



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: Margret Fley

PHONE: (305) 995- 2339

Email: fley.m@dadeschools.net

TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: 11/20/2025

Addendum No. 5

BID/RFP No. ITB-24-010-MF BID/RFP TITLE: OEM Printers & Printers Consumables

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

The addendum provides answers to the questions received by the established deadline.

The deadline for this solicitation has been extended until Tuesday, December 9th, 2025 at 1pm EST.

All other terms and conditions of this ITB will 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 _____

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 _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

Invitation to Bid
ITB-24-010-MF
OEM Printers & Printers Consumables

ADDENDUM NO. 4

QUESTIONS AND ANSWERS:

- Q1:** Regarding Special Conditions – Section 5.1 Specifically, since many brands today operate through wholesalers, would it be acceptable to submit an official letter from an authorized wholesaler for the list of requested brands? Such a letter would expressly authorize our company as a reseller of the brands they represent, which are required for this bid, thereby guaranteeing that all equipment sold will be new and covered by the manufacturer’s warranty.
- A1:** No, pursuant to Section 5.3 Certifications, a letter must come from each Original Equipment Manufacturer you intend to sell.
- Q2:** Regarding the Certification of Data Privacy for brands we wish to sell: Is the bidder the one who needs to be certified, or is it the manufacturer? If it is the bidder, which certification (there are a few listed) is required?
- A2:** The Bidder is to provide a Certification of Data Privacy from the manufacturer.
- Q3:** Is this bid solely for a catalog format for a la carte product catalog for printers and consumables with pricing by unit and supply item?
- A3:** Yes. This solicitation will establish a pre-approved list of awarded vendors, per manufacturer and per category, from which schools and departments can request quotes.
- Q4:** How many printers are in the school district fleet?
- A4:** The total number of printers is unknown. Printers with an individual value under \$1,000 are not actively managed or included in the district's inventory system.
- Q5:** Do you want the winning vendor(S) to take over service (parts and labor) and supplies on the current devices you have installed? If so, can we get an inventory of the units with make and model?
- A5:** No.
- Q6:** Can you provide approximate, annual usage (part numbers and quantities) for the requested Manufacturers?
- A6:** See response for Question 4.
- Q7:** In Reference to page 14 section 5.2 – Question – If awarded a request for RFQ’s that are above the threshold of \$2,499.00, Would the vendor be able to offer purchase, lease or rental pricing?
- A7:** That is not within the scope of this solicitation. This solicitation is only for the purchase of printers and related consumables.
- Q8:** The RFP uses the word ‘services’ - Question - Would Managed Print Services and or any “Services” offerings be in scope for this RFP?
- A8:** No.

- Q9: How do you define the “Services” in this RFP? Does that reference break fix , technical service support only or are you looking for additional services?**
- A9: The term "Services" in this ITB is defined as break/fix, technical services, and support.
- Q10: Page 4, I. Preparation of Bids, A.2 BIDDER CERTIFICATION AND IDENTIFICATION: You mentioned an “original manual signature” — would a digital signature be acceptable?**
- A10: Yes, a digital signature is acceptable from the vendor’s authorized representative(s).
- Q11: In the MDCPS CIO’s IT Roadmap, one of the stated objectives is to integrate AI into the district’s infrastructure. However, this bid does not appear to request any innovative AI-driven solutions such as Remote Solve or an AI Services Dashboard. Could you clarify whether the school board is seeking a managed print solution focused on driving cost savings, or simply a catalog of commodity printers and supplies?**
- A11: See responses to Question 8 and refer to Section 5.1 of the solicitation.
- Q12: In the case of the second document, could you please provide a sample of the Certification of Data Privacy letter?**
- A12: No, this document must be obtained directly from each manufacturer whose products you intend to sell. The manufacturer must formally acknowledge adherence to Section 5.9 of the ITB requirements.
- Q13: Would you accept an authorization letter from our distributor saying we are authorized to sell the OEM product, or do you require individual letters from each authorized OEM manufacturers?**
- A13: See response for Question 1.
- Q14: Addendum #1 moved the Pre-Bid Conference but did NOT move the submission of Questions. Was that an oversight?**
- A14: No, questions were due the same day as the pre-bid conference, Monday, October 6, 2025 at 5PM EST.
- Q15: How will the “rotating basis” work that is mentioned in 5.2 second bullet?**
- A15: The rotating basis for purchases at or under the current threshold of \$2,499 will be implemented locally. Individual departments and school sites are responsible for maintaining documentation and establishing a rotation schedule among the pool of pre-approved vendors to ensure equal opportunity of participation.
- Q16: What is the process for threshold under \$2,499? Will the purchase need to be the lowest cost?**
- A16: For purchases at or under the current threshold of \$2,499, only one (1) quotation is formally required. While only one quote is required departments and school sites are always encouraged to obtain additional quotes to ensure the district achieves the most competitive pricing possible.
- Q17: Will the District accept “retail / consumer” OEM or “Enterprise/Corporate models”? For example, Best Buy and OfficeMax have consumer printers that don’t have the robust warranty and grade level.**
- A17: Please review Section 5.8, which states printers must include a 3-year warranty. The District is an enterprise environment, so printers should not be of consumer grade.
- Q18: How is the District going to control printer consumable not going to waste? Or is this not the responsibility of the Bid? Several years ago a print survey was conducted, and it was discovered**

in many schools closets with ink cartridges and toner for printers that no longer existed or ink cartridges that were out-of-date.

A18: Printers and consumables are not actively managed.

Q19: Are there any district printer standards?

A19: District printer standards are primarily defined by the requirements set forth in Sections 5.8 and 5.9 of the ITB. Please also refer to the response provided for Question 17.

Q20: Will the District entertain a managed print option?

A20: No.

Q21: What is the rationale for warranting consumables? None of the OEM provide warranty for 1 year on consumables (e.g. ink). Is this related to spare and/or consumables?

A21: The rationale for this requirement is to protect the district's investment. Since individual school sites and departments often pre-purchase and inventory consumables for future use throughout the school year, the vendor must warrant that these products will remain free of defects and fully operational for one (1) year from the date of purchase.

Q22: Will the District allow clarifying questions after the answers are published?

A22: All questions related to this solicitation were due the same day as the pre-bid conference, Monday, October 6, 2025 at 5PM EST.

Q23: Local Preferences – will there be any preference for Local Vendor/Resellers for the purchase.? For example, if during the RFQ 2 vendors have the same price, but one is local and one is out of state. Who wins? And what about for the under \$2499, will the buyer know who is a local vendor and who is not?

A23: Pursuant to M-DCPS Policy 6320, Section III.V., Identical Prices/Points, an exact price tie during a competitive Request for Quotations (RFQ) between a local and non-local vendor is broken by a sequence of priorities, beginning with a certified drug-free workplace program, followed by the defined local vendor. For purchases in the lowest threshold of \$0 to \$2,499, only a single written/dated quotation is formally required, thereby exempting these micro-purchases from the structured local preference policy and formal competitive tie-breaker evaluations.

Q24: Distributor Authorization for OEM – will this be accepted?

A24: Letter for authorization to sell a specific printer brand into K12 education **must** come from manufacturer. Letter must directly address and satisfy Section 6.3 and Section 5.9 of the solicitation.

Q25: Are the manufacturers Privacy Statements acceptable for the certification of data privacy?

A25: Refer to response for Question 24.

Q26: Will the notes from today's meeting be posted anywhere for those of us who could not make the meeting in person?

A26: Please use to following link to view Pre-Bid Meeting – Link: [ITB-24-048-MF - AV](#)

Q27: The question I asked in today's pre-bid meeting: If you could clarify that no goals were recommended, and if there was going to be any preference for small business or minority business certifications.

- A27: The Goal Setting Committee recommended that this solicitation be open with no goals. In simpler terms, the solicitation will be “open market”, meaning any qualified vendor—certified or not—can compete equally. While certified firms are still encouraged to participate, there will be no mandatory preference or scoring incentives related to certification status.
- Q28: Let’s suppose a vendor is awarded your authorization to sell the OEM Printers and Printer Consumables within this bid. If this approved vendor’s products are on a national purchasing cooperative’s contract (i.e. TIPS), can a school purchase equipment over the \$2,500 threshold without having to obtain 2 additional quotes? Can the school reference your contract number and the TIPS contract number in lieu of gathering these remaining quotes?**
- A28: School sites and departments are required to follow the procurement process established within this ITB. Purchases exceeding the current quotation threshold of \$2,499 must adhere to the ITB requirement to issue a Request for Quotes (RFQ), where awarded vendors will be contacted for competitive pricing. However, the District reserves the right to use any cooperative purchasing contract when it is deemed to be in the best interest of the students and the District.
- Q29: Under section 5.8 Warranties and Insurance, is the School Board looking for a depot warranty where replacement units are shipped or an on-site technician warranty?**
- A29: Onsite technical repairs or a depot warranty where units are replaced are both acceptable.
- Q30: How does the School Board currently execute warranty claims on printers and multifunction printers?**
- A30: Currently, warranty claims are executed via onsite technical repairs or depot warranty replacements.
- Q31: In your printer fleet today, are any units on a full maintenance contract including automated toner replenishment, parts and service?**
- A31: No. Printers are not actively managed.
- Q32: Under this ITB, with any purchases of single function printers and/or multifunction printers, can we provide the option to cover the equipment under a full maintenance agreement?**
- A32: See response to Question 8.
- Q33: Can we offer leasing options? If yes, would the spending cap be \$2,499 per budget year?**
- A33: See response to Question 7.
- Q34: Since The Ultimate Ocean LLC has no employees and no company vehicles, may we submit a waiver or exemption certificate in place of the required Workers’ Compensation and Automobile Insurance?**
- A34: Concerning workers compensation, vendor should provide the workers’ compensation exemption certificate issued by the state of Florida. The District requires all awarded vendors to provide Automobile Liability Insurance for this solicitation, as on-site service calls may be necessary. Auto Liability is not waived and must cover Hired and Non-Owned Vehicles if no vehicles are registered directly under the company name.
- Q35: Could you please confirm the form number or specific document required to request these insurance waivers?**
- A35: No District form is available. The workers’ compensation exemption is a certificate issued by the state of Florida. For additional information please use link:
<https://myfloridacfo.com/division/wc/employer/exemptions>

- Q36: Do I need to complete a separate waiver form for each type of insurance (workers' compensation and auto), or is there a single form that covers both?**
- A36: At this time, there is no waiver available. Evidence of workers compensation exemption should be demonstrated through the certificate.
- Q37: Lastly, how far back can a reference letter be dated to be accepted for this ITB?**
- A37: References must be documented on Attachment 11, Bidder Experience form, whereby each bidder uses one form per reference. The document should be fully completed and legible and can be from the last 5 years.
- Q38: I missed the pre bid conference meeting yesterday for the Printers. Is there a place to review the minutes?**
- A38: Refer to response to Question 26.
- Q39: Section 5.1, please define "services" as it relates to printer scope for this RFP.**
- A39: See response to Question 8 and Question 9.
- Q40: Section 5.1, clarify CBE "no goal" recommendation.**
- A40: See response to Question 27.
- Q41: Section 5.8 – Replaceable Parts, industry standards utilize usage over time as important component of time. Will MDCPS, consider revising the 12-month warranty on all parts (like fusers and roller) to include usage? For example, if a printer scans 100,000 sheets per day, the rollers will not last for a period of 12-months.**
- A41: No, however, if a vendor can provide documented evidence that a part failure is due to usage exceeding the manufacturer's specified product life cycle (i.e., demonstrated as normal wear and tear), the District will consider this on a case-by-case basis. In such an event, evidence must be submitted to the Procurement Department for review in consultation with the IT Department. In addition, see response to Question 44.
- Q42: Section 5.8 – Replaceable Parts, will MDCPS consider requesting Vendors provide a comprehensive service program to include break-fix, parts, consumable supplies, and toner as part of this contract?**
- A42: Refer to Section 5.8 of the solicitation, which requires three (3) years coverage on printers, and one (1) year on consumables and parts. Also, refer to response for Question 9.
- Q43: Section 6.1 – Is it MDCPS intent to replace multifunction printers that have been awarded on Contract ITN 20 007 DP Copier Services through the use of this contract.**
- A43: No. The intent of this ITB is to establish a contract for the purchase of new printers and related supplies only.