j/6078118343 Meeting ID: 607 811 8343 One tap mobile +13126266799,,6078118343# US Chicago) +16468769923,,6078118343# US (New York)
Deadline for Questions	Thursday, December 3, 2020 at 5:00 p.m. EST
Bid Due Date/Time	Tuesday, January 26, 2021 at 1:00 p.m. EST
Virtual Bid Opening Meeting	Tuesday, January 26, 2021 at 2:00 p.m. EST (see instructions on Attachment 14) Meeting ID: 963 8325 8347 Passcode: 978824 One tap mobile +16468769923,,96383258347# US (New York) +13017158592,,96383258347# 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) +1 346 248 7799 US (Houston) +1 408 638 0968 US (San Jose) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) Meeting ID: 963 8325 8347 Find your local number: https://zoom.us/u/adjhCY1qMR
Projected Board Approval of Contract	April 2021
The contact person for this ITB is:	Maritza Cozart
Email Address:	mcozart@dadeschools.net
Telephone:	(305) 995-1613
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 1 - MAILING LABEL

Please print the mailing label below and affix to your bid package to ease identification when MDCPS receives your bid. Affix the mailing label below on the outside of your package even if you are utilizing UPS, FedEx or another carrier who prints the address information.



SEALED PROPOSAL ENCLOSED (To be opened by the Contact Person noted below)	
Bidder's Name:	
Bidder's Address:	
Bidder's Telephone Number:	
	<u>BID BOX</u>
	Miami-Dade County Public Schools Procurement Management Services Attn: Maritza Cozart 1450 NE 2 nd Avenue Miami, FL 33132
ITB No.: ITB-20-019-MC	
ITB Title: Student and Class Pictures	
Proposal Due Date: Tuesday, January 26, 2021 by 1 p.m. EST	

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.**

ITB Name and Number:	ITB-20-019-MC Student and Class Pictures
ITB Due Date:	Tuesday, January 26, 2021 by 1:00 p.m. EST
Bidder's Name	
Business Address	
Bidder's Date and Time of Submission:	
Authorized Bidder's Signature:	
Procurement Management Staff Name and Signature:	
Verify Date and Time of Bidder's Submission:	

ATTACHMENT 14 – BID OPENING

ITB-20-019-MC Student and Class Pictures

BIDS DUE: Sealed bids will be received by The School Board of Miami-Dade County, Florida until **1:00 P.M. local time, Tuesday, January 26, 2021 at the MDCPS School Administration Building located at 1450 NE 2nd Ave., Miami, Florida, 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.

Tuesday, January 26, 2021 EST 2:00pm via Zoom

Meeting ID: 963 8325 8347

Passcode: 978824

One tap mobile

+16468769923,,96383258347# US (New York)

+13017158592,,96383258347# 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)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 963 8325 8347

Find your local number: <https://zoom.us/j/96383258347>