



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

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 19, 2021 at 1:00 p.m. EST
Virtual Bid Opening Meeting	Tuesday, January 19, 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 19, 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 19, 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 19, 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 19, 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>

SECTION 6 - SPECIAL CONDITIONS

6.1 GENERAL INFORMATION

The purpose of this Invitation to Bid is to establish a contract, with pre-approved vendors for the purchase of Student and Class Pictures services for various elementary, middle and high schools as needed, for Miami Dade County Public Schools (M-DCPS). The Bidder(s) must commit to maintaining and enforcing the highest levels of pricing, service, quality and standards for the entire term of this contract and subsequent renewal.

The term of the resulting agreement shall be for a period of three (3) years with two (2) successive options to renew of one (1)-year each, all at the discretion of the District. Options to renew will be evidenced in writing as a contract amendment to the resulting agreement, negotiated, executed and signed by the District prior to the expiration date of the resulting agreement or any valid extension thereof.

6.2 METHOD OF AWARD

The Procurement staff assigned to this ITB will evaluate and award all responsive and responsible bids. The recommendation for award will be submitted through Procurement staff to the School Board. The award decision will be made by the School Board, whose decision shall be final. The agreement between the successful proposer(s) and the Board will be non-exclusive.

The agreement between the successful bidder(s) and the Board will be non-exclusive. Procurement staff may apply scoring incentives for registered SBE/MBE/VBE bidders, at the recommendation of the Goal Setting Committee, and/or vendors claiming local preference, in accordance with School Board Policy 6320.05. The Goal Setting Committee did not assign a preferential SBE/MBE goal for this ITB.

Awarded Pre-approved Bidders will be contacted for services under this bid as follows:

- Pricing is an initial requirement for the award of this bid. Bidder's that meet all the requirements of this solicitation will be added to a pool of preapproved vendors.
- Awarded vendors may receive a Request for Quotes (RFQ) for orders over the current quotation threshold of one-thousand dollars (\$1,000).
- The RFQ will be awarded to the lowest responsive, responsible bidder, meeting specifications. Prices must remain firm and fixed for a minimum period of one (1) year.
- Please note that prices quoted shall not include sales tax, as The School Board of Miami Dade County, Florida, is a non-profit organization and, as such, does not pay sales tax on any material, equipment, services, etc.

6.3 BID SUBMISSION

The entire bid packet, including all originals and copies, must be submitted in a main sealed envelope or container (box) or electronically via BidSync. For more information related to electronic submission, please refer to Attachment 15. Bids must be submitted in the following format:

- One (1) unbound original proposal with all attachments and original signatures.
- One (1) bound copies of the original proposal.
- One (1) electronic versions on CD or USB Drive in Microsoft Word, Excel or PDF format.