



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

Addendum #4, Classroom Equipment and Supplies

The following list addresses the questions received regarding this solicitation:

- 1. Can you give me an idea of what classroom equipment and supplies would be eligible for the attached bid. AV equipment – Doc cameras, TV's, etc? STEM– STEAM products?**

Answer: Please refer to addendum #2 for a list of all requested items.

- 2. Are books included in this RFP? We do not provide equipment or supplies, just education content.**

Answer: Please refer to the response for question #1.

- 3. We received this bid notification but we are already a vendor in your system. Is it necessary for us to submit this proposal in order for schools in your district to purchase our Family Math Night products? And, if not, is there an advantage to submitting it?**

Answer: Please refer to the response for question #1.

- 4. Will furniture be included in the above-referenced bid for Miami-Dade County Public Schools? Please advise.**

Answer: Please refer to the response for question #1.

- 5. Our company sells new and used textbooks, workbooks, TEs, paperback and trade novels, reference, and test preparation materials would any of these items fall under Bid Number ITB-18-033-MJ Classroom Equipment and Supplies Catalog Discount?**

Answer: Please refer to the response for question #1.

- 6. Does this bid include curricula resources?**

Answer: Please refer to the response for question #1.

- 7. Does Miami-Dade Schools accept 0% discounts for catalog bids?**

Answer: Yes, 0% discounts for catalog bids will be accepted.

- 8. I don't see any details on the bid. Is this for furniture or storage equipment?**

Answer: Please refer to the response for question #1.

9. Is the District accepting bids from vendors that are outside of Miami-Dade and/or the state of Florida? Our business is located in Oakland, California, however, we would really like the opportunity to work with Miami-Dade. Please let us know if the district is accepting bids from outside of the county and state.

Answer: Yes. Vendors outside of Miami-Dade and/or the State of Florida can submit a proposal. However, you are required to have a local representative located within the tri-county area. Please see section 2.2.15.

10. Do math: curriculum, teaching aids, manipulatives, and software fit into ITB-18-033-MJ Classroom Equipment and Supplies Catalog Discount?

Answer: Please refer to the response for question #1.

11. We sell Athletic training and nursing supplies. Will those supplies fall into this category? Is this for classroom furniture, books and Art supplies? Also if so do you have an Athletic training and nurse supply bid releasing soon?

Answer: Please refer to the response for question #1.

12. Would you please send a specific list of items on this bid so our company can proceed?

Answer: Please refer to the response for question #1.

13. Section 1.0 Bid Submission

Would you clarify the statement "one bound Original proposal" - Is this blank or completed? The reason for asking is that I get a request to submit a copy of the blank proposal for future customer records.... TU

Answer: The proposal can be submitted in a binder, stapled, etc.

14. Will you be opening new centers or classrooms? If so, what is the budgeted revenue?

Answer: Locations are reviewed and adjusted on a year to year basis. The revenue available for the purchase of classroom supplies and equipment varies by location.

15. Please clarify and provide a sample of the Local Business Tax Receipt as reference.

Answer: Please see attached.

16. Please clarify and expand on the required documentation needed regarding drug and alcohol program?

Answer: Please provide documentation that will provide proof of the drug and alcohol policy that is implemented within your organization. The drug and alcohol policy must align with School Board Policy.

- 17. Our company provides instructional materials for math, ela, and science, together with educator resources and teaching aids. Are these some of the things that you are looking for under this bid?**

Answer: Please refer to the response for question #1.

- 18. Page 26: 2.3c – Can we use our S Corporation notification to satisfy the requirement of Division of Corporation?**

Answer: Yes

- 19. For the three commercial references, can they be vendors we work with or is it preferable to include districts we work with?**

Answer: Three commercial references from retail trade customers that your company has successfully provided services requested within this ITB.

- 20. Page 36 and 38 need to be notarized?**

Answer: Yes

- 21. We are already registered in your system. We would like to apply for MWBE. Is that separate from this bid? Would we need to begin as a new applicant?**

Answer: Please visit the Office of Economic Opportunity website to apply at: <http://oeo.dadeschools.net>.

- 22. Must we offer a percentage discount on our prices? We usually do not do this but the bid says it's required. If we don't offer one, will we be automatically rejected?**

Answer: 0% discounts for catalog bids will be accepted.

- 23. We are filling out the Scope of Service and notice in section 2.2.15 that we are required to have a local representative in the tri-county area. We are a small company from California and do not have a representative in the tri-county area. Does this mean we are not able to submit the bid?**

Answer: Yes, it is required that you have a local representative in the tri-county area, Miami-Dade County, Broward, Palm Beach, Florida.

24. We received the ITB for Classroom Equipment and Supplies. Does this include furniture as well?

Answer: Please refer to the response for question #1.

25. Exhibit 1 - Question: Bidder's service or business activities other than what this solicitation requests for?

Answer: List the other services/activities that your company provides.

26. Exhibit 8 – Do I complete the section “Bidder's Date and Time of Submission” I do not think that I would be able to provide an exact time of submission.

Answer: This section will be completed upon the arrival of the proposal to the Procurement Office.

27. Exhibit 9 – We are not a small business and do not have M-DCPS certification will this penalize us in any way?

Answer: No

28. Does this bid include furniture? After further review it appears to be equipment and supplies but I do not see anything on furniture.

Answer: Please refer to the response for question #1.

29. I want to clarify that this bid is not for student agendas, correct?

Answer: Please refer to the response for question # 1.

30. Please confirm the due date for bid responses. Section 1.3 on page 4 indicates Tuesday, January 8, 2019 no later than 2 p.m. local time. However, page 1, Section 4.3 on page 31, and Exhibit 8 on page 43 all indicate a due date of Thursday, January 10, 2019.

Answer: Answer: Please refer to addendum #1, as this was corrected.

31. We note a 5% SBE/MBE participation goal is identified in the bid. Could you please clarify the specific requirements for SBE/MBE participation, such as whether all vendor bid responses must include documentation of a Good Faith Effort to achieve this goal? If such documentation is required, should it be provided on designated forms, and where might we obtain such forms?

Answer: Please refer to section 1.14 for more information regarding the SBE/MBE participation. Vendors do not need to submit a documentation of a Good Faith Effort to achieve any goals. However, to apply for the certification, please visit the Office of Economic Opportunity website at <http://oeo.dadeschools.net>.

32. Could you please clarify which sections the seven (7) page limit identified on page 26 applies to? Are Section 3.0 – Price Proposal and Exhibits 1 through 9 excluded from the page limit? Our understanding is that the only portions restricted by the seven (7) page limit are those listed in the table on page 26 (with the exception of item h., two copies of our catalogs). Is this interpretation correct?

Answer: The seven page limit applies to the items requested on page 26.

33. We supply First Aid and Athletic Supplies no sports equipment (bats balls, etc.) Would this pertain to us?

Answer: Please refer to the response for question #1.

34. Also you have two return dates in the bid. Page 1 states Jan. 10, 2019 @ 2PM & on page 4 Jan. 8th 2019 @ 2 pm. Is the pre-bid conference mandatory?

Answer: Please refer to the response for question #30.

35. Please define the scope of what is an acceptable Classroom Equipment?

Answer: Please refer to the response for question #1.

36. Please define the scope of what is an acceptable Classroom Supply?

Answer: Please refer to the response for question #1.

37. Are projectors, displays, smartboards, lab equipment, paper, office supplies, pencils considered acceptable?

Answer: Please refer to the response for question #1.

38. Will furniture be included in the above-referenced bid?

Answer: Please refer to the response for question #1.

39. Can you please tell me if ITB-18-033-MJ includes books or just classroom equipment & supplies?

Answer: Please refer to the response for question #1.

40. Can you clarify the grade levels that this bid pertains to?

Answer: This bid will service Early Childhood (Infants – Kindergarten) and Elementary (Kindergarten – Grade 5).

41. With regard to the “Books” that are listed on Addendum 2, can you provide a description of the *kinds of books* referenced for this bid?

Answer: Photo books, activity books, touch and play books, and storytelling books.

42. We discussed the need today for Print Books vs. digital/online books for these classrooms, but any additional descriptive information will be helpful - For example, should the books be leveled readers, decodable books for phonics, books that support the foundational reading skills, books for guided reading instruction, fiction books, informational text?

Answer: Please refer to the response for question #41.

43. Does our Catalog need to be provided in any specific format?

Answer: One hard copy and one electronic copy.

44. I am checking to see if we may take any exceptions or deviations in regards to the terms and conditions within ITB-18-033-MJ for your review? Or, do we need to agree to all terms as stated in order to participate in the bid?

Answer: You need to agree to all terms as stated.

45. Can we submit the catalog of products without price, and have the price list attached on the back of the catalog?

Answer: Yes, as long as the pricing is available somewhere within the catalog.

46. What are consider classroom equipment? And can we get a more specific break down of equipment used in the past?

Answer: Please refer to the response for question #1.

47. Do we need a catalog for each product we have, or can we put all our products in one catalog?

Answer: It's the vendor's preference.

48. Are we to provide pricing and a discount level per classroom, so that an individual school or teacher might purchase? Or are we providing a district-wide price and a discount level for a specific quantity of classrooms?

Answer: You are providing a fixed percentage discount that will be deducted from the catalog list price for the entire District. Please see section 2.2.2.

49. Can you please clarify if this bid for Classroom Equipment and Supplies includes library books? We are a library books distributor, currently awarded the FL State contract 5510500-ACS-17-1 specific to books and non-print Library materials.

Answer: Please refer to the response for question #1.

50. I understand that Books fall under an "exception" category as an educational resource. Can you explain the exception please?

Answer: There is a textbook exception in School Board Policy 6320.F2. This policy waives the requirement of requesting competitive solicitations for this specific commodity from three (3) or more sources.

51. Can you please clarify for me on this BID, are they needing desks and chair?

Answer: Please refer to the response for question #1.

52. SECTION 2.0 - SCOPE OF SERVICES

This Section identifies the levels of performance that are desired by the District. Bidders are instructed to indicate a response to ALL service requirements and specifications contained in this Section in the order listed using the same numbering system.

4) Technical Qualifications

Provide a response to all of the items listed in Section 2.0 of this ITB. If the Bidder is unable to provide a particular service, the Bidder is required to suggest an appropriate alternative in his/her response to that item. The Bidder must respond to ALL Requirements in the order listed in Section 2.0 of this ITB using the same numbering system. The inability or denial expressed in a proposal, or omission in the proposal, to offer solutions or an explanation to the requirements of this section may result in the proposal being considered non-responsive.

Answer: Provide a response to the scope of work stating whether or not you can meet the requirements.

53. I am not sure if I have a user name and password for the website. Are you able to verify this?

Answer: Username and password isn't needed to access the procurement website.

54. I clicked on the link below and end up on 'Procurement Management Services'. Is this Addendum 2 or do we have to sign up with DemandStar to see Addendum 2? If we need to sign up to see the addendum, please let me know otherwise we will not be signing up.

Answer: Addendum 2 is located on the procurement website at <http://procurement.dadeschools.net>.

55. Is this only for early childhood education materials?

Answer: This bid will service Early Childhood (Infants – Kindergarten) and Elementary (Kindergarten – Grade 5).

56. If we are out-of-state but a supplier of educational textbooks, can we still remit a bid?

Answer: Yes, however you must have a local representative located in the tri-county area, Miami-Dade County, Broward, and Palm Beach, Florida. See Section 2.2.15.

57. Is it mandatory to have a local representative in the tri-county area?

Answer: Yes

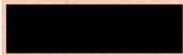
58. I received the attached RFP and was wondering if this included textbooks? Please advise.

Answer: Please refer to the response for question #1.

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

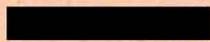


BUSINESS NAME/LOCATION



RECEIPT NO.

RENEWAL



**EXPIRES
SEPTEMBER 30, 2015**

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER



Employee(s) 0

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

**PAYMENT RECEIVED
BY TAX COLLECTOR**

\$75.00 07/13/2014



This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector