



The School Board of Miami-Dade County, Florida
SCHOOL BOARD ADMINISTRATION BUILDING
 Bureau of Procurement and Materials Management
 1450 N.E. 2nd Avenue, Room 352
 Miami, Fl. 33132

Direct All Inquiries To
 The Bureau of Procurement and Materials
 Management – R. Tyndall

PHONE: (305) 995-4195
 TDD PHONE: (305) 995-2400

BID/RFP ADDENDUM

Date: 11/3/05
 Addendum No. 1

BID/RFP No.: 034-FF02
 BID/RFP TITLE: Printing of Student Case Management Forms

This addendum modifies the conditions of the above referenced BID/RFP as follows: This clarifies an inconsistency between the specification sheet and Bid Proposal Form for item #2, Student Case Management Student Services Form # FM-3673 regarding the quantity per case. The case pack size should be 10 packs of 100 forms (1000 per case) as stated on the Bid Proposal Form for both items #1 and #2.

The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.

- 1 If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them 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

STUDENT CASE MANAGEMENT STUDENT SERVICES FORM

FM-3673 Rev. (06-98)

Finished form is to be exactly 8 1/2" X 11", 4-Part carbonless paper (NCR) with stub on top of form, perforated and 2 horizontal glue lines.

- Part 1 -- 15 lb. White color stock (CB)
- Part 2 -- 15 lb. Yellow color stock (CFB)
- Part 3 -- 15 lb. Light Green color stock (CFB)
- Part 4 -- 15 lb. Light Pink color stock (CF)

NO OVERRUNS WILL BE ACCEPTED OR PAID FOR.

At the bottom of the form, the line of distribution information to be printed in red as follows:

- Part 1 White -- For Data Entry (Attendance), Then File in Student Cumulative Folder
- Part 2 Yellow -- To Administrator, Then Return To Referring Party With Disposition
- Part 3 Green -- To Service Provider
- Part 4 Pink -- Retained By Referring Party At Time Of Referral

All other printing on the form is to be done in medium to dark green.

Part 1 (white copy) is to be cut to 8 1/2" X 4 3/4", torn apart.

FM-3673 Rev. (06-98) must be printed on lower right of each part of the form as shown on copy (attached).

878-2164 to be printed on lower left of the form.

Finished forms are to be shrink-wrapped in packages of 100. Packed in cases of 10 pks or 1000 forms.

CAMERA-READY ARTWORK TO BE OBTAINED FROM AND, AFTER PRINTING, RETURNED IN GOOD CONDITION TO FORMS MANAGEMENT, 1450 N. E. 2ND AVE., ROOM 657, MIAMI.

Vendor must receive approval from Forms Management for any changes on camera-ready or printing will not be approved for payment.

Upon completion of job, vendor must submit seven (7) forms to Forms Management (address above).