



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
INVITATION TO BID**

SEALED BID NO: ITB-16-010-MT

TITLE: On-Site Service for Telephone Repairs and Equipment

DESCRIPTION: The purpose of this Invitation to Bid is to establish a contract, at firm unit prices, to furnish materials, installation and service for telephone equipment for Miami-Dade County Public Schools (M- DCPS).

TERMS: The initial term of the bid shall be for two (2) years, with three (3) additional one (1) year periods.

ITB RELEASE DATE: Friday, November 18, 2016

PRE-BIDDERS CONFERENCE DATE/TIME: Thursday, December 1, 2016 at 11 a.m. EST Local

PRE-BID CONFERENCE LOCATION: Miami-Dade County Public Schools
School Board Administration Building,
Procurement Management Services
1450 Northeast 2nd Avenue, Suite 650
Miami, Florida 33132

DEADLINE FOR QUESTIONS: Thursday, December 1, 2016, at 5 p.m. EST Local

BID DUE DATE/TIME: Tuesday, December 20, 2016, at 2 p.m. EST Local

PUBLIC OPENING OF BIDS: Tuesday, December 20, 2016, at 2:01 p.m. EST Local

BID OPENING LOCATION: Miami-Dade County Public Schools
School Board Administration Building
Procurement Management Services
1450 Northeast 2nd Avenue, Suite 650
Miami, Florida 33132

FOR INFORMATION CONTACT: Melody Thelwell, MPA
Chief Procurement Officer
Phone: (305) 995-1434
Fax: (305) 995-2307
Email: mthelwell@dadeschools.net

Visit our website at procurement.dadeschools.net to download a vendor registration package. The website also displays Bids, ITBs, bid opening, scheduled Selection Committee Meetings, award recommendations, and the current Board-approved Procurement/Purchasing Regulations.

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SECTION 1.0 - ITB OVERVIEW AND BID PROCEDURES

1.1 INTRODUCTION/BACKGROUND

Miami-Dade County Public Schools (“M-DCPS”) is the fourth largest school district in the United States, comprised of approximately 465 schools, 356,000 students and 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

The Vision, Mission and Core Values of M-DCPS are as follows:

VISION

We provide a world class education for every student.

MISSION

To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.

CORE VALUES

Excellence

We pursue the highest standards in academic achievement and organizational performance.

Equity

We foster an environment that serves all students and aspires to eliminate the achievement gap.

Student Focus

We singularly focus on meeting our students’ needs and supporting them in fulfilling their potential.

Innovation

We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.

Accountability

We accept responsibility for our successes and challenges and seek to transparently share our work on an ethical manner, as we strive towards continuous improvement

1.2 SUMMARY OF MAJOR GOAL, OBJECTIVES AND NEEDS

M-DCPS is seeking bids from qualified firms and/or individuals to establish a contract, at firm unit prices, to furnish materials, installation and service for telephone equipment for Miami-Dade County Public Schools (M-DCPS). The selected bidders will be awarded a two (2) year agreement, with three (3) one-year options to renew at the District’s sole discretion.

1.3 ITB TIMETABLE

The anticipated schedule for this ITB and contract approval is as follows:

ITB available for distribution:	Friday, November 18, 2016
Pre-Bid Conference date, time and place:	Thursday, December 1, 2016 at 10 a.m. (Local Time) Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2 nd Avenue, Suite 650 Miami, Florida 33132
Deadline for receipt of questions:	Thursday, December 1, 2016 No later than 5:00 p.m. (Local Time) Emailed to Buyer (See Section 1.4)
Deadline for receipt of Bids:	Tuesday, December 20, 2016 No later than 2 p.m. Local Time (See Section 1.9 for location)
Projected Board Approval of Contract:	January 2017
Projected Contract start date:	July 1, 2017

1.4 CONTACT PERSON

The contact person for this ITB is:

Name and Title:	Melody Thelwell, MPA Chief Procurement Officer
Mailing Address:	Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2 nd Avenue, Suite 650 Miami, Florida 33132
E-mail Address:	mthelwell@dadeschools.net
Telephone:	(305) 995-1434
Fax:	(305) 995-2307

Explanation(s) desired by Bidder(s) regarding the meaning or interpretation of this ITB must be requested from the contact person, in writing, as is further described below.

Bidders are advised that from the date of release of this ITB until recommendations for award are published to the School Board or one of its committees, **NO verbal contact with District personnel related to this ITB is permitted**, except as authorized pursuant to the Cone of Silence provision herein at **Section 1.5**. Any such unauthorized contact shall not be used as a basis for responding to this ITB and also may result in the disqualification of the Bidder's submittal.

1.5 CONE OF SILENCE

As stated within School Board Policy 6325, "Cone of Silence" means a prohibition on any communication regarding a particular Request For Bids (RFP), Invitation To Bid (ITB), or other competitive solicitation between:

1. Any person who seeks an award there from, including a potential vendor or vendor's representative; and
2. Any School Board member or the member's staff, the Superintendent, Deputy Superintendents and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process. For purpose of this section, "vendor's representative" means an employee, partner, director, or officer of a potential vendor or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor, or any other individual acting through or on behalf of any person seeking an award.

A Cone of Silence shall be applicable to each ITB, bid, or other competitive solicitation during the solicitation and review of bid bids. At the time of issuance of the solicitation, the Superintendent or the Superintendent's designee shall provide public notice of the Cone of Silence. The Superintendent shall include any advertisement and public solicitation for goods and services in a statement disclosing the requirements of this section.

The Cone of Silence shall terminate at the time the Superintendent of Schools submits a written recommendation to award or approve a contract, to reject all bids or responses, or otherwise takes action which ends the solicitation and review process. All provisions of the above-referenced School Board Policy 6325 apply to this solicitation.

1.6 LOBBYING

School Board Policy 8150, LOBBYISTS – states, in part, that The School Board of Miami-Dade County, Florida, has determined and declared that the operation of responsible government requires that the fullest opportunity be afforded to the people to petition the School Board and the Miami-Dade County Public Schools District to express freely their opinions on School Board actions and issues; and that to preserve and maintain the integrity of the governmental decision-making process, it is necessary that the identity, expenditures, fees, and activities of certain persons who engage in efforts to influence actions of School Board members and employees either by direct or indirect communication be publicly and regularly disclosed.

Lobbyist means any individual, firm, or corporation compensated by or who contracts for economic consideration from any principal person or organization for the purpose of lobbying. Lobbying means any oral or written communication, direct or indirect with the School Board, members of the School Board, School Board Committees, School Board Administrative Assistants, School Board Attorneys, or members of the Miami-Dade County Public Schools

administrative staff, for the purpose of influencing any action, non-action or decision, or attempting to obtain the good will of a School Board member or employee of the school district. Pursuant to this rule, lobbyists shall complete, annually, a Lobbyist Registration Form, and pay the annual registration fee. Furthermore, every person required to register shall list all individuals who may make a presentation when the person appears as a representative for an individual or firm for an oral presentation before a site administrator, or instructional personnel, or certification, evaluation, selection, technical review or similar oral presentation committee. This listing shall include the Clerk's form, the list of presenters, and the indication of fee receipt, prior to the oral presentation. No person shall appear before any employee or committee on behalf of any individual or firm unless he or she has been listed as part of the firm's presentation team or unless he or she is registered with the Clerk's office and has paid all applicable fees.

The School Board policy may be accessed at: dadeschools.net/schoolboard/rules/

1.7 ITB AVAILABILITY

The solicitation package is available through the District's Procurement Management Department website. You may download a copy or email your request to Melody Thelwell, MPA, Chief Procurement Officer, at mthelwell@dadeschools.net. Bidders or Respondents who obtain copies of this Solicitation from sources other than the District's Procurement Management Department risk the potential of not receiving amendments, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Bidders or Respondents are solely responsible for those risks.

1.8 TERM AND RENEWAL

The term of the resulting agreement shall be for a period of two (2) years with three (3) successive options to renew of one-year each, all at the sole 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. The District, in its sole discretion, may negotiate a different contract term (fixed term and option periods) from the term advertised in this ITB in the best interests of the District.

1.9 BID SUBMISSION

The entire proposal packets, including all originals and copies, must be submitted in a main sealed envelope or container (box). Bids must be submitted in the following format:

- **One (1) unbound original bid with all attachments and original signatures.**
- **One (1) bound copy of the original bid in a three (3) ring binder (DO NOT USE A SPIRAL BINDER FOR YOUR SUBMISSION).**
- **One (1) complete electronic version on CD or memory stick in Microsoft Word, Excel or PDF format.**

All bids must be submitted on 8 1/2" X 11" paper, neatly typed on one side only, with normal margins and spacing. Bids **must be received by the deadline for receipt of bids specified in this ITB Timetable**. The original and all copies must be submitted in a sealed envelope or container **clearly labeled on the outside with the provided label** and with the Bidder's name, address, telephone number, the ITB number, ITB title, and Proposal Due Date to:

**Miami-Dade County Public Schools
School Board Administration Building
Procurement Management Services
Attn: Melody Thelwell, MPA
1450 N.E. 2nd Avenue, Suite 650
Miami, FL 33132**

Hand-carried bids may be delivered to the above address **ONLY** between the hours of 9:00 a.m. and 4 p.m.; Mondays through Fridays (however, please note that bids are due at the District on the date and at the time indicated in **Section 1.3**. Additionally, M-DCPS is closed on holidays observed by the District. Bidders are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. **Bid response submission to the Procurement Management Services on or before the stated time and date will be solely and strictly the Bidder's responsibility. M-DCPS will not in any way be responsible for delays caused by the United States mail delivery system or by any other occurrence.**

Bids must be signed by an authorized officer of the Bidder, who is legally authorized to enter into a contractual relationship in the name of the Bidder. The submittal of a bid by a Bidder will be considered by the District as constituting an offer by the Bidder to perform the required commodities or services at the stated prices.

1.10 PRE-BIDDERS CONFERENCE

A pre-bid conference has been scheduled for **the date, time, and place specified in this ITB Timetable** (see **Section 1.3**). **Attendance is highly recommended but not mandatory. Please note, bidders may ask questions, however, all questions MUST be submitted in writing by the due date stated in Section 1.3.**

1.11 ADDITIONAL INFORMATION/AMENDMENT

Requests for additional information or clarifications must be made in writing and received by the Buyer for this ITB, in accordance with **Section 1.4** above, no later than the deadline for receipt of questions specified in the ITB Timetable (see **Section 1.3**). The request must contain the ITB number and title, Bidder's name, name of Bidder's contact person, address, phone number, email and facsimile number.

Email requests for additional information will be received by the Buyer at the email address specified in **Section 1.4** above. Emails should have at a minimum, the Bidder's name, name of the Bidder's contact person, address, phone number, facsimile number, and ITB number and title. A copy of any written communication or email must be sent to the Clerk of the School Board as fully described in **Section 1.24**

The District will issue responses to inquiries and any other corrections or changes it deems necessary by way of written solicitation amendments issued prior to the Bid Due Date. Bidders should not rely on any representations, statements or explanations other than those made in this ITB or in any written amendments to this ITB. Where there appears to be conflict between the ITB and any amendments, the last amendment issued shall prevail.

It is the Bidder's responsibility to assure receipt of all amendments. The Bidder should verify with the designated Buyer prior to submitting a proposal that all amendments have been received. Bidders are required to acknowledge the number of amendments received as part of their bids (see attached **Exhibit 2**).

Bidders who obtain copies of this ITB from sources other than the District's Department of Procurement Services risk the potential of not receiving amendments, since their names will not have been included on the Bidder List for this particular ITB. Such Bidders are solely responsible for those risks.

1.12 PROPOSAL GUARANTEE DEPOSIT

No Proposal Guarantee Deposit will be required for this ITB.

1.13 PERFORMANCE OR PAYMENT BONDS

No Performance or Payment Bonds will be required for this ITB.

1.14 SMALL/MICRO BUSINESS ENTERPRISE PROGRAM

The School Board of Miami-Dade County, Florida, has a strong commitment to SBE/MBE participation, as part of all related procurement processes and continues to reflect such commitment. The School Board has an active Small/Micro Business Enterprise (SBE/MBE) Certification Program, to increase contracting opportunities for SBEs and MBEs. Pursuant to School Board Policy 6320.02, the Board may apply scoring incentives and/or other incentives for SBE/MBE firms responding to this ITB. **The Office of Economic Opportunity (OEO) must certify all SBE/MBEs, prior to contract award.** The application may be accessed through the following link:

<http://forms.dadeschools.net/webpdf/3920.pdf>

Vendors certified as an SBE/MBE with any entity or agency other than The School Board of Miami-Dade County, Florida, may not be acceptable. Proposers with certifications from other entities or agencies must contact the OEO for additional information. A current list of certified SBE/MBEs can be found online at www.oeo.dadeschools.net or by contacting the Office of Economic Opportunity at (305) 995-1307.

1.15 LOCAL PREFERENCE

The School Board of Miami-Dade County, Florida, adopted School Board Policy 6320.05, which gives local preference to businesses located in Miami-Dade County, Florida, when evaluating the lowest responsible, responsive bid or submittal for the purchase of goods and services, professional and construction-related services, in excess of \$50,000 or the current formal bidding threshold set by Statute. The preference does not apply to goods or services exempted by Statute as reflected in School Board Policy **6320**, or prohibited by Federal or State law, or other funding source restrictions.

Definition:

Local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be considered for local preference, vendors must provide a copy of their business license and the local business affidavit of eligibility with their bid or proposal. A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The

Superintendent may also recommend that the firm be referred for debarment in accordance with School Board Policy 6320.04.

PROCESS:

Invitation To Bids:

If following the completion of initial evaluations, a local firm has submitted a proposal and is competing with a non-local Bidder(s), then the local vendor(s) shall have the opportunity to proceed to be considered for further evaluation provided the price is within five percent (5%) of the cost proposed by the non-local vendor, all other technical requirements being equal. In the case of a tie in the best and final proposal between a local business, the tie shall be broken as delineated in Policy 6320.

Bidders claiming local vendor preference must submit a Local Business Affidavit of Eligibility (Exhibit 4) and a copy of their business license with their response.

The School Board Policy may be accessed at: <http://www.dadeschools.net/schoolboard/rules/>

1.16 INCOMPLETE OR MISSING DOCUMENTS FOR THIS SOLICITATION

All bids received in response to this ITB, will be sealed for a period of 20 days, pursuant to Florida Statute 119.07, to allow for the request and receipt of any missing documents.

Respondents who do not meet all the requirements for the ITB may be contacted to submit the missing information within 2 business days. If the District requests missing documentation and does not receive the documents within the stated deadline, incomplete or noncompliant bids may be disqualified.

1.17 LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

No late proposal, bid, modification, or late withdrawal will be considered. Each bidder **MUST** submit Exhibit 8, Bid Receipt Form, which provides documentation of the submittal date and time.
LATE BIDS, LATE MODIFICATIONS AND LATE WITHDRAWALS

1.18 ITB POSTPONEMENT/CANCELLATION

The District may, at its sole and absolute discretion, reject any and all, or parts of any and all bids; re-advertise this ITB; postpone or cancel, at any time, this ITB process; or waive any irregularities in this ITB or in the bids received as a result of this ITB.

When a solicitation is canceled, notice of cancelation shall be posted on the District's website and sent to all Bidders solicited.

1.19 COSTS INCURRED BY BIDDERS

All expenses involved with the preparation and submission of bids to the District, or any work performed in connection therewith, shall be borne by the Bidder(s). No payment will be made for any responses received, or for any other effort required of or submitted by the Bidder prior to commencement of work as defined by a contract executed by M-DCPS.

1.20 COMPLIANCE WITH LAWS, ORDINANCES, CODES AND RULES/REGULATIONS

Bidders shall certify their ongoing compliance with the School Board Policies. Furthermore, Bidders must be familiar with and must be in compliance with all Federal, State and local laws, ordinances, codes, resolutions and implementing rules and regulations that may in any way affect the products or services offered. In the event of a conflict between this ITB and these legal requirements, the legal requirements shall prevail.

(a) Bidder must complete, sign as required and submit the following documents at the time of ITB submission due date. Also see Section 4.0 and 4.1.

Exhibit 1	Cover Page for Proposal
Exhibit 2	Acknowledgment of Amendments
Exhibit 3	Local Business Affidavit of Eligibility
Exhibit 4	Florida Statutes on Public Entity Crimes
Exhibit 5	Vendor Experience
Exhibit 6	Anti-Collusion Statement
Exhibit 7	Disclosure of employment of Former School Board Employees
Exhibit 8	Proposal Submittal Receipt Form

By completing and submitting said documents, the Bidder affirms continued compliance with the provisions of the District and School Board policies and procedures, as may be amended.

1.21 FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted Bidder list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO (\$35,000) for a period of thirty-six (36) months from the date of being placed on the convicted Bidder list. Attached is a Public Entity Crime Disclosure Affidavit (Exhibit 4) that must be completed and notarized prior to award unless an Affidavit of Continued Compliance is applicable and is appropriately executed

1.22 PROPRIETARY/ CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of, or in support of, bids would be available for public inspection after opening of bids, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law."

The Bidder shall not submit any information in response to this solicitation, which the Bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the District in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the Bidder. In the event that the Bidder submits information to the District in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the proposal as protected or confidential, the District shall

endeavor to redact and return that information to the Bidder as quickly as possible and, if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal not eligible for consideration. Alternatively, the Bidder may choose in writing to waive any claim to confidentiality promptly upon written notice from the District.

1.23 EVALUATION/SELECTION PROCESS

Please see **Section 5.0** of this document for the Evaluation/Selection process that shall govern this ITB.

1.24 PROTEST TO CONTRACT SOLICITATION OR AWARD

The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the District's website procurement.dadeschools.net

Any person who is adversely affected by the agency decision or intended decision, shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking bids or replies, awarding contracts, reserving rights of further negotiation or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date of the notice of protest is filed. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods established herein.

The protesting party shall be required to post a bond consistent with F.A.C. Rule 28-110.005(2), and School Board Policy 6320. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Formal written protests will be reviewed by Procurement Management Services who will offer the protesting Bidder the opportunity to meet and discuss the merits of the protest. If the protest is not resolved, the Bidder may seek an administrative hearing pursuant to 120.57 Florida Statutes. Petitions for hearings on protests pursuant to 120.57 Florida Statutes must be filed in accordance with School Board Policies 6320 and 0133.

The "Notice of and/or formal written Protest" shall be filed with:

The Office of the School Board Clerk
Miami-Dade County Public Schools
1450 Northeast Second Avenue, Room 268B
Miami, Florida 33132
Fax: (305) 995-1448
E-Mail: Dllopiz@dadeschools.net
Celiarubio@dadeschools.net

1.25 NOTICE OF AWARDS

The Board reserves the right to reject any and all bids, to waive irregularities or technicalities, and to request rebids. The Board reserves the right to utilize other governmental contracts, if in the best interest of the Board. Notices will be posted on the District's website no later than the Friday preceding a regularly scheduled Board meeting.

Awards become official upon the Board's formal approval of the award.

1.26 DEFAULT

In the event of default, which may include, but is not limited to non-performance and/or poor performance, the Bidder shall lose eligibility to transact new business with the Board for a period of 14 months from date of termination of award by the Board. Bidders who are determined ineligible may request a hearing pursuant to §120.569, Fla. Statute, and School Board Policy 6320. The School Board reserves the right to reject any and all bids from a Vendor who is currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity, pursuant to School Board Policy 6320.

1.27 COMPLIANCE WITH STATE/FEDERAL REGULATIONS

All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Part 80.36(l) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The bidder certifies, by signing the proposal, that the bidder and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally-funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally-funded transactions, the bidder shall immediately notify Procurement Management Services, in writing. Bidders will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the Board makes final payment.

For all contracts involving Federal funds in excess of \$10,000, the Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the bidder.

CERTIFY REGISTRATION AND USE OF EMPLOYMENT STATUS VERIFICATION SYSTEM. The Status Verification System, also referred to as "E-verify", only applies to construction and professional services contracts using federal funds.

Each Offerer and each duly authorized person signing on behalf of any Offerer certifies as to its own entity, under penalty of perjury, that the named Offerer has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees who are employed in the State of Florida in accordance with Executive Order 13465

The contractor shall require that the following provision be placed in each subcontract at every tier. "The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of

each new employee in the respective subcontractor, all in accordance with and to comply with all applicable employee verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work.” The Board will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section. Manually or electronically signing the Proposal is deemed the Contractor’s certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws.

1.28 BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of Sections, 1012.465, 1012.32, and 1012.467, Florida Statutes, School Board Policies 6320 and 8475, as amended from time to time Bidder agrees that, if Bidder receives remuneration for services, Bidder and all of its employees who provide or may provide services under this Agreement will complete criminal history checks, and all background screening requirements, including level 2 screening requirements as outlined in the above-referenced Statutes and School Board policies prior to providing services to The School Board of Miami-Dade County, Florida.

Additionally, Bidder agrees that each of its employees, representatives, agents, subcontractors or suppliers who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds, must meet level 2 screening requirements as described in the above-referenced Statutes and School Board policies.

Pursuant to the 2007 amendments to the JLA enacted by the Florida Legislature, requirements for certain fingerprinting and criminal history checks shall be inapplicable to non-instructional contracted personnel who qualify for exemption from level 2 screening requirements as provided under § 1012.468, Fla.Stat. (2007). In addition, the provisions of § 1012.467, Fla.Stat. (2007) are incorporated herein by reference, and any provisions of this Addendum that may be inconsistent with, contrary to, or determined to be in conflict with § 1012.467, will be superseded by said Statute.

A non-instructional contractor, who is exempt from the screening requirements set forth in § 1012.465, § 1012.468 or § 1012.467, Florida Statutes, is subject to a search of his or her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under § 943.043 and the national sex offender public registry maintained by the United States Department of Justice. Bidder will not be charged for this search. Further, upon obtaining clearance by the Board, if the Board deems necessary, the Board will issue a photo identification badge which shall be worn by the individual at all times while on Board property when students are present.

Bidder agrees to bear any and all costs associated with acquiring the required background screening - including any costs associated with fingerprinting and obtaining the required photo identification badge. Bidder agrees to require all its affected employees to sign a statement, as a condition of employment with Bidder in relation to performance under this Agreement, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Bidder/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Policies 6320 and 8475, within 48 hours of its occurrence. Bidder agrees to provide the Board with a list of all of its employees, who have completed background screening as required by the above-referenced statutes and who meet the statutory requirements contained therein. Bidder agrees that it has

an ongoing duty to maintain and update these lists as new employees are hired and in the event that any previously screened employee fails to meet the statutory standards. Bidder further agrees to notify the Board immediately upon becoming aware that one of its employees who was previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. Failure by Bidder to notify the Board of such arrest or conviction within 48 hours of being put on notice and within 5 business days of the occurrence of qualifying arrest or conviction, shall constitute grounds for immediate termination of this Agreement by the Board.

The parties further agree that failure by Bidder to perform any of the duties described in this section shall constitute a material breach of the Agreement, entitling the Board to terminate this Agreement immediately with no further responsibility to make payment or perform any other duties under this Agreement.

1.29 COMPLIANCE WITH SCHOOL CODE

Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII Florida Statutes as it presently exists, and further as it may be amended from time to time. Further Bidder agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Agreement and may result in the termination of this Agreement by the Board.

1.30 CONFLICT OF INTEREST

Former Miami-Dade County Public Schools employees, classified as Managerial Exempt Personnel, Pay Grade 22 and above, Dade County School Administrators Association, Pay Grade 47 and above, and other equivalent positions, are prohibited from personally representing another person or entity or acting as an agent or attorney for compensation in connection with any matter in which The School Board of Miami-Dade County, Florida, is interested, for two years after the School Board employees' service terminates. This provision is pursuant to School Board Policies 1129, 3129, 4129 and Florida Statute § 112.313(9).

The School Board of Miami-Dade County, Florida, shall be prohibited from entering into any business relationship or continue an existing business relationship with any person or entity determined to have engaged in violation of the restriction contained in this provision.

1.31 PUBLIC RECORDS LAW

The awarded Contractor understands the broad nature of these laws and agrees to comply with Florida's Public Records Laws and laws relating to records retention. The awarded Contractor shall keep and maintain public records required by the School Board to perform the service. The awarded Contractor shall keep records to show its compliance with program requirements. Awarded Contractors and subcontractors must make available, upon request of the School Board, a Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, any books, documents, papers, and records of the awarded Contractor which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcriptions. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law. The awarded Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the awarded Contractor

does not transfer the records to the public agency. The awarded Contractor shall retain all records for five (5) years after final payment is made or received and all pending matters are completed pursuant to Title 34, Sections 80.36(b)(1). Exempt or confidential information should not be disclosed unless authorized by law. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the awarded Contractor or keep and maintain public records required by the School Board to perform the service. If the awarded Contractor transfers all public records to the School Board upon completion of the contract, the awarded Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the awarded Contractor keeps and maintains public records upon completion of the contract, the awarded Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE AWARDED CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-995-1128, pr@dadeschools.net, and 1450 NE 2 Avenue, Miami, Florida 33132.

1.32 ASSIGNMENT

This Contract may not be assigned nor may any assignment of monies due, or to become due to Bidder, be assigned without the prior written agreement of Miami-Dade County Public Schools. If Bidder attempts to make such an assignment, such attempt shall constitute a condition of default.

1.33 TERMINATION FOR CONVENIENCE

The School Board may terminate the Agreement at any time, without cause upon a minimum thirty (30) days' notice to Bidder, in which case the following provisions shall apply: (A) The notice may be effective as of a certain date or may apply only after the delivery of certain enumerated deliverables; (B) The School Board shall pay to Bidder upon receipt of an invoice from Bidder otherwise complying with the Agreement, for any services in respect of a deliverable not yet delivered which have actually been performed by Bidder, pro-rated on a percentage completion basis based on Bidder's reconciliation of labor actually expended compared to labor originally estimated by Bidder in constructing its proposal.

1.34 DEBARMENT

Pursuant to School Board Policy 6320, Contractor Debarment Procedures – Debarred contractors are excluded from conducting business with the Board as agents, representatives, partners, and associates of other contractors, subcontractors or individual sureties.

1.35 PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful Bidders(s), purchases may be made under this proposal by Miami-Dade County, Florida, and other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same terms and conditions stated herein. This agreement in no way restricts or interferes with the right of any State of Florida Agency or political subdivision to rebid any or all of these items.

1.36 NO GRATUITY POLICY

It is the policy of Procurement Management Services not to accept gifts, gratuities, or favors of any kind or of any value whatsoever from vendors, members of their staffs, or families.

1.37 DAVIS-BACON ACT LABOR STANDARDS

This project may be funded in whole or in part under the provisions of the American Recovery and Reinvestment Act of 2009. Therefore, the Bidder shall comply with all applicable provision of 40 U.S.C. § 276a-§ 276a-7, the Davis-Bacon Act, as supplemented by the Department of Labor regulations (29 C.F.R., PART 5 “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction).

1.38 INDEMNIFICATION

To the fullest extent permitted by law, Bidder shall indemnify and hold harmless the Board, and its employees (“Indemnitees”) from and against all claims, liabilities, damages, losses, and costs including, but not limited to, reasonable costs and attorneys’ fees at the pre-trial, trial and appellate levels, arising out of, resulting from or incidental to Bidder’s performance under this Contract or to the extent caused by negligence, recklessness, or intentional wrongful conduct of Bidder or other persons employed or utilized by Bidder’s performance of this Contract. The remedy provided to the Indemnitees by this indemnification shall be in addition to and not in lieu of any other remedy available under the Contract or otherwise. This indemnification obligation shall not be diminished or limited in any way to any insurance maintained pursuant to the Contract otherwise available to Bidder. The remedy provided to the Indemnitees by this indemnification shall survive this Contract. The provisions of this Section shall specifically survive the termination of this Contract. The provisions of this Section are intended to require Bidder to furnish the greatest amount of indemnification allowed under Florida law. To the extent any indemnification requirement contained in this Contract is deemed to be in violation of any law, that provision shall be deemed modified so that Bidder shall be required to furnish the greatest level of indemnification to the Indemnitees as was intended by the parties hereto.

1.39 DUTY TO DEFEND

Bidder agrees, at its own expense, and upon written request by the Board, to defend any suit, action or demand brought against the Board on any claim or demand arising out of, resulting from or incidental to Bidder’s performance under this Contract.

1.40 INSURANCE REQUIREMENTS

Prior to commencement of work under the agreement, the Bidder shall obtain and maintain without interruption the insurance as outlined below. The Bidder agrees to furnish a fully completed certificate of insurance naming The School Board of Miami-Dade County, Florida, as additional insured, signed by an authorized representative of the insurer providing such insurance coverages. The insurance coverages and limits shall meet, at a minimum, the following requirements:

A. Workers’ Compensation/Employer’s Liability Insurance.

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Board on Compensation Insurance, without restrictive endorsements. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One: "Statutory"

Part Two: \$ 1,000,000 Each Accident

\$ 1,000,000 Disease - Policy Limit

\$ 1,000,000 Disease - Each Employee

B. General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) without any restrictive endorsements. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$ 2,000,000 General Aggregate

\$ 2,000,000 Products/Completed Operations Aggregate

\$ 1,000,000 Personal and Advertising Injury

\$ 1,000,000 Each Occurrence

Company shall name the Board as an additional insured on a form no more restrictive than the CG 20 10.

C. Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the Contract. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000 Each Occurrence - Bodily Injury and Property

D. Professional Liability

Such insurance shall be on a form acceptable to the Board and shall cover Company for those sources of liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. Coverage must either be on an occurrence basis; or, if on a claims-made basis, the coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 3,000,000 Each Claim/Annual Aggregate

The Professional Liability Insurance required under this Section D. may be subject to a deductible not to exceed \$25,000 per claim.

E. Employee Dishonesty (Fidelity)

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial Crime Coverage Form (ISO CR 00 21) without restrictive endorsements or on a form acceptable to the Board and shall cover Company and Board against loss caused by the dishonesty of employees of Company in connection with the Contract. Coverage will include Employee Theft, Forgery and Alteration, Computer Fraud, and Funds Transfer Fraud. The minimum limits shall be:

\$10,000,000 Each Occurrence

The insurance provided by the Company shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Board shall be in excess of, and shall not contribute with, the insurance provided by the Company.

Compliance with these insurance requirements shall not limit the liability of the Company. Any remedy provided to the Board by the insurance provided by the Board shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the Company) available to the Board under this Contract or otherwise.

Neither approval nor failure to disapprove insurance furnished by the Company shall relieve the Company from responsibility to provide insurance as required by this Contract.

M-DCPS and its members, officers, employees, and agent shall be named an additional insured on all liability coverages except Workers' Compensation Insurance and Professional Liability Insurance.

1.41 TYPE OF BUSINESS ORGANIZATION AND AUTHORITY OF SIGNATORY

If a Bid is submitted by a corporation, provide documentation that the corporation is active and authorized to do business in the State of Florida, and that its corporate status shall remain active and unchanged at the time of award of the bid. As to other types of business organizations, please provide any and all documentation relating thereto, including without limitation, verification that the party signing this Bid is fully authorized and empowered to do so on behalf of the Bidder. In addition, set forth names and titles of any and all parties who are authorized to contract on behalf of the Bidder.

1.42 CANCELLATION OF BIDS OR REQUESTS FOR BIDS

A Bid or RFP may be canceled, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the Board. When a solicitation is canceled prior to opening, a notice of the cancellation shall be posted on the District's website. Any Bids or bids received for the canceled solicitation shall be returned to the vendor unopened.

1.43 TESTING AND PRODUCT EVALUATIONS

During the Bid award period, Awardee(s) products may be tested to determine compliance with bid specifications at no cost to M-DCPS. The Awarded vendor must pay for testing and evaluation of these samples to ensure compliance to Bid specifications. All materials testing information is available for review at the following website: <http://materials.dadeschools.net>.

1.44 CHARTER SCHOOLS

Items or services awarded under this contract shall be made available to Charter Schools

approved by The School Board of Miami-Dade County, Florida. M-DCPS is not responsible or liable for purchases that may be made by Charter Schools.

1.45 POTENTIAL INTERNSHIP OPPORTUNITIES FOR M-DCPS STUDENTS WITH AWARDED VENDORS

The District has several initiatives to prepare and increase student participation in appropriate internship opportunities. The District's Office of Community Engagement facilitates the student internship program where organizations may participate as Business Mentors. For more information about how to be an internship provider, please visit <http://www.engagemiamidade.net/#!/community-internships/c7pc> or email us at internships@dadeschools.net. As an awarded vendor, District staff may contact your organization regarding current and upcoming Business Mentor opportunities for M-DCPS students and seek your organization's participation, if eligible.

SECTION 2.0 - SCOPE OF SERVICES

This Section identifies the products, services and 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.

2.1 GENERAL INFORMATION

The District is seeking bids to establish a contract, at firm unit prices, with approved vendors to furnish equipment, materials, installation and service for telephone equipment. Award of this bid will be made to the responsible bidder(s) with the lowest responsive bid(s) meeting or exceeding specifications on each item as indicated in section 3.0 as determined by Procurement Management Services

In order to conduct new business under this bid, M-DCPS requires that the bidder(s) have a current vendor application on file. The information on the ITB and the vendor application must be consistent. Failure to comply with this condition may cause the Bidder(s) not to be awarded any new business. Vendor applications can be downloaded at www.procurement.dadeschools.net.

This ITB requires a SBE/MBE goal participation rate of 10%. All bidders claiming SBE/MBE MUST provide documentation of their firm's SBE/MBE certification from the District's Office of Economic Opportunities to meet this requirement.

2.2 DEFINITIONS

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2.3 SCOPE OF WORK

This bid is for on-site service for maintenance and repair, purchases and for adds, moves, and changes of various items of telephone equipment for Miami-Dade County Public Schools (M-DCPS). On-site service includes, but is not limited to, repairs, adds, moves, and changes of analog, hybrid, and digital telephone sets, speaker-phones, digital displays attached to sets, terminals used for system administration, headsets, public address systems and speakers attached to telephone systems, digital key systems, hybrid and digital PBX systems, voice-mail systems, DSU/CSU interface units, telephone system battery plants, battery backup systems, copper wiring and fiber optic wiring, patch panels, connectors, protectors and all ancillary equipment and/or peripherals.

This bid will establish a contract for on-site service, at firm unit prices for Time and Material costs for maintenance repairs, adds, moves, and changes and discount percentage off of the OEM's catalog list price. The equipment is located in approximately 450 locations in Miami-Dade County, Florida.

The following is a listing of M-DCPS locations and their system types:

Location	Street Address	City	State	Zip	PBX Type	Voice Mail Type
Air Base Elementary	12829 S.W. 272 Street	Homestead	Florida	33032	Norstar	NAM
Eugenia B. Thomas K-8 Center	5950 N.W. 114 Avenue	Miami	Florida	33178	Norstar	NAM
Mandarin Lakes K-8 Academy - State School "DD1"	12225 S.W. 280 Street	Homestead	Florida	33032	S8300	IA770
Lenora B. Smith Elementary (Allapattah)	4700 N.W. 12 Avenue	Miami Lakes	Florida	33127	IP Office	Embedded
Bob Graham Educational Center	15901 N.W. 79 Avenue	Miami	Florida	33016	Option 11c	CallPilot
Bob Graham Educational Center - Primary Learning Center H	8775 N.W. 143 Street	Miami Lakes	Florida	33016	Merlin II	None
Norman S. Edelcup/Sunny Isles Beach K-8 - State School BB1	201 182 Drive	Sunny Isles	Florida	33160	S8300	Intuity LX
Arcola Lake Elementary	1037 N.W. 81 Street	Miami	Florida	33150	IP Office	Embedded
Maya Angelou Elementary	1850 N.W. 32 Street	Miami	Florida	33142	IP Office	Embedded
Auburndale - Primary Learning Center H1	3255 S.W. 6 Street	Miami	Florida	33135	IP Office	Embedded
Auburndale Elementary	3255 S.W. 6 Street	Miami	Florida	33135	IP Office	Embedded
Dr. Rolando Espinosa K-8 Center, State School "P1"	11250 N.W 86 Street	Doral	Florida	33178	S8300	IA770
Norma Butler Bossard Elementary - State School "Y1"	15950 S.W. 144 Street	Miami	Florida	33196	S8300	IA770
Avocado Elementary	16969 S.W. 294 Street	Homestead	Florida	33030	S8300	IA770
Banyan Elementary	3060 S.W. 85 Avenue	Miami	Florida	33155	Norstar	Startalk Flash
Dr. Manuel Barreiro Elementary - State School "W1"	5200 S.W. 160 Avenue	Miami	Florida	33185	S8300	IA770
Aventura Waterways Annex	750 Ives Dairy Road	Miami	Florida	33179	S8300	IA770
Aventura Waterways K-8 Center - State School "D"	21101 N.E. 26 Avenue	Miami	Florida	33180	S8300	IA770
Ruth K. Broad-Bay Harbor K-8 Center	1165 94 Street	Bay Harbor Island	Florida	33154	Norstar	Startalk Flash
Ethel Koger Beckham Elementary	4702 S.W. 143 Court	Miami	Florida	33175	Norstar	Startalk Flash
Bel-Aire Elementary	10205 S.W. 194 Street	Miami	Florida	33157	IP Office	Embedded
Bent Tree Elementary	4861 S.W. 140 Avenue	Miami	Florida	33175	Norstar	Startalk Flash
Goulds Elementary - State School A1	23555 S.W. 112 Avenue	Homestead	Florida	33032	S8300	IA770
Biscayne Elementary	800 77 Street	Miami Beach	Florida	33141	IP Office	Embedded
Arch Creek Elementary - State School "E1"	700 N.E. 137 Street	Miami	Florida	33161	S8300	IA770
Biscayne Gardens Elementary	560 N.W. 151 Street	Miami	Florida	33169	IP Office	Embedded
Van E. Blanton Elementary	10327 N.W. 11 Avenue	Miami	Florida	33150	IP Office	Embedded
Blue Lakes Elementary	9250 S.W. 52 Terrace	Miami	Florida	33165	Norstar	Startalk Flash
Bowman Foster Ashe K-8 Academy	6601 S.W. 152 Avenue	Miami	Florida	33193	Norstar	Startalk Flash
Dr. Bowman Foster Ashe - Primary Learning Center N	16251 S.W. 72 Street	Miami	Florida	33033	IP Office	Embedded
Brentwood - Primary Learning Center D	3101 N.W. 191 Street	Miami Gardens	Florida	33056	Norstar	Startalk Flash

Brentwood Elementary	3101 N.W. 191 Street	Miami Gardens	Florida	33056	IP Office	Embedded
James H. Bright Elementary	2530 West 10 Avenue	Hialeah	Florida	33010	IP Office	Embedded
Broadmoor Elementary	3401 N.W. 83 Street	Miami	Florida	33147	IP Office	Embedded
William J. Bryan Elementary	1201 N.E. 125 Street	North Miami	Florida	33161	IP Office	Embedded
Bunche Park Elementary	16001 Bunche Park Drive	Miami Gardens	Florida	33054	IP Office	Embedded
Campbell Drive K-8 Center	15790 S.W. 307 Street	Leisure City	Florida	33033	IP Office	Embedded
Caribbean Elementary	11990 S.W. 200 Street	Miami	Florida	33177	IP Office	Embedded
Calusa Elementary	9580 Calusa Club Drive West	Miami	Florida	33186	Norstar	Startalk Flash
Carol City Elementary	4375 N.W. 173 Drive	Miami Gardens	Florida	33055	IP Office	Embedded
George Washington Carver Elementary	238 Grand Avenue	Coral Gables	Florida	33133	Norstar	Startalk Flash
Fienberg-Fisher K-8 Center and Adult Education	1420 Washington Avenue	Miami Beach	Florida	33139	IP Office	Embedded
William A. Chapman Elementary	27190 S.W. 140 Avenue	Homestead	Florida	33032	IP Office	Embedded
Citrus Grove Elementary	2121 N.W. 5 Street	Miami	Florida	33125	IP Office	Embedded
Claude Pepper Elementary	14550 S.W. 96 Street	Miami	Florida	33186	Norstar	NAM
Coconut Grove Elementary	3351 Matilda Street	Coconut Grove	Florida	33133	Norstar	Startalk Flash
Colonial Drive Elementary	10755 S.W. 160 Street	Miami	Florida	33157	IP Office	Embedded
Comstock Elementary	2420 N.W. 18 Avenue	Miami	Florida	33142	IP Office	Embedded
Neva King Cooper Educational Center	151 N.W. 5 Street	Homestead	Florida	33030	IP Office	Embedded
Coral Gables Preparatory Academy	105 Minorca Avenue	Coral Gables	Florida	33134	Norstar	Startalk Flash
Coral Gables Preparatory Middle	39 Zamora Avenue	Coral Gables	Florida	33134	Option 11c	CallPilot
Coral Park Elementary	1225 S.W. 97 Avenue	Miami	Florida	33174	Norstar	NAM
Coral Reef Elementary	7955 S.W. 152 Street	Miami	Florida	33157	Norstar	Startalk Flash
Coral Terrace Elementary	6801 S.W. 24 Street	Miami	Florida	33155	IP Office	Embedded
Coral Way K-8 Center	1950 S.W. 13 Avenue	Miami	Florida	33145	S8300	IA770
Crestview Elementary	2201 N.W. 187 Street	Miami	Florida	33056	S8300	IA770
Cutler Ridge Elementary	20210 Coral Sea Road	Miami	Florida	33189	Norstar	NAM
Cypress Elementary	5400 S.W. 112 Court	Miami	Florida	33165	Norstar	None
Devon Aire K-8 Center	10501 S.W. 122 Avenue	Miami	Florida	33186	Norstar	Startalk Flash
Frederick R. Douglass Elementary	314 N.W. 12 Street	Miami	Florida	33136	IP Office	Embedded
Frederick R. Douglass Elementary	314 N.W. 12 Street	Miami	Florida	33136	Merlin II	None
Marjory Stoneman Douglas Elementary	11901 S.W. 2 Street	Miami	Florida	33184	Norstar	None
Marjory Stoneman Douglas Elementary, Early Childhood Center - ECC-2	11950 N.W. 2 Street	Miami	Florida	33182	S8300	IA770
Marjory Stoneman Douglass Primary Learning Center F	650 N.W. 132 Avenue	Miami	Florida	33184	Merlin II	None
Charles R. Drew Full Service Clinic	1775 N.W. 60 Street	Miami	Florida	33142	Merlin II	None
Charles R. Drew K-8 Center	1775 N.W. 60 Street	Miami	Florida	33142	IP Office	Embedded
Paul Laurence Dunbar K-8 Center	505 N.W. 20 Street	Miami	Florida	33127	IP Office	Embedded
John G. Dupuis Elementary	1150 West 59 Place	Hialeah	Florida	33012	S8300	IA770
Amelia Earhart Elementary	5987 East 7 Avenue	Hialeah	Florida	33013	IP Office	Embedded
Earlington Heights Elementary	4750 N.W. 22 Avenue	Miami	Florida	33142	IP Office	Embedded
Edison Park K-8 Center	500 N.W. 67 Street	Miami	Florida	33150	S8300	IA770
Emerson Elementary	8001 S.W. 36 Street	Miami	Florida	33155	Norstar	None
Lillie C. Evans Full Service Clinic	1895 N.W. 75 Street	Miami	Florida	33147	Merlin II	None

Lillie C. Evans K-8 Center	1895 N.W. 75 Street	Miami	Florida	33147	IP Office	Embedded
Christina M. Eve Elementary	16251 S.W. 99 Street	Miami	Florida	33196	Norstar	NAM
Everglades K-8 Center	8375 S.W. 16 Street	Miami	Florida	33155	Norstar	NAM
David Fairchild Elementary	5757 S.W. 45 Street	Miami	Florida	33155	Norstar	Startalk Flash
Fairlawn Elementary	444 S.W. 60 Avenue	Miami	Florida	33144	S8300	IA770
Dante B. Fascell Elementary	15625 S.W. 80 Street	Miami	Florida	33183	S8300	IA770
Flagami Elementary	920 S.W. 76 Avenue	Miami	Florida	33144	IP Office	Embedded
Henry M. Flagler Elementary	5222 N.W. 1 Street	Miami	Florida	33126	IP Office	Embedded
Flamingo Elementary	701 East 33 Street	Hialeah	Florida	33013	IP Office	Embedded
Florida City Elementary	364 N.W. 6 Avenue	Florida City	Florida	33034	IP Office	Embedded
Gloria Floyd Elementary	12650 S.W. 109 Avenue	Miami	Florida	33176	Norstar	Startalk Flash
Benjamin Franklin K-8 Center	13100 N.W. 12 Avenue	North Miami	Florida	33168	IP Office	Embedded
Fulford Elementary	16140 N.E. 18 Avenue	North Miami Beach	Florida	33162	IP Office	Embedded
Hialeah Gardens Elementary	9702 N.W. 130 Street	Hialeah	Florida	33016	Norstar	None
Hialeah Gardens Primary Learning Center B	9749 N.W. 127 Lane	Hialeah Gardens	Florida	33018	Merlin II	None
Jack David Gordon - Primary Learning Center S - Panther	15001 S.W. 127 Avenue	Miami	Florida	33186	Merlin II	None
Jack David Gordon - Primary Learning Center T - Manatee	15551 S.W. 142 Avenue	Miami	Florida	33177	Merlin II	None
Jack David Gordon Elementary	14600 Country Walk Drive	Miami	Florida	33157	Norstar	Startalk Flash
Golden Glades Elementary	16520 N.W. 28 Avenue	Opa-Locka	Florida	33054	IP Office	Embedded
Joella Good Elementary	6350 N.W. 188 Terrace	Hialeah	Florida	33015	Norstar	None
Spanish Lake Elementary - State School "U1"	7940 N.W. 194 Street	Miami	Florida	33015	S8300	IA770
Spanish Lake Elementary Early Childhood Center - State School "ECC-1"	19200 N.W. 79 Avenue	Miami	Florida	33015	S8300	IA770
Gratigny Elementary	11905 North Miami Avenue	Miami	Florida	33168	IP Office	Embedded
Greenglade Elementary	3060 S.W. 127 Avenue	Miami	Florida	33175	Norstar	Startalk Flash
Greynolds Park Elementary	1536 N.E. 179 Street	North Miami Beach	Florida	33162	IP Office	Embedded
Greynold's Park Primary Learning Center C	1757 N.E. 177 Street	North Miami Beach	Florida	33162	Legend	None
Gulfstream Elementary	20900 S.W. 97 Avenue	Miami	Florida	33189	IP Office	Embedded
Charles R. Hadley Elementary	8400 N.W. 7 Street	Miami	Florida	33126	Norstar	Startalk Flash
Charles R. Hadley Primary Learning Center A	8390 N.W. 7 Street	Miami	Florida	33126	Merlin II	None
Joe Hall Elementary	1901 S.W. 134 Avenue	Miami	Florida	33175	Norstar	Startalk Flash
Eneida Massas Hartner Elementary - State School "E"	401 N.W. 29 Street	Miami	Florida	33127	S8300	IA770
Hialeah Elementary	550 East 8 Street	Hialeah	Florida	33010	IP Office	Embedded
West Hialeah Gardens Elementary - State School "V1"	11850 N.W. 92 Avenue	Hialeah Gardens	Florida	33018	S8300	IA770
Hibiscus Elementary	18701 N.W. 1 Avenue	North Miami Beach	Florida	33169	IP Office	Embedded
Virginia A. Boone (Highland Oaks) Elementary	20500 N.E. 24 Avenue	North Miami Beach	Florida	33180	Norstar	Startalk Flash
Holmes Elementary	1175 N.W. 67 Street	Miami	Florida	33150	S8300	IA770
Zora Neale Hurston Elementary	13137 S.W. 26 Street	Miami	Florida	33175	Norstar	Startalk Flash

Oliver Hoover Elementary	9050 Hammocks Boulevard	Kendall	Florida	33196	Norstar	NAM
Oliver Hoover - Primary Learning Center U	15700 S.W. 96 Street	Miami	Florida	33196	Norstar	Startalk Flash
Thena Crowder Elementary	757 N.W. 66 Street	Miami	Florida	33150	S8300	IA770
Howard Drive Elementary	7750 S.W. 136 Street	Miami	Florida	33156	Norstar	Startalk Flash
Madie Ives - Primary Learning Center M	1351 Ives Dairy Road	Miami	Florida	33179	S8300	IA770
Madie Ives Elementary	20770 N.E. 14 Avenue	North Miami Beach	Florida	33179	S8300	IA770
J. W. Johnson Elementary	735 West 23 Street	Hialeah	Florida	33010	S8300	IA770
Kendale Elementary	10693 S.W. 93 Street	Miami	Florida	33176	Norstar	Startalk Flash
Kendale Lakes Elementary	8000 S.W. 142 Avenue	Miami	Florida	33183	Norstar	Startalk Flash
Kensington Park Elementary	711 N.W. 30 Avenue	Miami	Florida	33125	IP Office	Embedded
Kensington Park Elementary - Primary Learning Center D	1025 N.W. 30 Avenue	Miami	Florida	33125	Merlin II	None
Kenwood K-8 Center	9300 S.W. 79 Avenue	Miami	Florida	33156	Norstar	Startalk Flash
Key Biscayne K-8 Center	150 West McIntire Street	Key Biscayne	Florida	33149	Norstar	Startalk Flash
Martin Luther King Elementary	7124 N.W. 12 Avenue	Miami	Florida	33150	IP Office	Embedded
Kinloch Park Elementary	4275 N.W. 1 Street	Miami	Florida	33126	S8300	IA770
Lake Stevens Elementary	5101 N.W. 183 Street	Opa-Locka	Florida	33055	IP Office	Embedded
Lakeview Elementary	1290 N.W. 115 Street	Miami	Florida	33167	IP Office	Embedded
JRE Lee Opportunity School	6521 S.W. 62 Avenue	South Miami	Florida	33143	S8300	IA770
Leewood K-8 Center	10343 S.W. 124 Street	Miami	Florida	33176	S8300	IA770
William Lehman Elementary	10990 S.W. 113 Place	Miami	Florida	33176	Norstar	NAM
Leisure City Headstart	14835 Fillmore Lane	Homestead	Florida	33033	Norstar	None
Leisure City K-8 Center	1490 S.W. 288 Street	Homestead	Florida	33033	IP Office	Embedded
Linda Lentin K-8 Center	14312 N.E. 2 Court	Miami	Florida	33161	IP Office	Embedded
Laura C. Saunders Elementary	505 S.W. 8 Street	Homestead	Florida	33030	IP Office	Embedded
Laura C. Saunders Full Service Clinic	1605 N.W. 6 Avenue	Homestead	Florida	33030	Merlin II	None
Liberty City Elementary	1855 N.W. 71 Street	Miami	Florida	33147	IP Office	Embedded
Downtown Doral Charter Elementary School	8390 N.W. 53 Street	Doral	Florida	33166	IP Office	UCM
Jesse J. McCrary, Jr. (Little River) Elementary	514 N.W. 77 Street	Miami	Florida	33150	IP Office	Embedded
Lorah Park Elementary	5160 N.W. 31 Avenue	Miami	Florida	33142	S8300	IA770
Toussaint L'Ouverture Elementary	120 N.E. 59 Street	Miami	Florida	33137	IP Office	Embedded
Ludlam Elementary	6639 S.W. 74 Street	South Miami	Florida	33143	Norstar	Startalk Flash
Frank C. Martin K-8 Center	14250 Boggs Drive	Richmond Heights	Florida	33176	Norstar	Startalk Flash
Wesley Matthews Elementary	12345 S.W. 18 Terrace	Miami	Florida	33175	Norstar	Startalk Flash
Meadowlane Elementary	4280 West 8 Avenue	Hialeah	Florida	33012	IP Office	Embedded
Melrose Elementary	3050 N.W. 35 Street	Miami	Florida	33142	S8300	IA770
Melrose Elementary/Bethune Headstart	2900 N.W. 43 Terrace	Miami	Florida	33142	Norstar	Startalk Flash
Ada Merritt K-8 Center	660 S.W. 3 Street	Miami	Florida	33130	Option 11c	CallPilot
Miami Gardens Elementary	4444 N.W. 195 Street	Opa-Locka	Florida	33055	IP Office	Embedded
Miami Heights Elementary	17661 S.W. 117 Avenue	Miami	Florida	33177	IP Office	Embedded
Miami Lakes - Primary Learning Center L	14250 N.W. 67 Avenue	Hialeah	Florida	33014	Norstar	Startalk Flash

Miami Lakes K-8 Center	14250 N.W. 67 Avenue	Hialeah	Florida	33014	Norstar	Startalk Flash
Miami Park Elementary	2225 N.W. 103 Street	Miami	Florida	33147	IP Office	Embedded
Miami Park Full Service Clinic	2225 N.W. 103 Street	Miami	Florida	33147	IP Office	Embedded
Miami Shores Elementary	10351 N.E. 5 Avenue	Miami Shores	Florida	33138	Norstar	Startalk Flash
Miami Springs Elementary	51 Park Street	Miami Springs	Florida	33166	Norstar	Startalk Flash
Markas A. Milam K-8 Center	6020 West Avenue	Hialeah	Florida	33012	IP Office	Embedded
Phyllis Ruth Miller Elementary	840 N.E. 87 Street	Miami	Florida	33138	S8300	IA770
Morningside K-8 Academy	6620 N.E. 5 Avenue	Miami	Florida	33138	IP Office	Embedded
Robert Russa Moton Elementary	18050 Homestead Avenue	Miami	Florida	33157	IP Office	Embedded
Myrtle Grove K-8 Center	3125 N.W. 176 Street	Opa-Locka	Florida	33055	IP Office	Embedded
Coconut Palm K-8 Academy - State School "CC1"	24400 S.W. 124 Avenue	Miami	Florida	33032	S8300	IA770
Natural Bridge Elementary	1650 N.E. 141 Street	North Miami	Florida	33181	IP Office	Embedded
Norland Elementary	19340 N.W. 8 Court	Miami	Florida	33169	IP Office	Embedded
Norland Elementary - Clinic	19340 N.W. 8 Court	Miami	Florida	33169	IP Office	Embedded
North Beach Elementary	4100 Prairie Avenue	Miami Beach	Florida	33140	Norstar	Startalk Flash
Barbara Hawkins (North Carol City) Elementary	19010 N.W. 37 Avenue	Miami Gardens	Florida	33056	IP Office	Embedded
North County K-8 Center	3250 N.W. 207 Street	Opa-Locka	Florida	33056	IP Office	Embedded
North Glade Elementary	5000 N.W. 177 Street	Opa-Locka	Florida	33055	IP Office	Embedded
North Hialeah Elementary	4251 East 5 Avenue	Hialeah	Florida	33013	IP Office	Embedded
North Miami Elementary	665 N.E. 145 Street	North Miami	Florida	33161	S8300	IA770
North Twin Lakes Elementary	625 West 74 Place	Hialeah	Florida	33014	S8300	IA770
Norwood Elementary	19810 N.W. 14 Court	Miami	Florida	33169	S8300	IA770
Oak Grove Elementary	15640 N.E. 8 Avenue	North Miami Beach	Florida	33162	IP Office	Embedded
Gateway Environmental K-8 Learning Center - State School TT1	955 S.E. 18 Avenue	Homestead	Florida	33035	S8300	IA770
Ojus Elementary	18600 West Dixie Highway	North Miami Beach	Florida	33180	Norstar	Startalk Flash
Olinda Elementary	5536 N.W. 21 Avenue	Miami	Florida	33142	S8300	IA770
Olympia Heights Elementary	9797 S.W. 40 Street	Miami	Florida	33165	IP Office	Embedded
Dr. Robert B. Ingram Elementary (Opa Locka)	600 Ahmad Street	Opa-Locka	Florida	33054	IP Office	Embedded
Migrant Program - Redland Service Center	29355 South Dixie Highway	Homestead	Florida	33033	MFB	
Migrant Program - Homestead Service Center	13600 S.W. 312 Street	Homestead	Florida	33033	ADSL	
Orchard Villa Elementary	5720 N.W. 13 Avenue	Miami	Florida	33142	S8300	IA770
Palmetto Elementary	12401 S.W. 74 Avenue	Miami	Florida	33156	Norstar	Startalk Flash
Palm Lakes Elementary	7450 West 16 Avenue	Hialeah	Florida	33014	S8300	IA770
Palm Springs Elementary	6304 East 1 Avenue	Hialeah	Florida	33013	IP Office	Embedded
Palm Springs North Elementary	17615 N.W. 82 Avenue	Hialeah	Florida	33015	S8300	IA770
Palm Springs North Elementary - Primary Learning Center X	8192 N.W. 178 Street	Miami	Florida	33015	S8300	IA770
Parkview Elementary	17631 N.W. 20 Avenue	Opa-Locka	Florida	33056	IP Office	Embedded
Parkway Elementary	1320 N.W. 188 Street	Miami	Florida	33169	S8300	IA770
Perrine Elementary	8851 S.W. 168 Street	Perrine	Florida	33157	Norstar	Startalk Flash
Irving & Beatrice Peskoe K-	29035 S.W. 144 Avenue	Miami	Florida	33033	IP Office	Embedded

8 Center						
Kelsey L. Pharr Elementary	2000 N.W. 46 Street	Miami	Florida	33142	S8300	IA770
Pinecrest Elementary	10250 S.W. 57 Avenue	Miami	Florida	33156	Norstar	Startalk Flash
Pine Lake Elementary	16700 S.W. 109 Avenue	Miami	Florida	33157	S8300	IA770
Pine Villa Elementary	21799 S.W. 117 Court	Goulds	Florida	33170	S8300	IA770
Pine Villa ES Headstart @ Isaac Withers Bldg	21300 S.W. 122 Avenue	Miami	Florida	33177	Norstar	None
Henry E.S. Reeves Elementary - State School "U"	2005 N.W. 111 Street	Miami	Florida	33167	S8300	IA770
Poinciana Park Elementary	6745 N.W. 23 Avenue	Miami	Florida	33147	IP Office	Embedded
Dr. Gilbert L. Porter Elementary	15851 S.W. 112 Street	Miami	Florida	33196	Norstar	NAM
Dr. Gilbert L. Porter Elementary - Primary Learning Center Q	5751 S.W. 112 Street	Miami	Florida	33186	Norstar	NAM
Rainbow Park Elementary	15355 N.W. 19 Avenue	Miami Gardens	Florida	33054	S8300	IA770
Redland Elementary	24501 S.W. 162 Avenue	Homestead	Florida	33031	Norstar	Startalk Flash
Redondo Elementary	18480 S.W. 304 Street	Homestead	Florida	33030	IP Office	Embedded
Ethel F. Beckford (Richmond) Elementary	16929 S.W. 104 Avenue	Miami	Florida	33157	IP Office	Embedded
William J. Bryan Elementary - Primary Learning Center K	12175 N.E. 12 Court	North Miami	Florida	33161	IP Office	Embedded
Riverside Elementary	1190 S.W. 2 Street	Miami	Florida	33130	S8300	Call Pilot 150
Jane S. Robert Early Childhood Center - State School "ECC-3"	16350 S.W. 47 Street	Miami	Florida	33185	S8300	IA770
Jane S. Roberts K-8 Center	14850 S.W. Cottonwood Circle	Miami	Florida	33185	Norstar	NAM
Rockway Elementary	2790 S.W. 93 Court	Miami	Florida	33165	Norstar	Startalk Flash
Royal Green Elementary	13047 S.W. 47 Street	Miami	Florida	33175	S8300	IA770
Royal Palm Elementary	4200 S.W. 112 Court	Miami	Florida	33165	S8300	IA770
Gertrude Edelman (Sabal Palm) Elementary	17101 N.E. 7 Avenue	North Miami Beach	Florida	33162	S8300	IA770
Gertrude Edelman (Sabal Palm) Headstart @ John F. Kennedy Middle	1075 N.E. 167 Street	North Miami Beach	Florida	33162	N/A	None
Santa Clara Elementary	1051 N.W. 29 Terrace	Miami	Florida	33127	S8300	IA770
Scott Lake Elementary	1160 N.W. 175 Street	Miami	Florida	33169	IP Office	Embedded
Seminole Elementary	121 S.W. 78 Place	Miami	Florida	33144	S8300	IA770
Shadowlawn Elementary	149 N.W. 49 Street	Miami	Florida	33127	S8300	IA770
Shenandoah - Primary Learning Center B1	1023 S.W. 21 Avenue	Miami	Florida	33135	Merlin II	None
Shenandoah Elementary	1023 S.W. 21 Avenue	Miami	Florida	33135	IP Office	Embedded
South Dade Middle - State School "SS1"	19415 S.W. 292 Avenue	Miami	Florida	33030	S8300	IA770
David Lawrence Jr. K-8 Center - State School "QQ1"	15000 Bay Vista Boulevard	Miami	Florida	33181	S8300	IA770
Ben Sheppard - Primary Learning Center V	5601 West 24 Avenue	Hialeah	Florida	33016	Merlin II	None
Ben Sheppard Elementary	5700 West 24 Avenue	Hialeah	Florida	33016	S8300	IA770
Silver Bluff Elementary	2609 S.W. 25 Avenue	Miami	Florida	33133	IP Office	Embedded
AIE Charter School, School Ops, & FASCO	1080 Labaron Drive	Miami Springs	Florida	33166	Option 11c	CallIPilot
Ernest R. Graham K-8 Center	7300 W 32 Avenue	Hialeah	Florida	33018	S8300	IA770
Dr. Carlos J. Finlay Elementary	851 S.W. 117 Avenue	Miami	Florida	33184	S8300	IA770
Skyway Elementary	4555 N.W. 206 Terrace	Miami Gardens	Florida	33055	S8300	IA770
South Pointe Elementary	1050 Fourth Street	Miami Beach	Florida	33139	Norstar	Startalk

							Flash
John I. Smith - Primary Learning Center A1	10415 N.W. 52 Street	Miami	Florida	33178	Norstar		None
John I. Smith K-8 Center	10415 N.W. 52 Street	Miami	Florida	33178	Norstar		None
Snapper Creek Elementary	10151 S.W. 64 Street	Miami	Florida	33173	Norstar		Startalk Flash
North Dade Center for Modern Language	1840 N.W. 157 Street	Opa-Locka	Florida	33054	IP Office		Embedded
Hubert O. Sibley K-8 Center	255 N.W. 115 Street	Miami	Florida	33168	S8300		IA770
South Hialeah Elementary	265 East 5 Street	Hialeah	Florida	33010	IP Office		Embedded
South Miami K-8 Center	6800 S.W. 60 Street	South Miami	Florida	33143	S8300		IA770
South Miami Heights Elementary	12231 S.W. 190 Terrace	Miami	Florida	33177	IP Office		Embedded
Southside Elementary	45 S.W. 13 Street	Miami	Florida	33130	S8300		IA770
Springview Elementary	1122 Blue Bird Avenue	Miami Springs	Florida	33166	Norstar		Startalk Flash
E. W. F. Stirrup Elementary	330 N.W. 97 Avenue	Miami	Florida	33172	S8300		IA770
Sunset Elementary	5120 S.W. 72 Street	South Miami	Florida	33143	Norstar		Startalk Flash
Sunset Park Elementary	10235 S.W. 84 Street	Miami	Florida	33173	S8300		IA770
Sweetwater Elementary	10655 S.W. 4 Street	Miami	Florida	33174	S8300		IA770
Sylvania Heights Elementary	5901 S.W. 16 Street	Miami	Florida	33155	Norstar		None
Treasure Island Elementary	7540 East Treasure Drive	Miami Beach	Florida	33141	S8300		IA770
Tropical Elementary	4545 S.W. 104 Avenue	Miami	Florida	33165	Norstar		Startalk Flash
Frances S. Tucker Elementary	3500 Douglas Road	Miami	Florida	33133	S8300		IA770
Twin Lakes Elementary	6735 West 5 Place	Hialeah	Florida	33012	S8300		IA770
Village Green Elementary	12265 S.W. 34 Street	Miami	Florida	33175	Norstar		Startalk Flash
Vineland K-8 Center	8455 S.W. 119 Street	Miami	Florida	33156	S8300		IA770
Mae Walters Elementary	650 West 33 Street	Hialeah	Florida	33012	S8300		IA770
West Homestead Elementary	1550 S.W. 6 Street	Homestead	Florida	33030	IP Office		Embedded
Henry S. West Laboratory	5300 Carillo	Coral Gables	Florida	33146	Norstar		Startalk Flash
Dr. Henry W. Mack (West Little River) K-8 Center	2450 N.W. 84 Street	Miami	Florida	33147	IP Office		Embedded
Carrie P. Meek (Westview) K-8 Center	2101 N.W. 127 Street	Miami	Florida	33167	S8300		IA770
Phyllis Wheatley Elementary	1801 N.W. 1 Place	Miami	Florida	33136	IP Office		Embedded
Whispering Pines Elementary	18929 S.W. 89 Road	Miami	Florida	33157	Norstar		Startalk Flash
Winston Park K-8 Center	13200 S.W. 79 Street	Miami	Florida	33183	S8300		IA770
Nathan Young Elementary	14120 N.W. 24 Avenue	Opa-Locka	Florida	33054	S8300		IA770
Dr. Edward L. Whigham Elementary	21545 S.W. 87 Avenue	Miami	Florida	33189	S8300		IA770
Dr. Edward Whigham - Primary Learning Center E	8035 S.W. 196 Street	Miami	Florida	33157	S8300		IA770
Charles D. Wyche, Jr., Elementary	5241 N.W. 195 Drive	Miami	Florida	33055	Norstar		Startalk Flash
Herbert Ammons Middle	17990 S.W. 142 Avenue	Miami	Florida	33177	Option 11c		CallPilot
Allapattah Middle	1331 N.W. 46 Street	Miami	Florida	33142	IP Office		Embedded
Arvida Middle	10990 S.W. 127 Avenue	Miami	Florida	33186	Option 11c		None
Andover Middle - State School "PP1"	50 N.E. 207 Street	Miami	Florida	33179	S8300		IA770
Brownsville Middle	4899 N.W. 24 Avenue	Miami	Florida	33142	IP Office		Embedded
Paul Bell Middle	11800 N.W. 2 Street	Miami	Florida	33182	S8300		IA770
Carol City Middle	3737 N.W. 188 Street	Miami Gardens	Florida	33055	IP Office		Embedded
Zelda Glazer Middle - State School "UU1"	15015 S.W. 24 Street	Miami	Florida	N/A	S8300		IA770

Campbell Drive Middle	900 N.E. 23 Avenue	Homestead	Florida	33033	IP Office	Embedded
George Washington Carver Middle	4901 Lincoln Drive	Coconut Grove	Florida	33133	Option 11c	None
Cutler Bay Academy of Advanced Studies, Centennial Campus (Centennial Middle)	8601 S.W. 212 Street	Miami	Florida	33189	IP Office	Embedded
Citrus Grove Middle	2153 N.W. 3 Street	Miami	Florida	33125	IP Office	Embedded
Cutler Bay Academy of Advanced Studies, Cutler Ridge Campus (Cutler Ridge Middle)	19400 Gulfstream Road	Miami	Florida	33157	S8300	IA770
Ruben Dario Middle	350 N.W. 97 Avenue	Miami	Florida	33172	IP Office	Embedded
Howard A. Doolin Middle	6400 S.W. 152 Avenue	Miami	Florida	33193	S8300	IA770
Charles R. Drew Middle	1801 N.W. 60 Street	Miami	Florida	33142	IP Office	Embedded
Doral Middle	5005 N.W. 112 Avenue	Miami	Florida	33178	Option 11c	CallPilot
Lawton Chiles Middle	8190 N.W. 197 Street	Hialeah	Florida	33015	S8300	IA770
Henry H. Filer Middle	531 West 29 Street	Hialeah	Florida	33012	IP Office	Embedded
Glades Middle	9451 S.W. 64 Street	Miami	Florida	33173	Option 11c	None
Hammocks Middle	9889 Hammocks Boulevard	Miami	Florida	33186	Option 11c	CallPilot
Hialeah Middle	6027 East 7 Avenue	Hialeah	Florida	33013	S8300	IA770
Highland Oaks Middle	2375 N.E. 203 Street	North Miami Beach	Florida	33180	Option 11c	None
Homestead Middle	650 N.W. 2 Avenue	Homestead	Florida	33030	IP Office	Embedded
Thomas Jefferson Middle	525 N.W. 147 Street	Miami	Florida	33168	S8300	IA770
John F. Kennedy Middle	1075 N.E. 167 Street	North Miami Beach	Florida	33162	IP Office	Embedded
Kinloch Park Middle	4340 N.W. 3 Street	Miami	Florida	33126	S8300	IA770
Lake Stevens Middle	18484 N.W. 48 Place	Carol City	Florida	33055	IP Office	Embedded
Jose de Diego Middle	3100 N.W. 5 Avenue	Miami	Florida	33125	IP Office	Embedded
Madison Middle	3400 N.W. 87 Street	Miami	Florida	33147	IP Office	Embedded
Horace Mann Middle	8950 N.W. 2 Avenue	Miami	Florida	33150	S8300	IA770
Howard D. McMillan Middle	13100 S.W. 59 Street	Miami	Florida	33183	Option 11c	None
Miami Edison Middle	6101 N.W. 2 Avenue	Miami	Florida	33127	IP Office	Embedded
Miami Lakes Middle	6425 Miami Lakeway North	Miami Lakes	Florida	33014	Option 11c	CallPilot
Miami Springs Middle	150 South Royal Poincian	Miami Springs	Florida	33166	S8300	IA770
Nautilus Middle	4301 North Michigan Avenue	Miami Beach	Florida	33140	S8300	IA770
Norland Middle	1235 N.W. 192 Terrace	Miami	Florida	33169	S8300	IA770
North Dade Middle	1840 N.W. 157 Street	Miami Gardens	Florida	33054	IP Office	Embedded
Country Club Middle - State School "NN1"	18305 N.W. 75 Place	Miami	Florida	33015	S8300	IA770
North Miami Middle	13105 N.E. 7 Avenue	North Miami	Florida	33161	S8300	IA770
Palm Springs Middle	1025 West 56 Street	Hialeah	Florida	33012	IP Office	Embedded
Palmetto Middle	7351 S.W. 128 Street	Miami	Florida	33156	Option 11c	CallPilot
Parkway Middle	2349 N.W. 175 Street	Opa-Locka	Florida	33055	IP Office	Embedded
Ponce De Leon Middle	5801 Augusto Street	Coral Gables	Florida	33146	S8300	IA770
Hialeah Gardens Middle - State School "MM1"	11750 N.W. 92 Avenue	Hialeah Gardens	Florida	33016	S8300	IA770
Redland Middle	16001 S.W. 248 Street	Homestead	Florida	33031	IP Office	Embedded
Jorge Mas Canosa Middle - State School "YY1"	15735 S.W. 144 Street	Miami	Florida	33196	S8300	Intuity LX
Richmond Heights Middle	15015 S.W. 103 Avenue	Miami	Florida	33176	S8300	IA770
Richmond Heights Middle - Metro Zoo Magnet	12400 S.W. 152 Street	Miami	Florida	33176	MFB	None
Riviera Middle	10301 S.W. 48 Street	Miami	Florida	33165	Option 11c	CallPilot
Rockway Middle	9393 S.W. 29 Terrace	Miami	Florida	33165	Option	None

					11c	
Shenandoah Middle	1950 S.W. 19 Street	Miami	Florida	33145	S8300	IA770
Southwood Middle	16301 S.W. 80 Avenue	Miami	Florida	33157	S8300	IA770
South Miami Middle	6750 S.W. 60 Street	Miami	Florida	33143	Option 11c	None
W. R. Thomas Middle	13001 S.W. 26 Street	Miami	Florida	33175	S8700	Audix
Lamar Louise Curry	15750 S.W. 47 Street	Miami	Florida	33185	Option 11c	CallPilot
West Miami Middle	7525 S.W. 24 Street	Miami	Florida	33135	IP Office	Embedded
Westview Middle	1901 N.W. 127 Street	Miami	Florida	33167	S8300	IA770
American Senior	18350 N.W. 67 Avenue	Hialeah	Florida	33015	S8300	IA770
TERRA Environmental Research Institute - State School YYY1	11005 S.W. 84 Street	Miami	Florida	33173	S8300	IA770
Law Enforcement Officers Memorial High School	300 N.W. 2 Avenue	Miami	Florida	33128	S8300	IA770
Alonso & Tracy Mourning Senior - State School QQQ-1	2601 N.E. 151 Street	Miami	Florida	33160	S8300	IA770
Westland Hialeah Senior - State School "WWW"	4000 West 18 Avenue	Hialeah	Florida	33012	S8300	IA770
G. Holmes Braddock Senior	3601 S.W. 147 Avenue	Miami	Florida	33185	S8300	IA770
Young Women's Preparatory Academy	1150 S.W. 1 Street	Miami	Florida	33130	S8300	IA770
Young Men's Preparatory Academy	3001 N.W. 2 Avenue	Miami	Florida	33127	S8300	IA770
Coral Gables Senior	450 Bird Road	Coral Gables	Florida	33146	S8300	IA770
Design & Architecture Senior (DASH)	4001 N.E. 2 Avenue	Miami	Florida	33137	Option 11c	CallPilot
Coral Reef Senior	10101 S.W. 152 Street	Miami	Florida	33157	Option 11c	CallPilot
Hialeah Senior	251 East 47 Street	Hialeah	Florida	33013	S8800	IA770
John A. Ferguson Senior	15900 S.W. 56 Street	Miami	Florida	33185	Option 11c	CallPilot
Hialeah-Miami Lakes Senior	7977 West 12 Avenue	Hialeah	Florida	33014	S8300	IA770
Dr. Michael M. Krop Senior	1410 N.E. 215 Street	Miami	Florida	33179	Option 11c	CallPilot
Homestead Senior	2351 S.E. 12 Avenue	Homestead	Florida	33035	S8300	IA770
Mast Academy	3979 Rickenbacker Causeway	Miami	Florida	33149	Option 11c	CallPilot
Medical Academy for Science and Technology (M.A.S.T. @ Homestead) State School SSS	1220 N.W. 1 Avenue	Homestead	Florida	33030	IP Office	Embedded
Hialeah Gardens Senior - State School "JJJ"	11700 N.W. Hialeah Gardens Boulevard	Hialeah Gardens	Florida	33018	S8730	Intuity LX
Miami Beach Senior	2231 Prairie Avenue	Miami Beach	Florida	33139	S8300	IA770
Miami Carol City Senior - State School "LLL"	3422 N.W. 187 Street	Miami Gardens	Florida	33056	S8300	IA770
Ronald Reagan Doral Senior	8600 N.W. 107 Avenue	Doral	Florida	33178	S8300	IA770
Miami Central Senior	1781 N.W. 95 Street	Miami	Florida	33147	S8300	IA770
Miami Agricultural	10200 N.W. 17 Avenue	Miami	Florida	33147	Merlin II	None
Miami MacArthur North	13835 N.W. 97 Avenue	Hialeah	Florida	33018	S8300	IA770
Miami Coral Park Senior	8865 S.W. 16 Street	Miami	Florida	33165	S8300	IA770
Jose Marti Full Service Clinic	5701 West 24 Avenue	Hialeah	Florida	33016	Merlin II	None
Jose Marti MAST 6-12 Academy	5701 West 24 Avenue	Hialeah	Florida	33016	IP Office	Embedded
Miami Edison Senior	6161 N.W. 5 Court	Miami	Florida	33127	S8300	IA770
Miami Jackson Senior	1751 N.W. 36 Street	Miami	Florida	33142	S8300	IA770
Arthur and Polly Mays Conservatory of the Arts (Mays Middle)	11700 S.W. 216 Street	Goulds	Florida	33170	IP Office	Embedded

Miami Killian Senior	10655 S.W. 97 Avenue	Miami	Florida	33176	Option 11c	CallPilot
Robert Morgan Educational Center (Senior)	18180 S.W. 122 Avenue	Miami	Florida	33177	Option 11c	CallPilot
Miami Norland Senior	1050 N.W. 195 Street	Miami	Florida	33169	S8300	IA770
Miami Lakes Educational Center	5780 N.W. 158 Street	Miami Lakes	Florida	33014	S8800	IA770
Miami Northwestern Senior	1100 N.W. 71 Street	Miami	Florida	33150	S8500	Intuity LX
Miami Palmetto Senior	7460 S.W. 118 Street	Miami	Florida	33156	Option 11c	CallPilot
Miami Senior	2450 S.W. 1 Street	Miami	Florida	33135	IP Office	Embedded
Miami Springs Senior	751 Dove Avenue	Miami Springs	Florida	33166	Option 11c	CallPilot
Miami Sunset Senior	13125 S.W. 72 Street	Miami	Florida	33183	Option 11c	CallPilot
North Miami Beach Senior	1247 N.E. 167 Street	North Miami Beach	Florida	33162	S8300	IA770
International Studies Preparatory Academy - State School LLL1	1570 Madruga Avenue	Coral Gables	Florida	33146	S8300	IA770
North Miami Senior Relief - State School BBB-1	13110 N.E. 8 Avenue	North Miami	Florida	33161	S8300	IA770
William Turner Technical	10151 N.W. 19 Avenue	Miami	Florida	33147	S8300	IA770
YMAACD @ MacArthur South	13990 S.W. 264 Street	Homestead	Florida	33032	S8300	Startalk Flash
South Dade Senior	28401 S.W. 167 Avenue	Homestead	Florida	33030	S8300	Intuity LX
South Dade Adult	109 N.E. 8 Street	Homestead	Florida	33030	S8300	IA770
South Miami Senior	6856 S.W. 53 Street	Miami	Florida	33155	S8300	IA770
Miami Southridge Senior	19355 S.W. 114 Avenue	Miami	Florida	33157	S8300	IA770
Southwest Miami Senior	8855 S.W. 50 Terrace	Miami	Florida	33165	S8300	IA770
Barbara Goleman Senior	14100 N.W. 89 Avenue	Hialeah	Florida	33018	S8300	IA770
Felix Varela Senior	15255 S.W. 96 Street	Miami	Florida	33196	S8300	IA770
Booker T. Washington Senior	1200 N.W. 6 Avenue	Miami	Florida	33136	S8300	IA770
George T. Baker Aviation School	3275 N.W. 42 Avenue	Miami	Florida	33142	IP Office	UCM
The English Center	3501 S.W. 28 Street	Miami	Florida	33133	Option 11c	CallPilot
Lindsey Hopkins Educational Center	750 N.W. 20 Street	Miami	Florida	33127	Si	Intuity LX
Here's Help, Inc. - North Campus	15100 N.W. 27 Avenue	Opa-Locka	Florida	33054	MFB	
Jan Mann Opportunity School	16101 N.W. 44 Court	Opa-Locka	Florida	33054	S8300	IA770
The 500 Role Models Academy for Excellence	6300 N.W. 27 Avenue	Miami	Florida	33147	S8300	IA770
C. O. P. E. North Alternative Education Center	9950 N.W. 19 Avenue	Miami	Florida	33147	S8300	IA770
Dorothy Wallace Educational C.O.P.E. South	10255 S.W. 147 Terrace	Miami	Florida	33176	S8300	IA770
D. A. Dorsey Educational Center	7100 N.W. 17 Avenue	Miami	Florida	33147	S8300	IA770
Juvenile Justice Center - School Side Detention Side	3300 N.W. 27 Avenue	Miami	Florida	33142	S8300	IA770
Robert Renick Educational Center	2201 N.W. 207 Street	Opa-Locka	Florida	33056	Option 11c	None
Corporate Academy North	5120 N.W. 24 Avenue	Miami	Florida	33142	S8300	IA770
Ruth Owens Kruse' Educational Center	11001 S.W. 76 Street	Miami	Florida	33173	S8300	IA770
Robert Morgan Educational Center	18180 S.W. 122 Avenue	Miami	Florida	33177	Option 11c	CallPilot
South Dade Skills Center	28300 S.W. 152 Avenue	Homestead	Florida	33033	S8300	IA770
Attendance Services	489 East Drive	Miami Springs	Florida	33166	Option 11c	CallPilot

SBAB Garage	1500 N.E. 2 Avenue	Miami	Florida	33132	S8700	Audix
Stores and Mail Distribution	7001 S.W. 4 Street	Miami	Florida	33144	Option 11c	CallPilot
Central East Transportation Center	7011 S.W. 4 Street	Miami	Florida	33144	Option 11c	CallPilot
Plant Operations	11035 S.W. 84 Street	Miami	Florida	33173	S8300	IA770
Transportation Center Administration - Coral Reef	15401 S.W. 117 Avenue	Miami	Florida	33157	S8300	IA770
North Transportation Center	16150 N.W. 42 Avenue	Miami	Florida	33054	Norstar	None
South Transportation Center	660 S.W. 3 Avenue	Florida City	Florida	33034	Merlin II	None
NorthEast Transportation Center	5901 N.W. 27 Avenue	Miami	Florida	33142	Norstar	NAM
Southwest Transportation Center	15501 S.W. 117 Avenue	Miami	Florida	33157	S8300	IA770
Northwest Transportation Center	900 N.W. South River Drive	Medley	Florida	33166	Norstar	NAM
Central West Transportation Center	13775 N.W. 6 Street	Miami	Florida	33182	S8300	IA770
Redland Vehicle Maintenance Facility	24601 S.W. 160 Avenue	Miami	Florida	33031	Legend	None
Jack Schee Transportation Center	2755 N.W. 122 Street	Miami	Florida	33054	Norstar	NAM
Facilities Operations-Management	2925 N.W. 41 Street	Miami	Florida	33142	Si	Audix
Maintenance and Operations Center (Toys)	12525 N.W. 28 Avenue	Miami	Florida	33167	Si	Audix
South Maintenance Satellite	24600 S.W. 159 Avenue	Miami	Florida	33031	Legend	None
Coral Reef Facility	15301 S.W. 117 Avenue	Miami	Florida	33177	Legend	None
North Central Maintenance Satellite	2780 N.W. 87 Street	Miami	Florida	33147	MFB	None
South Central Maintenance Satellite	2950 N.W. 43 Terrace	Miami	Florida	33142	Si	Audix
Transportation Vehicle Maintenance	11601 S.W. 160 Street	Miami	Florida	33157	S8300	IA770
Information Technology Services (ITS)	131325 S.W. 26 Street	Miami	Florida	33175	S8700	Audix
OIT Annex	2740 N.W. 104 Court	Miami	Florida	33172	Si	Audix
Migrant Education Program	28205 S.W. 125 Avenue	Homestead	Florida	33033	S8300	IA770
North Region Office	733 East 57 Street	Hialeah	Florida	33013	Option 11c	CallPilot
Central Region Office	5005 N.W. 112 Avenue	Miami	Florida	33178	Option 11c	CallPilot
Kendall Regional Center	9040 S.W. 79 Avenue	Miami	Florida	33156	Option 11c	CallPilot
Old Regional Center 4 - Little Havana	2201 S.W. 4 Street	Miami	Florida	33135	Option 11c	CallPilot
South Region Office	18180 S.W. 122 Avenue	Miami	Florida	33177	Option 11c	CallPilot
Media Programs	172 N.E. 18 Street	Miami	Florida	33132	S8700	Audix
WLRN	172 N.E. 15 Street	Miami	Florida	33132	S8700	Audix
F.D.L.R.S.	5555 S.W. 93 Avenue	Miami	Florida	33165	Norstar	Startalk Flash
F.D.L.R.S. - South (ESE - Pre K)	5555 S.W. 93 Avenue	Miami	Florida	33165	Norstar	Startalk Flash
Title 1 Neighborhood Learning Center	7900 N.W. 27 Avenue, Suite F-9	Miami	Florida	33147	S8300	IA770
Professional Development Data Center	525 N.W. 147 Street	Miami	Florida	33168	S8300	IA770
Biscayne Nature Center	4000 Crandon Boulevard	Key Biscayne	Florida	33149	Norstar	Startalk Flash
Nathaniel "Traz" Powell Stadium	11380 N.W. 27 Aveune	Miami	Florida	33167	MFB	None
School Police	6100 N.W. 2 Avenue	Miami	Florida	33127	Option 11c	CallPilot
Police GIU	2950 N.W. 43 Terrace	Miami	Florida	33142	SI	Audix
SBAB Facility	1450 N.E. 2nd Avenue	Miami	Florida	33132	S8700	Audix

2.3.1 Bidders are required to use the attached price proposal form in section 3.0 when submitting their bid. **Additionally, the following must be submitted as an addendum to the Price Proposal Form: The bidder(s) entire catalog on CD or jump drive in an Excel format as well as any resources that may be used in the performance of this contract.** Such resources shall include a labor description, hourly labor rate, (regular time, over- time and holidays) and any offered discounts to the District.

2.3.1.1 The Service Call charge per manufacturer of equipment must include all charges necessary to restore each item to proper operation as specified by the manufacturer. Service will include system and feature programming as requested. All materials costs shall adhere to the Cost Plus percentage identified in Table 5 of the Price Proposal Form. Additional discounts may be offered by the bidder(s) during any RFQ process.

2.3.1.2 The hourly labor and materials cost will be used for adds, moves, and changes and repairs and is intended to cover work from the telephone system location to and including the station jack. See definitions in

2.3.1.3 The bidder's catalog must include for each item at least these elements: a unique identification number (Manufacturer's ID number preferred), a description, the material cost per unit and any discounts being offered by the bidder(s) to the District, and installation cost (if applicable). It is preferred that the bidders catalog include a picture of the items. Station wiring items **must be included in the bidder's catalog, M-DCPS, at its sole discretion, will advise whether the submitted items will be acceptable.** The catalog of materials will be used for maintenance, repairs and adds, moves, and changes. The catalog must be kept current with new products, electronically, during the term of the contract and must be in conformance with the terms and conditions of this ITB for use of the catalog. Notification of deletions and/or additions to the catalog must be given thirty (30) days prior to the change and submitted to Procurement Management Services with a copy to Enterprise Service Management (ESM).

2.3.2 M-DCPS reserves the right to make purchases from bidders providing time and materials price per Service Call. To facilitate the purchases, bidders are encouraged to include in their catalog the components, prices and discounts of all items required to assemble various types of PBX and Key-Hybrid systems and all ancillary equipment and associated peripherals.

2.4 BIDDER'S QUALIFICATIONS

2.4.1 Bidders must have an established business providing service to users in the contiguous United States, with a minimum total customer base of 25 telephone systems, their associated telephone sets, administration terminals and all ancillary equipment, and voice mail systems, in the contiguous United States, with verifiable direct manufacturers relationship (not through intermediaries), or be an established firm which has done

business with M-DCPS for at least seven (7) years.

- 2.4.2** It is preferred that Bidders of Avaya products and services be Authorized Platinum Level partners. It is preferred that Bidders of Allworx products and services be Allworx certified resellers with technicians currently certified on the latest software release. In addition, bidder shall ensure technicians will achieve certification on new Allworx software releases as they become available.

Bidders must use technicians who are manufacturer certified and experienced in operation, administration, and trouble analysis of Digital and Hybrid PBX systems operating in a network connected through DS-1, SIP, Ethernet, MPLS, or other high-speed circuits provided by the local exchange carrier. The experience must include networked digital PBX systems that carry both voice and data channels. Knowledge and proficiency of the following: Nortel 11C, Call Pilot, NorStar, NAM/FLASH, Avaya IPO 500v2, Avaya CM, Avaya 88xx, 87xx, 83xx, G700 and G450. Bidders. Proof of manufacturer certification must be submitted. A certified technician must be on-site during the accomplishment of awarded work under this contract. While on School Board property, the Awarded bidder(s) is responsible for the conduct and actions of their technicians providing services to M-DCPS. M-DCPS has the right to have individuals barred from working on School Board property.

- 2.4.3** Bidders must provide proof of experience in their bid by submitting a list of four (4) of their largest customers and the quantity, approximate size (lines and trunks) and types of equipment presently being serviced for these customers. The names and telephone numbers of contact persons at each customer site must be submitted with the bid on Exhibit 5 of this ITB. The document may be replicated as needed to fulfill this requirement.

- 2.4.4** Bidders must provide the following additional information in their bid:

- 2.4.4.1** The number of technicians, with associated job descriptions, and other support persons on duty during the normal workweek and on weekends. Contact names and numbers for bidder, including, Sales, Project Management, Accounts Receivables and Customer Service
- 2.4.4.2** The extent of the technical training and years of experience of individual service personnel.
- 2.4.4.3** The general types and quantities of spare parts available and their locations. This should include trunk and station circuit cards, ups', common control circuit cards and crash kits, including the types of telephone sets.
- 2.4.4.4** Explain the availability of remote diagnostics and alarm monitoring. Indicate if a dedicated 1FB line or any other type of connection is needed to provide the remote service.
- 2.4.4.5** Explain the bidder's relationship to various manufacturers, specifically the relationships, if any, to Avaya and/or Allworx.
- 2.4.4.6** The location of the bidder(s) local repair facilities.

2.4.4.7 Bidders must indicate what percentage their local workload would increase in the event they were awarded this bid.

2.4.4.8 In order to be considered for this bid, the bidder(s) must have access to the following items from the manufacturers they are bidding, i.e.:
Avaya, Allworx.

- a. Manufacturer training of service personnel.
- b. Manufacturer return parts authorization.
- c. Throughout the duration of this contract, the vendor shall possess, or have immediate access to all OEM registered software and be capable of providing support as required.
- d. Manufacturer technical assistance services and products.
- e. Manufacturer products listed below:

Each participating bidder must acknowledge that as part of their bid submittal, they have access to and have included manufacturer pricing and their proposed discounts, as outlined in the Price Proposal Form, for the following list of items (or current equivalent) that are key components for various District platforms.

Avaya IP Office
IP OFFICE/B5800 IP500 TRUNK CARD PRIMARY RATE UNIVERSAL SINGLE, Part Number 700417439
IP OFFICE 500 VERSION 2 CONTROL UNIT, Part Number 700476005
IP OFFICE/B5800 IP500 EXTENSION CARD PHONE 8, Part Number 700417231
IPO IP500 EXP MOD DGTL STA 30, Part Number 700426216
IPO IP500 EXP MOD PHONE 30, Part Number 700426224
IP OFFICE MEDIA CARD VOICE CODING MODULE 64 V2, Part Number 700504032
IP OFFICE IP500 V2 COMBO CARD ATM V2, Part Number 700504556
IP Office Unified Communications Module v2, Part Number 700507449
Avaya PBX
24 Port Analog Line Circuit Pack TN793CP RHS, Part Number: 700394729
24 Port Digital Line Circuit Pack TN2224CP RHS, Part Number: 700394646
G450 Media Gateway, Part Number: 700407802
G450 Power Supply 400W AC, Part Number: 700432529
G650 MEDIA GATEWAY RHS, Part Number: 700394950
G700 Media Gateway, Part Number: 700394984
MM710B E1/T1 Media Module, Part Number: 700439250
MM711 Analog Media Module RHS, Part Number: 700394661
MM716 Analog Media Module 24 FXS RHS, Part Number: 700394703
MM717 24 Port DCP Media Module RHS, Part Number: 700394711

S8300D Server, Part Number: 700407810
TN767E DS1 Interface/T1/ISDN PRI Interface (24 channel), Material Code: 102930
Nortel PBX System
1.5Mb DTI/PRI Card, Part Number: NTRB21AB
Adtran CSU, Part Number: 527181
Analog Line Card, Part Number: NT8D09BA
DC Power Supply, Part Number: NTDK78AA
Digital Line Card, Part Number: NT8D02GA
Fiber Receiver Card, Part Number: NTDK23BA
Fiber Remote Cable / 30 ft, Part Number: A0634496
Option 11C Direct Digital Interface (T1) CSU, Part Number: NT AS1074
Small System Controller Card With Fiber Expansion Daughter Board, Part Number: NTDK20EA
M2250 Attendant Console, Part Number: NNTM60A808C6
Nortel Key System
1A2 Trunk Cartridge (Modular and Integrated Communication System (ICS)), Part Number: A0365297
6-Port Combo, Part Number: NTBB25GA93
Analog Station Module With Message Waiting, Part Number: A0651835
Battery Backup / Compact Integrated Communication System (ICS), Part Number: 984903
FastRAD - Remote Access Device, Part Number: NT8B80AAAB
Fiber 2 Port Expansion, Part Number: A0404244
Fiber 6 Port Expansion, Part Number: A0404245
Modular Integrated Communication System (ICS), Part Number: NT7B53FA93
Startalk Flash Model 4 With Feature Cartridge (48 M'Box), Part Number: A0759274
T1 Card, Part Number: NT7B74GA93
Allworx
Allworx Connect 731, Designed for companies with up to 180 users per site.1 Includes a base of 30 users, 3 Gigabit network ports, 2 FXO ports, 2 FXS ports, 1 built-in T1 port2, and 15-port voicemail with unified messaging. Supports up to 60 concurrent external calls. Includes 1 Allworx Reach™, unlimited Allworx Interact™, 1 Allworx Interact Professional, and 12 generic SIP device licenses., Part Number 8200104
Allworx 9224, IP phone with 24 programmable buttons, 192x64 graphical backlit display, full-duplex speakerphone, and PoE., Part Number 8110055
Allworx 9204G, Same IP phone with built-in 10/100/1000 Gigabit Ethernet switch.2, Part Number 8110045
Allworx Connect 536, Designed for companies with up to 50 users per site.1 Includes a base of 30 users, 3 Gigabit network ports, 6 FXO ports, 2 FXS ports, and 8-port voicemail with unified messaging. Supports up to 30 concurrent external calls. Includes 1 Allworx Reach, unlimited Allworx Interact, 1 Allworx Interact Professional, and 6 generic SIP device licenses., Part Number 8200103
PowerFlex P810, Allworx PowerFlex 8-port 10/100/1000 Base-T L2+ managed switch with 2 TP/(100/1G) SFP combo ports and PoE/PoE+., Part Number 8300008

PowerFlex P2426, Allworx PowerFlex 20-port 10/100/1000 Base-T L2+ managed switch with 6 TP/(100/1G) SFP combo ports and PoE/PoE+, Part Number 8300024
PowerFlex P4848, Allworx PowerFlex 44-port 10/100/1000 Base-T L2+ managed switch with 4 TP/(100/1G) SFP combo ports and PoE/PoE+, Part Number 8300048
UPS
1500VA/900W 120V tower UPS, Model S70-1500
1500VA/1350W 120V UPS with 1A charger 2U, Model P90-1500
2000VA/1800W 120V UPS with 1A charger 2U, Model P90-2000
3000VA/2700W 120V UPS with 1A charger 2U, Model P90-3000
1250VA/1125W 120V UPS module with 246W 36V nominal charger 2U, Model P90L-1500
1700VA/1530W 120V UPS module with 328W 48V nominal charger 2U, Model P90L-2000
2500VA/2250W 120V UPS module with 493W 72V nominal charger 2U, Model P90L-3000
3000VA/2400W 208/230V UPS module with 6A charger 2U, Model P90Lg-3000
36V battery pack for P90L-1500 2U, Model P90-BP36
48V battery pack for P90L-2000 2U, Model P90-BP48
72V battery pack for P90L-3000 and P90Lg-3000 2U, Model P90-BP72

2.4.4.9 Bidders may choose to submit pricing for one or more categories on Table 4 - Catalog Discounts.

2.5 AWARDED BIDDER(S) RESPONSIBILITIES

2.5.1 It is understood and agreed that the Awarded bidder(s) is solely responsible for all parts and labor provided by this contract. For any items purchased under this contract, while during the warranty period, all software and firmware enhancements; major and minor software, dot releases, patches and fixes, etc. exclusive of installation fees, shall be provided to the District at no additional cost. For items seven (7) years old or less, purchased prior to this contract or out of warranty on the new contract, all software and firmware enhancements; major and minor software, dot releases, patches and fixes, etc. exclusive of installation fees, shall be provided to the District at no charge. All software and firmware enhancements; major and minor software, dot releases, patches and fixes, etc. must be tested and approved by M- DCPS, ITS staff, prior to installation on M-DCPS equipment / systems and will be scheduled in coordination with ITS staff. Priorities will be given to updates critical to system functionality. Awarded bidder(s) must maintain support on all software, patches, fixes and dot releases for 5 years from the purchase date.

2.5.2 Awarded bidder(s) must maintain an inventory of spare parts for all equipment-covered under this contract and for its duration and applicable warranty period for items obtained throughout this contract. In the event a contract is awarded for only one of the manufacturers, then only spare parts for that particular manufacturer will be required.

2.5.3 Employees of the Awarded bidder(s) must be technically competent, appropriately manufacturer's certified and trained, and physically able to perform the work.

The vendor is required, and shall have the capability, to simultaneously perform all work described herein at multiple locations throughout Miami-Dade County on a timely basis.

Per the District's current policy, all personnel employed by the vendor, including any subcontracted bidder(s) and subcontracted bidder(s)'s employees when applicable, shall display at all times a District approved identification badge.. <http://hb1877.dadeschools.net/>

2.5.1 Employees without proper identification shall not be permitted to work on M-DCPS property

2.5.2 The vendor's employees, subcontractor(s) and its employees, and any other personnel, including material suppliers-engaged in any activities encompassed by this term bid are strictly forbidden from participating in any manner and form of interaction with students of Miami-Dade County Public Schools. Violation of this provision may result in removal of the individual(s) involved from the school site, the project, and further, the vendor may be prohibited from employing the individual in any future work with M-DCPS performed under this term bid.

2.5.3 Employees of the awarded bidder(s) must cooperate with M-DCPS site personnel to minimize disruption to the school or site operations.

It is agreed and understood that the installation work may require mechanical work such as removal of ceiling tiles, drilling holes in walls and floors and similar changes to an existing building. Contractors shall restore such disturbed areas to original condition. Note that some buildings may have interlocking tile ceilings as well as drop-in type ceiling tiles. Tiles damaged by the contractor shall be replaced by the contractor at no cost to M-DCPS

All wiring and terminations shall be installed according to the best industry practices and manufacturer's specifications. Cable not in conduit shall meet fire codes and all cable shall be neatly run and have proper mechanical protection. Cables shall be supported by bridle rings and ties to permanent supports. In any new installations fiber optic cable shall be continuous, without splices. All horizontal cable and fiber shall be plenum rated. All cable in raceway concealed in concrete slab on grade or buried below shall be deemed wet and outdoor water resistant cable & is required. All fiber shall be Indoor/Outdoor Plenum rated.

2.19.1 Prior to performing any work the contractor and M-DCPS's representative shall determine if a hazard exists. If, during the work, asbestos is suspected or discovered the contractor shall immediately notify the ISS Project Manager who will contact M-DCPS's safety office and designated M-DCPS personnel. The Asbestos Abatement office will determine if a hazard exists. If there is a hazard all work will stop at that location until the hazard is abated by M-DCPS.

2.5.4 Awarded bidder(s) must maintain or have immediate access to a state of the art service shop with modern, high quality test equipment. Field technicians must be equipped with adequate tools and test equipment to perform on-site diagnostics and replacement of failed subassemblies such as circuit cards, power supplies, disk drives, telephone sets of various types, handsets and mounting cords, consoles, keyboards and various types of displays, all ancillary equipment and

peripherals.

- 2.5.5** Awarded bidder(s) must provide, at the monthly service meeting held at ITS, with Enterprise Service Management (ESM) and Infrastructure and Systems Support (ISS) staff, an updated list of their escalating chain of command with their associated telephone numbers. Awarded bidder(s) must provide emergency contacts and have a trained technician available twenty-four (24) hours per day, every day of the year.
- 2.5.6** Awarded bidder(s) will be responsible for the recording and distribution of the monthly service meeting minutes. The minutes must be in a Microsoft WORD format and emailed to a designee of M-DCPS within 10 working days of the meeting. Awarded bidder(s) must agree to meet, on a monthly basis and provide an electronic report in Microsoft Excel Spreadsheets, the format will be determined by M-DCPS-Enterprise Service Management, and contains as a minimum, but is not limited to the following information:
- a. Number of major, minor and routine service calls per location per model and serial number of equipment.
 - b. Number of service calls per equipment serial number
 - c. Number of failures by generic type such as power supplies, hard disks, video cards, motherboards, etc.
 - d. Number of loaner equipment by location, model, PC numbers if applicable and serial number replaced.
 - e. Status and estimated completion date of removed equipment.
 - f. Average repair response time by priority.
 - g. Average repair resolution time by priority.
 - h. Number of repeat visits.
- 2.5.7** Awarded bidder(s) agrees to meet on site, at no cost to M-DCPS, with local exchange carrier and/or ISS staff to accomplish resolution of unresolved trouble calls at times and dates arranged by M-DCPS personnel.
- 2.5.8** Awarded bidder(s) must cooperate with M-DCPS personnel to record and manage the inventory of telephone instruments and switching equipment circuit packs. Items that are removed due to failure and replaced by like items must be recorded by its M-DCPS Property Control Number (PCN), manufacturer, item description, model number and serial number, if available. Any telephone equipment that is replaced, including telephone sets, must be reported to the ISS for inventory control. If there is no PCN, then model type and Serial Numbers (SN) should be used. If there is no SN, then manufacturer and model type should be used. If an on-site M-DCPS-owned part is used, to replace a failed part, the Awarded bidder(s) must provide a written report and a replacement part to M-DCPS as soon as possible not to exceed thirty (30) days. A copy of this report must be provided to ITS Network Support Help Desk. Inventory control must be a major factor in managing this contract. Identification of M-DCPS-owned and Awarded bidder(s)-owned parts will be a continuing process to prevent loss to either party.

- 2.5.9** The Awarded bidder(s) must backup the existing operating system, applications and customer data software files prior to and upon successful performance of an add, move, change, repair or replacement of a failed system (i.e. PBX, Key system, voicemail, etc.). The backup must be stored at the Awarded bidder(s)'s place of business and must be provided electronically via e-mail or delivered on CD-ROM or Jump Drive to ISS within 24 business hours of the creation of the backup. Failure to conduct back-ups will result in the bidder having to restore the system at no cost to M-DCPS.
- 2.5.10** Any cost incurred by M-DCPS from the Awarded bidder(s) requiring assistance from an outside contractor (e.g.; OEM) will be reimbursed to M-DCPS through procedures established by M-DCPS Enterprise Service Management.
- 2.5.11** A minimum 90-day warranty on parts and labor is required on all service work. In the event the manufacturer of the parts offers a longer warranty period, M-DCPS must receive the longer-term warranty. Refurbished parts may only be used when no new parts are available for the system. Documentation to this affect must be submitted to M-DCPS staff prior to their use for approval. Refurbished parts must have the same warranty as new parts.
- 2.5.12** Invoices must be summarized for Service Calls submitted for that period and contain, in addition to the standard Awarded bidder(s) invoicing information, the following information for each service call:
- a. Awarded bidder(s)'s reference number
 - b. Service Call number
 - c. M-DCPS site location name and number where service was performed. (See attachment C)
 - d. Completion date
 - e. Service Call cost

Attached to the invoice must be the original or a copy of the worksheet for each service call, containing the following information:

- a. Awarded bidder(s)'s reference number.
- b. ITS Service Call number
- c. M-DCPS site location name and number where service was performed (See attachment C)
- d. Site address where service was performed
- e. Contact at site
- f. Contact phone number
- g. Date/time call was placed
- h. Technician's name
- i. Date/time of visit (if applicable)
- j. Completion date
- k. Problem reported
- l. Cause of problem

- m. Problem resolution
- n. Extension Numbers (if applicable)
- o. List of parts used
- p. Service Call cost
- q. Legible signature and printed name of the person for whom the work was successfully completed. (NOT required for Remote Resolutions)
- r. For Remotely Fixed service calls, the worksheets must state that the service call was accomplished REMOTELY

Any information missing from the worksheet or invoice is cause for return of the invoice and worksheet to the Awarded bidder(s) and may result in delay of payment.

- 2.5.13** In addition to the Awarded bidder(s)'s standard information, invoices for adds, moves, and changes work must contain the following information.
- a. Awarded bidder(s)'s reference number
 - b. M-DCPS site location name and number where service was performed. (See Attachment C)
 - c. Completion
 - d. M-DCPS Authorization Number
 - e. Invoice amount

Attached to the invoice must be the original or a copy of the worksheet containing the following information:

- a. Awarded bidder(s)'s reference number
- b. M-DCPS site location name and number where service was performed (See Attachment C)
- c. Site address where service was performed
- d. Contact at site
- e. Contact phone number
- f. Technician's name
- g. Date/time of visit (if applicable)
- h. Completion date
- i. Travel time (for informational purposes only)
- j. Time on site
- k. Parts and materials used as listed in Awarded bidder(s)'s catalogs
- l. M-DCPS Authorization Number
- m. Invoice amount
- n. **Legible signature and printed name of the person** for whom the work was successfully completed

Any information missing from the worksheet or invoice is cause for return of the invoice and worksheet to the Awarded bidder(s).

- 2.5.14** Concurrent with the Awarded bidder(s)'s normal billing cycle, the Awarded bidder(s) will submit separately, the data contained in Sections 2.5.15 and 2.5.16, electronically in a spreadsheet format, compatible with Microsoft Excel for Windows. The format will be determined by M-DCPS Enterprise Service Management (ESM).

- 2.5.15** ITS considers that the use of remote diagnostics and remote alarm reporting will be included in the price per Service Call charge. No payment will be made for these functions without a prior authorization number from ITS..
- 2.5.16** Awarded bidder(s) must adhere to manufacturer's and M-DCPS telephone software and hardware standards when replacing software/hardware. All replacements will be with manufacturer specific like items, which are equal or better in performance and capabilities and a vintage not older than that being replaced.
- 2.5.17** Awarded bidder(s) are fully responsible for replacement of all M-DCPS items used in performing service or which are removed from M-DCPS premises.
- 2.5.18** Awarded bidder(s) needs to provide a detailed plan for rapid replacement of systems that must be replaced due to a disaster. Bidders are requested to submit written documentation that details disaster recovery plans for this contract in their bid response. The plan is to account for immediate short-term temporary and permanent long-term service restoration measures that identify respective services capability and timelines for catastrophic failures at 25 locations. Also, the plan is to identify what percentage of the resources allocated to the disaster recovery plan is dependent on outsourcing.
- 2.5.19** Awarded bidder(s) will maintain the confidentiality of passwords and security codes (i.e. administrative logins, TTI) at all times. ITS will maintain and distribute passwords and security codes in accordance with district standards and will provide passwords and security codes to Awarded bidder(s) on a need to know basis. ITS, may at its discretion, assign password and security codes maintenance responsibilities to Awarded bidder(s) at the Time and Material rate. Awarded bidder(s) must provide written notification to the ISS upon termination, resignation or employment separation of Awarded bidder(s) personnel who possesses knowledge of M-DCPS passwords and security codes. The written notification must occur within 8 hours and must identify which passwords and security codes are involved. The Awarded bidder(s) will identify two (2) employees designated as point of contact for the distribution of passwords and security codes to additional Awarded bidder(s) employees.

2.20 STUDENT DATA PRIVACY

Awardees understand and agree that it is subject to all School Board rules, state, and federal laws relating to the confidentiality of student information. Awardees further agree to comply with the Family Educational Rights and Privacy Act ("FERPA"). Awardees shall treat all student information as confidential and shall not disclose this student information to any third party.

2.21 EMPLOYEE DATA PRIVACY

Awardees agree that should it come into possession of the Social Security Number, Address and/or current personnel evaluation regarding any employee of the Miami-Dade County Public Schools, it will not release such information to any third party without first giving written notice of such intended action to the

School District.

2.5.20 Awarded bidder(s) will maintain and provide to M-DCPS a current list of employees authorized to provide service under this contract. The Awarded bidder(s) must provide a list of current employees to ITS at the monthly service meetings and whenever there is a change in staff that performs under this contract. The list must provide information as to the individuals' duties, responsibilities and knowledge of M-DCPS passwords.

2.6 CODES AND PERMITS: All work performed and materials used shall comply with all applicable federal, state and local codes, laws, ordinances and regulations. The successful vendor(s) shall be responsible for all necessary licenses and permits, as may be required.

2.7 MANUFACTURER'S CERTIFICATION: In the event a bid is submitted by a bidder other than the equipment manufacturer, a written certification executed by the manufacturer **shall be required stating the bidder is an authorized representative** of the manufacturer.

2.8 E-RATE PROGRAM PARTICIPATION AND INVOICING PROCEDURES

2.8.1 Where M-DCPS purchases are made using available E-Rate funding, the selected Vendor/Awarded bidder(s) (known as the "Service Provider" throughout E-Rate program documents) would have initially been expected to:

2.8.1.1 Follow all vendor requirements, and be familiar with the E-Rate funding process, as outlined in the SLD (Schools & Libraries Division) / USAC (Universal Service Administrative Corp) practices outlined under the "Service Provider" section of their website at: <http://www.universalservice.org/sl>.

2.8.1.2 Carefully scrutinize all line item components on the original quotes provided and determine any non-eligible components within the proposal. These must be highlighted and identified so M-DCPS is cognizant of any line item to be paid at 100% of the cost, before sending the quote for analysis and subsequent funding by the SLD.

2.8.1.3 Assume financial responsibility, at time of final invoicing and payment by the SLD, for any and all ineligible line items not originally identified by the Vendor/Awarded bidder(s). This will be based on the SLD's latest publication of their Eligible Services List guidelines at time of quoting and available through the SLD's website at: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

2.8.1.4 Receive from M-DCPS a Purchase Order identifying the line items listed in the quote and prices established. This PO will

be reflecting the percentage of the cost associated with M-DCPS portion of the total cost, according to E-Rate Program rules.

- 2.8.1.5** Understand that, the Purchase Order will be the only acceptable document the vendor will receive from M-DCPS acknowledging contractual responsibility for the delivery of the listed products/services.
- 2.8.1.6** Receive reasonable M-DCPS support on all vendor attempts to retrieve proper funding for equipment/services rendered through the E-Rate program.
- 2.8.1.7** Expect that M-DCPS would have timely posted all required FCC E- Rate program forms and documents, according to the instructions provided by the E-Rate program under the “Applicant” section of the USAC/SLD website at: <http://www.universalservice.org/sl>.
- 2.8.1.8** Recognize that M-DCPS will NOT be liable for any unpaid funding from the SLD to the Vendor.
- 2.8.2** The Vendor/Awarded bidder(s) must follow the following steps for invoicing, both for the recovery of the SLD/ USAC funding percentage, and the portion the Applicant (M-DCPS) is expected to pay under E-Rate program rules:
 - 2.8.2.1** Submit the Service Provider Invoice (SPI) to M-DCPS only AFTER services and/or equipment have been delivered, installed, and are operational – as duly noted and recorded by M-DCPS Infrastructure Systems Support personnel – BUT BEFORE any invoicing is submitted to the SLD / USAC for reimbursement.
 - 2.8.2.2** The SPI will be a complete invoice of ALL services and/or equipment, reflecting all charges to M-DCPS (itemizing both eligible and ineligible components) and to USAC. This single and consolidated invoice will contain a comprehensive itemized breakdown of all charges and clearly set forth the appropriate percentage of payments due from USAC and M- DCPS respectively – and should total the agreed-upon amount for 100% payment.
 - 2.8.2.3** The Vendor/Awarded bidder(s) will only be permitted to submit an SPI for reimbursement to USAC once M-DCPS has reviewed and has returned a signed approval of said SPI to Vendor/Awarded bidder(s). All SPIs will be reviewed within 14 calendar days of receipt by the M- DCPS Director of the E-Rate Program.
 - 2.8.2.4** If, in the course of M-DCPS’ review of any SPI, M-DCPS finds any variances between those items delivered and those for which a bill is being submitted, the M-DCPS E-Rate staff will notify the Vendor/Awarded bidder(s) through the Enterprise Service

Management (ESM) office that they have not approved the SPI and will indicate which items need to be modified. Once any variances are corrected, the Vendor/Awarded bidder(s) must resubmit the SPI to the M-DCPS Director of the E-Rate Program, through the Enterprise Service Management (ESM) for his/her approval. M-DCPS will again have 14 calendar days to review the re-submitted SPI.

2.8.2.5 Vendor/Awarded bidder(s) agrees that, at any time, M-DCPS is free to verify with the SLD/USAC that only those M-DCPS approved SPIs have been submitted to the E-Rate Program for reimbursement. Any indication that non-approved SPIs have been submitted to SLD/USAC will be considered a material breach of the terms of the contract. Additionally, M-DCPS will, upon becoming aware of any non-approved SPI submissions, notify USAC so that they may take any additional steps available to them to prevent Waste, Fraud, and Abuse of Program funds.

2.8.2.6 Damages assessed to the Vendor/Awarded bidder(s) for submission of a non-approved SPI may include and are not limited to suspension of the Contract, termination of the Contract, damages in the amount of the overpayments made to the Vendor/Awarded bidder(s) by M-DCPS or USAC, payment of related funding COMAD (Commitment Adjustments) forced upon M-DCPS by the SLD/USAC, or suspension or disbarment from participation on the E-Rate program. In no way shall this contract modify or limit the rights of SLD/USAC against the Vendor/Contractor, also known to them as the Service Provider.

2.9 PROCEDURE FOR SERVICE CALLS

The following procedures must be followed in handling Service Calls from ITS:

1. The Awarded bidder(s) must accept calls, emails or other electronic means of notification as defined by M-DCPS ITS Network Support Help Desk.
2. A Awarded bidder(s) receiving calls, emails or other electronic means of notification from an entity other than the M-DCPS ITS Network Support Help Desk must refer the caller to the M-DCPS ITS Network Support Help Desk.
3. The M-DCPS ITS Network Support Help Desk will assign each call a Service Call number.
4. The M-DCPS ITS Network Support Help Desk will give the Awarded bidder(s) the following information:
 - a. Short description of the trouble
 - b. Contact person's name, the location name, number, address, and equipment needing service as confirmed by ISS staff
 - c. Phone number for the location and contact
 - d. The access hours at the location
 - e. Priority code for the service

- f. M-DCPS Service Call number with priority codes are defined in Section 2.12
 - g. Manufacturer, model number and/or serial number provided by site contact
 - h. M-DCPS Network Support Help Desk callback phone number
5. When issuing a Service Call, the Awarded bidder(s) must provide a reference number. The time for determining compliance with response time requirements of the bid will begin when the Service Call is issued to the Awarded bidder(s).

If the problem is not related to the equipment, the technician must call the M-DCPS ITS Network Support Help Desk prior to performing any work that may result in additional charges. An authorization number from the M-DCPS Network Support Help Desk must be obtained before proceeding.

6. When the problem is resolved and/or prior to leaving the site, the technician must call, email or by other electronic means, notify the M-DCPS ITS Network Support Help Desk and report the status of the problem and the method of problem resolution.
7. When problem is resolved "Remotely", the person performing said repair must call, email or by other electronic means, notify the M-DCPS ITS Network Support Help Desk informing them that the call is being worked remotely and report the status of the problem and the method of problem resolution.
8. When a problem cannot be resolved in the time specified in the bid, the Awarded bidder(s) must call, email or notify by other electronic means, the M-DCPS ITS Network Support Help Desk and provide a problem update and an estimated time of completion.
9. When the M-DCPS ITS Network Support Help Desk receives the call, email or other electronic communication, from the Awarded bidder(s) that a Service Call has been completed, this will be the time used for determining compliance with the bid for problem resolution time.
10. Any time services are provided the vendor shall ensure that the systems are left in an operable condition. The vendor shall document all performed services.

Stoppage of work:

M-DCPS reserves the right to stop work on any project if, in the opinion of the M- DCPS authorized representative or the Inspector;

- 1. Materials or work are not in conformance with the specifications, applicable codes, standards, specifications and/or accepted practices
- 2. The vendor's activities results in damage to District Property
- 3. The vendor's activities interfere with the normal operation of the facility or its program
- 4. Vendor's personnel are not properly certified

2.9.1 Any other condition, situation, or circumstance which, in the opinion of the M-DCPS authorized representative or Inspector, would be a detriment to the best interests of the District if allowed to persist.

2.9.2 INSPECTION OF WORK:

M-DCPS reserves the right to inspect the vendor's work at any time to assure compliance with all terms and conditions of the contract. All work will be inspected pursuant to applicable codes as referenced within this document. Vendor will have personnel present during the scheduled inspections.

2.10 PROCEDURES FOR TIME AND MATERIAL

2.10.1 The Awarded bidder(s) will be provided with the following:

- A. Work Order detailing work being requested and include:
 - i. M-DCPS authorization number.
 - ii. Short description of required task.
 - iii. Location name, address and M-DCPS site number.
 - iv. Contact person's name on site and at ITS.
 - v. Access hours to the work site.
- B. Signed copy of Purchase Order if applicable (when equipment is being purchased).

2.10.2 If the Time and Material is for a repair call, procedures will be the same as for a Service call. If the Time and Material is for an add, move or change request the Awarded bidder(s) must provide:

A. Electronic acknowledgement of receipt of M-DCPS request within 4 hours.

B. Assign due date within 24 hours. In the event the work requires deviation from the original request, the Awarded bidder(s)'s representative must secure written authorization to proceed with the modifications from the AMC department. In the event the request requires an estimate, the Awarded bidder(s) will notify the AMC department in writing, and is required to provide the written estimate documentation within 48-hours

C. Acknowledgement must include Awarded bidder(s)'s assigned reference number and due date.

D. Vendor is to provide a weekly electronic Microsoft Excel document that provides detailed information (i.e. M-DCPS and Awarded bidder(s) reference numbers, due date, status, etc.) on all requests that are presently acknowledged by the Awarded bidder(s).

2.10.3 When complete/AMC, the Awarded bidder(s) will:

- A. Notify ITS of successful completion and customer satisfaction notice.
- B. All work must be completed as specified in the contract.

2.11 HOURS OF ON-SITE MAINTENANCE AVAILABILITY

Site availability varies by location and may include operation between 4:00 a.m. through 11:00 p.m., Monday through Friday, or as agreed to. The District's 995 network operates on a 24/7 basis and bidders may be required to provide support. Vendor shall not impede nor interfere with the normal function of the facility, its occupants or its programs.

2.12 PRIORITIES FOR SERVICE

2.12.1 The Awarded bidder(s) must provide a single point of contact **and a local or toll-free line** to that contact and a backup for Emergency Service Calls (P1) to be placed. Emergency Service Calls must be given immediate attention and the service must occur before any other Service Calls not already in progress. The M-DCPS ITS Network Support Help Desk must be given a status update and a technician must respond and if necessary, have remote access or, be on site within two (2) hours of the initial Emergency Service Call. Service must be restored within six (6) normal operating hours of impacted site. The following situations shall be considered Emergencies:

- a. System cannot make outgoing calls
- b. System cannot receive incoming calls
- c. System operating in power failure mode
- d. Failure of PBX console
- e. Failure of a telephone set used as a console
- f. Failure of school principal or site managerphone
- g. Failure of 20% or more of trunk circuits
- h. Failure of 20% or more of stations/extensions
- i. Failure of the networking function of the 995 network
- j. Emergency failure of a voice-mail system as determined by M-DCPS at the time of service call
- k. Other failures as determined by M-DCPS (e.g. Loss of line in School Security Office)

2.12.2 Service Calls that are not an emergency will be considered routine. Routine Service Calls (P2) must be serviced after the Emergency Service Calls. A technician must respond by remote access or on-site within eight (8) work hours. Service must be restored within sixteen (16) work hours.

2.13 EQUIPMENT: This bid shall be for new equipment. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, demonstrator or prototype equipment will only be acceptable at the discretion of M- DCPS.

2.14 UL/CSA/ETL APPROVAL: All electrical equipment shall bear the approval symbol or name of Underwriters' Laboratories, Inc., The Canadian Standards Association or ETL Testing Laboratories.

2.15 EQUIPMENT REPLACEMENT

2.15.1 It is intended that failed single-line telephone sets (type 500/2500); handsets and mounting cords will be replaced by ITS resources and will not result in any

Service Calls to the Awarded bidder(s)

2.15.2 For equipment, the Awarded bidder(s) are required to be an authorized distributor of the manufacturer's systems and associated components of the systems. This includes all replaceable subassemblies such as circuit cards, power supplies, disk drives, UPS systems, and all parts necessary for the normal functioning of the systems. The Awarded bidder(s) must also present a letter from manufacturer stating they are in good standing and what products they are authorized to support.

2.16 TRAINING

2.16.1 Training classes covering system user operation shall be conducted by the vendor if requested by the M-DCPS authorized representative. Attendees shall be determined by individual site administrators.

2.16.2 Training classes covering system maintenance and administration shall be conducted by the vendor if requested by the M-DCPS authorized representative. Attendees shall be determined by M-DCPS authorized representative.

2.16.3 If such training is conducted, documentation of the training shall be provided by the vendor indicating the name of the trainer and the trainer's qualifications, the date of the training and a list of attendees. This documentation shall be placed in the system record logbook and a copy forwarded to the M-DCPS authorized representative.

2.17 FACILITY USE, CLEAN UP AND PROTECTION:

2.17.1 The vendor shall conform to all applicable OSHA, state and local regulations while performing work under this contract, and shall take all necessary, ordinary and extraordinary precautions to provide a safe work environment at all times for the occupants of the school and the general public in and around the work area. The vendor shall also insure that M-DCPS property is protected from damage and defacement resulting from the vendor's activities. Any such damage shall be corrected by the vendor at the vendor's sole expense. Prior to payment of the final invoice, all corrections shall be inspected and accepted by the M-DCPS authorized representative.

2.17.2 It is the responsibility of the vendor to keep the site free from trash, debris, excess materials, tools and hazardous conditions at all times. The vendor shall be responsible for disposal of all waste material, and shall do so in conformance with applicable laws codes and ordinances.

2.17.3 Vendor, its employees and /or assigns shall not use M-DCPS restrooms, cafeteria, lounge, dumpsters, equipment, etc. without permission from the M-DCPS authorized representative. Under no circumstance can vendor, its employees and /or assigns use a student restroom.

2.17.4 Vendor's materials, equipment and tools that are not in use shall be stored in a secured location supplied by the vendor and approved by M-DCPS.

2.17.5 M-DCPS is not responsible for loss of tools, equipment or supplies.

2.17.6 Site shall be left in a “broom clean” condition upon completion of work.

2.17.7 Vendor shall not block exits, hallways, corridors, driveways, delivery areas, nor impede ingress or egress

2.17.8 Vendor shall not impede nor interfere with the normal function of the facility, its occupants or its programs.

2.18 AWARDED BIDDER(S) AND MANUFACTURER RELATIONSHIP

2.18.1 It is preferred that the Awarded bidder(s) have full access to the manufacturers they are offering for any and all items that may be needed to repair and restore the telephone systems to full operation meeting the manufacturer’s specifications.

2.18.2 It is preferred that the Awarded bidder(s) have full access to the manufacturer’s engineering and technical support. This should include publications, technical notes from the field, and hardware upgrade kits and data and system software.

2.18.3 It is preferred that the Awarded bidder(s) have full access to the manufacturer’s technician and administrator training and uses this training to insure that the Awarded bidder(s)’s staff maintains a current and high level of competency.

2.18.4 All awarded bidder(s) may update their catalog offerings to: (a) add additional original equipment manufacturers (OEM’s), upon prior approval of M-DCPS, and offer a discount percentage off the OEM’s catalog listing or (b) offer additional discount percentages from the bidder(s) original bid submission, throughout the term period of the agreement. This will be accomplished by providing an updated excel spreadsheet to M-DCPS Procurement Management Services and shall be at the sole discretion of the District. At no time during the term of contract may discounts be decreased.

2.18.5 It is preferred that all bidder(s) bidding on Avaya products be Platinum level certified by the manufacturer. Proof of such certification can be provided at the time of bid submittal. Failure to provide may deem your bid non-responsive.

2.19 REPORTING

2.19.1 Awarded bidder(s) must agree to meet at ITS or ITS designated location within the District’s boundaries on a monthly basis and provide an electronic report in Microsoft Excel Spreadsheets, the format will be determined by M-DCPS Enterprise Service Management (ESM), that contains as a minimum but is not limited to the following information:

- a. Number of emergency, Time and Material and routine Service Calls per location
- b. Number of failures by generic type such as wiring, sets, type of

- circuit card, user problems and system administration
- c. Average repair response time by priority
- d. Average repair resolution time by priority
- e. Number of repeat visits
- f. Additionally, an electronic summary, as defined by M-DCPS, will be submitted on a weekly basis to the Director of ISS

The purpose of the meeting will be to discuss adherence to the SLA's, project status, AMC's, upcoming projects, and challenges with representatives of Enterprise Service Management (ESM), Network Support and Telecommunications/AMC, and Procurement Management.

2.20 ADDITIONAL WORK REQUESTED OF THE AWARDED BIDDER(S)

The Awarded bidder(s) will be requested to perform adds, moves, and changes of telephone sets and other hardware / software and the administration of the system related to these activities. Materials will be priced in accordance with the catalog submitted by the bidder..

2.8 LIMITATION OF CONTRACTOR'S LIABILITIES

If the performance of any part of this contract by the contractor is prevented, hindered, delayed or otherwise made impracticable by reason of flood, riot, fire, explosion, war or any other casualty or any other cause of whatever nature that is beyond the control of the Contractor, the Contractor shall be excused from such performance during the continuance of any such happening or event, for as long as such event shall continue to prevent, hinder or delay such performance, provided that in the event of a lockout, or other disturbance, the Contractor shall provide the requirements of this contract using any personnel deemed necessary. This paragraph shall apply to the installation and warranty requirements of this Invitation To Bid (ITB).

2.21 TERMINATION OF CONTRACT

The following terms and conditions will govern the termination of the contract and the Awarded bidder(s) may be considered in default.

Should the Awarded bidder(s) fail or neglect to perform the work properly and diligently in accord and compliance with the schedules agreed upon by M-DCPS, or if the quality of service does not meet the requirements of M-DCPS, or the Awarded bidder(s) shall fail or refuse to perform any requirement or provision of the contract specified, then the Board shall notify the Awarded bidder(s) in writing, listing the specific items to be performed and the time in which performance is to be accomplished. If the Awarded bidder(s) does not perform within the time specified, the Board may immediately terminate the contract pursuant to article 1.26, Default.

2.22 ASSIGNMENT OF CONTRACT

The Awarded bidder(s) may not assign their rights under this contract without the prior written approval of the Board. However, no assignment shall relieve the Awarded bidder(s) of any of their obligations under this contract. The Awarded bidder(s) may not assign or transfer their performance obligations under this contract to any other individual, firm or corporation.

2.23 NOTICE

Any notice or communication between M-DCPS and the Awarded bidder(s) must be in writing and forwarded to the respective addresses that will be determined upon award of a contract.

2.24 DELIVERY/SHIPPING: All deliveries must be made within thirty (30) days after receipt of order. Prices quoted shall be F.O.B. destination Information Technology Services Annex (ITS), or as indicated on the purchase order. All items not furnished on the purchase order within the time specified may be cancelled, and/or the vendor may be defaulted and lose eligibility to transact new business as stipulated in the Instructions To Bidders. Delivery will be an important factor in evaluating vendor performance for the award of future orders. Please note that ISS warehouse receiving hours are Monday through Friday from 7:00 a.m. to 2:30 p.m. M-DCPS purchase order number must appear on all boxes, invoice and packing slips. Each shipping container/pallet must include its own itemized packing slip. Failure to include any of the above information may result in the shipment being rejected at vendor's expense.

2.25 WARRANTY: The warranty for equipment, after delivery and acceptance by the school or department, shall be for one (1) year, or manufacturer's warranty, whichever is greater. The successful vendor(s) will be responsible to repair or replace each unit during the warranty period, at no cost to the Board. If off-site repair is required, the District requires a replacement during the time of the repair at no cost to M-DCPS. Vendor must be able to provide maintenance on equipment during and after initial warranty period, and have sufficient parts on hand to effect immediate repair. M-DCPS personnel will assist the vendor in compiling the list of parts that are required to be maintained in inventory.

2.26 EQUIPMENT INSPECTION: Bidders desiring to inspect some typical M-DCPS equipment installations must contact Infrastructure Support Services (ISS), Supervisor II Telecommunications: Telephone (305) 995-3332. Scheduling of visits to the various locations will be coordinated to insure access and to minimize disruption at schools and other locations.

2.27 SUBSTITUTIONS/DISCONTINUED ITEMS: Awarded vendors may need to make substitution offerings to M-DCPS during the term of this contract. Awarded vendor(s) is/are required to notify Procurement Management Services and Enterprise Service Management (ESM) at least thirty (30) days prior to the effective discontinuation date, or within five (5) days after the awarded vendor(s) is/are notified by manufacturer of the discontinued item(s). The written notification must also state the substitution item that is being offered by the manufacturer. Each

specification of the substituted item must meet or exceed those specifications in the bid for the awarded item(s). Awardee(s) is/are to submit complete descriptive literature. Failure to provide this information and notification within the timeframe stated above may result in awardee to be in non-compliance of contract and may result in default of contract. Items offered as substitutes **must be at the same or lower price as originally awarded**. M- DCPS reserves the right during this thirty (30) day advance notice period, to continue to order the item scheduled for discontinuation with the requirement that all such orders are filled as originally placed, at the same or lower price, prior to the substitution being offered to purchase the newer, submitted item. M-DCPS reserves the right to reject a substitution and require vendor(s) to re-submit another item supplied by the same manufacturer for substitution. If any awarded vendor(s) substitutes a product, without the requisite written authorization from the M-DCPS Procurement Management Department, the vendor(s) may be in default and lose eligibility to conduct business with the School Board.

2.28 PAYMENT

Payments shall be made after full acceptance by the ISS Project Manager of the turn Key system or items purchased.

Under certain circumstances, partial payment may be made on materials delivered to the intended site. The material received on site must be verified by the ISS project manager. The contractor assumes all responsibility for all materials delivered to the intended site. Total partial payment may not exceed 80% of the total quoted price for the materials, excluding labor. The remaining balance will be paid upon completion, inspection and final acceptance by the ITS ISS project manager.

MDCPS will not pay for travel time. Work found to be deficient will be corrected by the vendor at the vendor's expense prior to any payment being made. The vendor will not be compensated for waste and/or surplus materials. The vendor shall not be paid for any services which have not been authorized by the MDCPS authorized representative and not accompanied by an MDCPS purchase order.

In the event that the obligations and assets of the Contractor are merged or assumed by some other legal entity, the Contractor agrees to provide written notice to M-DCPS or its designee, and M-DCPS shall be given the right to allow the contract to continue under the new ownership or to terminate the contract without penalty. Such election shall be made at the sole discretion of M-DCPS.

2.29 INDULGENCE

Indulgence by M-DCPS of any nonconformance by the contractor does not constitute a waiver of any rights under this agreement

2.30 REQUEST FOR QUOTATION PURCHASES:

The awarded bidder(s) shall be approved to participate in Request for Quotations (RFQ) as may be required by the District. The awarded bidder(s)

shall be invited to offer a firm- fixed price for item(s), as specified. These prices must remain firm-fixed for a minimum of 45 days as per the RFQ but **shall never exceed the bidder(s) submitted pricing under this ITB.**

Awarded vendor(s) will be placed in a database and shall be contacted via fax, letter, E- mail or other electronic methods for quotes by District personnel. Awarded vendors(s) will be invited to offer quotes per project. The amount of awarded vendors contacted for spot market quotes shall be at the sole discretion of the District. Results may be posted to the Internet and District Shopping Cart. Schools and District Offices will utilize these prices to make selections based on the specifications required at their site. All quotes submitted shall be inclusive of all labor, parts, packaging, shipping and handling costs.

Quotations will be evaluated and the lowest responsive and responsible bidder(s) awarded the specific job. Bidder(s) may provide lower Hourly Labor Rates but may not increase the rates and may offer higher discounts off catalog list price, but not lower, than those provided on their bid submission nor can they increase their cost plus percentage on materials. Single jobs under the quotation threshold, will be awarded to the lowest responsive, responsible vendor of award for this contract. If the vendor is unable to complete, due to current volume of assigned work, the District reserves the select the next lowest responsive responsible bidder or re-issue the RFQ, at the sole discretion of the District.

2.31 ESTIMATED QUANTITIES

It is anticipated that the School Board of Miami-Dade County, Florida may require approximately 400 service calls utilizing this bid. This estimate is given only as a guideline for preparing the bid and should not be construed as representing any actual amount to be purchased under this contract.

2.32 PRICES

Prices shall be firm and fixed for the initial term of the contract. At the end of the initial contract period and every period thereafter, as the need arises as determined by M- DCPS, prices may be adjusted to establish current prices. The prices (Catalog Price Lists, Vendor Price lists, Hourly labor rates, etc.) may be increased or decreased (increases cannot exceed 3% or the latest issued Consumer Price Index by the U.S. Bureau of Labor & Statistics, whichever is lower). Primary vendor status will be re-evaluated and vendors will be re-ranked according to the results of the price refresh.

If there is no price adjustment, written notification to Procurement Management shall not be necessary. If written notice is not received at the time the letter requesting intent to extend from the awardee is submitted, current prices shall remain in effect for that contract period. All price adjustments shall be subject to audit as to validity and accuracy at any time by school system personnel.

Catalog updates may be accepted at the time of contract extension. Discounts off list, as submitted with this bid, may increase but not decrease, at time of contract extension.

2.32.1 PRICE CHANGES

2.32.1.1 Quantity Discounts. Awarded bidder(s) are urged to offer additional discounts during the RFQ process. The District may seek to negotiate additional price concessions on services offered under the Contract. M-DCPS staff, including Procurement Management Services shall document its files accordingly.

2.32.1.2 Best Pricing Offer. During the contract term, if the District becomes aware of better pricing offered by the awarded bidder(s) for substantially the same or a smaller quantity of a service, outside the contract, due to market conditions, but upon the same terms of the contract, then at the discretion of the District, the price under the contract may be reduced to the lower price.

2.32.1.3 Sales Promotions. In addition to decreasing prices for the balance of the contract term due to a change in market conditions, a awarded bidder(s) may conduct sales promotions involving price reductions for a specified lesser period. A contractor shall submit to District personnel documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to all District customers. Upon approval, the awarded bidder(s) shall provide conspicuous notice of the promotion.

2.33 EQUIPMENT TRADE IN

The District may seek quotes for trade in allowance for systems or portions thereof being replaced by new purchases. Any trade in items would be in as is condition with no implied warranties.

2.34 NON-PERFORMANCE & NON-COMPLIANCE

Awarded contractor is required to provide satisfactory service levels at all times. Degraded performance and/or excessive equipment down time shall not be acceptable.. Should a piece of equipment (a) continue to malfunction during the warranty period after repeated service calls, (b) require excessive amount of remedial maintenance, or (c) in the opinion of the District is not providing satisfactory performance the Contractor agrees to remove and/or replace the defective unit (District's choice) at no cost to the District. Replaced units shall be new and as per the original specifications or better if original unit is no longer available.

Failure to comply with above requirements may result in the contract supplier being found in default and unilateral cancellation of the contract by the District.

Awarded bidder(s) will be notified in writing, listing the specific areas of non-compliance and/or non- performance. If these are not corrected within the time specified,ESM may, without prejudice to other remedies they may have, apply penalty fees and/or take over the assigned work or such portion thereof as may be in default, and correct and make good the deficiencies.

In such case, the cost thereof, including compensation for supplementary

services and expenses made necessary by such default, neglect or failure, may be deducted from any amount due or to become due the Awarded bidder(s)(s) from M-DCPS. If payments then or thereafter due the Awarded bidder(s)(s) are not sufficient to cover such amounts, the Awarded bidder(s)(s) shall pay the difference to M-DCPS. Only one penalty will apply per trouble or AMC call.

The following situations are worthy of a NON-COMPLIANCE notification and penalty fee assessment:

NON-COMPLIANCE	PENALTY FEE
P1 Late Response as defined elsewhere in this Bid	\$100.00 per call
P2 Late Response as defined elsewhere in this Bid	\$50.00 per call
Inappropriate or inadequate parts inventory, tools, equipment, software resulting in non-compliance with the expected Emergency (P1) and Non- Emergency (P2) service intervals as stipulated elsewhere in this Bid	\$100.00 per call
Damage to property, as defined elsewhere in this Bid	Repair costs as quoted by General Awarded bidder(s)
Deficient and defective workmanship that is not handled in accordance and as specified in this Bid,) or that does not adhere to requirements in the bid's boiler plate/instructions to bidders with respect to applicable codes, regulations, etc.	\$100.00 per incident
Failure to Safe Guard Passwords and/or Security Codes, as specified in this Bid.	\$500.00 per affected location

2.4 REQUIRED INFORMATION TO BE SUBMITTED BY THE BIDDER

In no more than ten (10) pages, the Bidder must include the following information within the submitted proposal:

REQUIREMENT	YES	NO
a. Provide a Local Business Tax Receipt. Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license must be submitted. Non-compliance with this condition may cause the bidder not to be considered for award.		
b. Copy of current registration with the Florida Department of State, Division of Corporation to conduct business in the State of Florida (SunBiz).		
c. Please submit written confirmation that your company has the ability to transmit and receive purchase orders/data electronically, via a computerized system, e.g. (An ERP system) through a valid email address.		
d. Bidder's Insurance Documentation listing MDCPS as Additional Insured.		
e. Provide documentation and certification of participation in a program to ensure a drug and alcohol-free workplace.		
f. Three (3) references from companies, past or present (not including MDCPS) with similar work performed. These may include other School District, governmental agencies or other large commercial establishments within the past three (3) years		
g. Provide at least three (3) years proof of experience working with a large entity, such as a various governmental agencies, and/or private industry, etc.		
h. Evidence of employee qualifications having provided services to governmental agencies and/or private industry, etc. such as certifications and/or past job history.		
i. Provide list of employees classified as Installer, Technician, Engineer, and Electrician who have provided services to governmental agencies and/or private industry, etc.		
j. This ITB requires a SBE/MBE goal participation rate of 10%. All bidders MUST provide documentation of their firm's SBE/MBE certification from the District's Office of Economic Opportunity and/or provide documentation of their firm's partnership with a SBE/MBE certified firm to meet this requirement.		
k. Submit all the required bid proposal forms (Exhibits 1 thru 8)		

SECTION 3.0 - PRICE PROPOSAL LIST

[Signature is required at the end of this Section 3.0]

BIDDER MUST READ THIS SECTION IN ITS ENTIRETY AND ACKNOWLEDGE RECEIPT OF THIS SECTION BY SIGNATURE ON FOLLOWING PAGE

Bidder must complete this section in its entirety, and may supplement this section with additional pages as to provide the District with a more detailed breakdown, backup and/or options of related cost associated with the services being solicited in this ITB.

The fees quoted are to include all expenses (including packaging, shipping and handling) for the products proposed. The Total Fees proposed will be firm and fixed for the life of the contract, a period of two (2) years, with three (3) one-year contract extensions.

Please note, prices are requested in units of quantity specified in the Bid's Scope of Work. In case of discrepancy in computing the total amount of the bid, Unit Price quoted will govern. All prices shall include delivery F.O.B ("Free on Board") destination, freight prepaid (bidder pays any freight charges). Bidder(s) owns goods in transit and files any claims) and shall include all cartage, drayage, packing, etc., delivered to and unloaded at the receiving station at the site designated in the Bid Proposal and/or RFQ and shall be received by the designated agent of the Board.

Furthermore, the Board does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption does not apply to purchases of tangible personal property made by contractors, who use the tangible personal property in performance of contracts, for the improvement of Board-owned real property as defined in Chapter 192 of the Florida Statutes.

Below are details to consider in proposing total fees for the itemized price proposal:

The Bidder may respond to each part of this ITB, meeting all service /equipment requirements and specifications listed within **Section 2.0 - Scope of Services**, including but not limited to all services, materials, training, maintenance and fees.

All chargeable services shall be included in the proposed total price, including all labor customarily associated with delivery of the services contemplated by this ITB.

BIDDING OPTIONS

Bidders are eligible to submit pricing for bid items as it relates to the entire M-DCPS District. When applicable, estimated quantities presented in the single district price bids are for evaluation purposes only and are not representative of the amounts that will be ordered by the District.

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3.1 Price Proposal

Tables 1-3 shall be firm-fixed rates inclusive of M-DCPS discounts. Table 4 shall be a Catalog Discount off of all manufacturer parts. Table 5 shall be a cost plus percentage over actual costs for materials and consumables.

Bidders are advised that they are to supply an excel sheet on a Memory Stick or CD with all of the manufacturer products that they offer in addition to a signed and completed the Price Proposal Form. The Bidder shall offer all of the elements of this ITB and meet all service requirements and specifications listed within Section 2.0 - Scope of Services, to include furnishing all labor, supervision, equipment and materials necessary for this work.

The information in this ITB is to be utilized solely for preparing the proposal response to this ITB and does not constitute a commitment by the District to procure any product in any volume.

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BID PROPOSAL

PLEASE COMPLETE ALL SHADED AREAS:

ITB-16-010-MT

NAME OF BIDDER:

Title: On-Site Service For Telephone Equipment

NOTICE: M-DCPS considers AVAYA and NORTEL to be mutually exclusive . It is required that Bidders shall be able to provide all parts and services for AVAYA and NORTEL products and services or an acceptable equivalent.

WARRANTY: The minimum warranty for equipment, after delivery and acceptance by the school or department, shall be three (3) years or manufacturer's warranty, whichever is greater.

Table 1: Hour Labor Rates: Time and Materials: PBX & Non-PBX

ITEM	DESCRIPTION OF ITEM	UNIT	Price Per Unit (Regular Time)	Price Per Unit (Over-Time)	Price Per Unit (Holidays)	Discount off of Labor
Hourly Labor Rate For adds, moves and changes using time and material.						
3	PBX, Electrician	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
4	PBX, Engineer	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
5	PBX, Installer	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
6	PBX, Technician	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
3	Non-PBX, Electrician	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
6	Non-PBX, Engineer	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
7	Non-PBX, Installer	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
8	Non-PBX, Technician	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____

Table 2: Daily Labor Rates: Time and Materials: PBX & Non-PBX

ITEM	DESCRIPTION OF ITEM	UNIT	Price Per Unit (Regular Time)	Price Per Unit (Over-Time)	Price Per Unit (Holidays)	Discount off of Labor
Hourly Labor Rate For adds, moves and changes using time and material.						
9	PBX, Electrician	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____
10	PBX, Engineer	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____

11	PBX, Installer	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____
12	PBX, Technician	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____
13	Non-PBX, Electrician	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____
14	Non-PBX, Engineer	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____
15	Non-PBX, Installer	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____
16	Non-PBX, Technician	Daily Labor Rate	\$ _____	\$ _____	\$ _____	% _____

Table 3: Additional Resource Labor Rates

ITEM	DESCRIPTION OF ITEM	UNIT	Price Per Unit (Regular Time)	Price Per Unit (Over-Time)	Price Per Unit (Holidays)	Discount
Hourly Labor Rate For adds, moves and changes using time and material.						
17	Project Management	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
18	Trainer(s)	Hourly Labor Rate	\$ _____	\$ _____	\$ _____	% _____
19	UPS Disposal <small>(Pick up and disposal of UPS/Battery in accordance With current United States Federal, State and Local laws and regulations)</small>	Per Each	\$ _____	N/A	N/A	% _____

Table 4: Catalog Discounts: Bidder(s) shall indicate the percent of discount off the manufacturer's most recent published price list or catalog, no exceptions to this requirement will be accepted. A copy of the catalog or list must be supplied with this bid in an Excel format on a Memory Stick or CD that stipulates the catalog pricing, itemized descriptions, parts/SKU numbers, units of measure, manufacturer price and M-DCPS price with catalog discount applied.

Provide a list of all available manufacturer items **or** an available equivalent (that meets or exceeds functionality). Failure to do so may deem your bid response, non-responsive. The manufacturers listed below reflect product standardization within the District. Only those specified manufacturers will be considered.

An updated pricing list from each awardee may be requested at the District's discretion to include new OEMs, products and services in the best interest of the District, pursuant to Section 2.18.4 of this ITB.

ITEM	Manufacturer or Equivalent with equal or better functionality (Percentage Discount Off Catalog/List: For additional OEM parts as may be required.)	Catalog Discount off of Manufacturer's Price
20	Avaya/Nortel (Including by not limited to IP Office Systems, PBX Systems, Merlin/Legend Systems, Telephones, Key System , Adjunct & Handsets)	% _____
21	Allworks (lower cost alternative for Avaya products)	% _____
21	Plantronics (Including but not limited to: Headsets, Conference Phones)	% _____
22	Various UPS Systems , parts and/or consumables	% _____

Table 5: Materials (Cost-Plus) Percentage Mark-Up: All materials utilized in the performance of this contract shall be charged to the District at cost plus a percentage mark-up from the bidder(s) actual costs. Please enter the percentage over costs that will be charged to the District.

Note: For all materials that are purchased and consumed in the performance of this contract, a detailed listing of items, descriptions, and actual costs must be supplied to the District as back-up documentation during invoicing. The District shall only pay for materials actually consumed.

ITEM	Materials & Consumables (Percentage Above Actual Costs)	Percentage Over Costs
24	Percentage Above Actual Costs (Including but not limited to: Protection, 110 Wiring Systems, Station Jacks, 66/110 Wiring Systems, Communications/Power Poles, Raceways, Conduit, Backboards, Cross Connect Wires, Riser Cable, Station Cable, Cable Hangers, Equipment Racks and Cabinets,	% _____

For this Section 3.2 – PRICE PROPOSAL LIST:

Signature of Bidder's Authorized Representative Title

Printed Name: Date:

SECTION 4.0 - PROPOSAL SUBMISSION AND FORMAT

This section identifies the format to be followed in assembling a response. Bidders must carefully follow the format and instructions outlined below, creating a tabbed section in the response for each of the sections in 4.1 below. Bidders are instructed to indicate a response to ALL requirements and specifications contained in this section in the order listed using the same numbering system.

Proposal responses must contain each of the enumerated documents below, each fully completed, signed, and notarized as required. Bids that do not include the required documents may be deemed ineligible and may not be considered for contract award. All materials (except for plans and schematics, if any) are to be submitted on 8½" X 11" paper, neatly typed on one side only, with normal margins, spacing and quantities as outlined in **Section 1.9** of this ITB.

The inability or denial expressed in a proposal, or omission in the proposal, to offer to comply/conform with the technical requirements of this section of the ITB may result in proposal being considered non-responsive.

4.1 CONTENTS OF PROPOSAL

All bids must contain the following tabs/sections:

1) Cover Page

Exhibit 1 found in Section 6 is to be used as the cover page for the Proposal. This form must be fully completed and signed by an authorized officer of the Bidder submitting the proposal.

2) Table of Contents

The Table of Contents should outline in sequential order the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

3) Executive Summary

Provide a brief summary of no more than two (2) pages, describing the basic services offered, experience and qualifications of the Bidder, staff and any other relevant information.

4) Technical Qualifications

Provide a response to all of the items listed in 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 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.

5) Qualifications of the Bidder including Corporate Past Performance & Key Personnel

Provide a response regarding the Bidder's qualifications, including but not limited to the following: full name, address and brief description of Bidder's organization. Also, provide a

description of the organization's qualifications to provide the scope of services requested in this ITB, whereby resumés of Key personnel should be included within the Proposal. Lastly, please provide three (3) references whereby your company has successfully provided services requested within this ITB.

This ITB requires a SBE/MBE goal participation rate of 20%. All bidders claiming SBE/MBE MUST provide documentation of their firm's SBE/MBE certification from the District's Office of Economic Opportunities to meet this requirement.

6) Price Proposal List

The Price Proposal List, as outlined within **Section 3.0**, shall be submitted per the directions in that section. Be sure to include your signature as it appears on **Section 3.0**.

7) Required Forms & Attachments

The Bidder must complete, sign and submit the following forms available in **Section 6.0** as part of the Proposal. If awarded a contract, the Bidder will be asked to submit a Bidder registration packet that will include all of the forms listed in **Section 6.0**.

Exhibit 2	Acknowledgment of Amendments
Exhibit 3	Local Business Affidavit of Eligibility
Exhibit 4	Florida Statutes on Public Entity Crimes
Exhibit 5	Vendor Experience
Exhibit 6	Anti-Collusion Statement
Exhibit 7	Disclosure of Employment of Former School Board Employees

4.2 PROPOSAL PREPARATION REQUIREMENT

- (1) **All ITB Bidders must submit one (1) unbound, one-sided original, one (1) bound copy of the complete bid in a three (3) ring binder, one (1) complete electronic version on CD or memory stick.** See Section 1.9.
- (2) All bids must be submitted on 8½" X 11" paper, except for any drawings, charts, diagrams, and bound, tab divided by designated category. Binders will have clearly printed front, back and spine title covers, that clearly identify the proposal subject, due date and Bidder's contact information.
- (3) The original, the soft copy and all copies must be submitted in a sealed envelope/container. Bidders shall include their complete name, return address, and telephone number on the left upper side of mailing label. The ITB title, number, due date and opening time will be clearly printed at the bottom left side of the label. Such outer envelope/container should be addressed as follows:

4.3 PROPOSAL LABELING REQUIREMENTS

The box below, with all appropriate information, must appear as a label to allow proper processing of proposal. The label will allow the Buyer to properly handle the sealed container without revealing the contents until the bids are opened.

SEALED PROPOSAL ENCLOSED

(To be opened by the Contact Person noted below)

Bidder's Name:
Bidder's Address:
Bidder's Telephone Number:

BID BOX

Miami-Dade County Public Schools
Procurement Management Services
Attn: Melody Thelwell, MPA.
Chief Procurement Officer
School Board Administration Building
1450 N.E. 2nd Avenue, Suite 650
Miami, FL 33132

ITB No.: ITB-16-010-MT
ITB Title: Onsite Service for Telephone Repairs
Proposal Due Date: Tuesday, December 20, 2016, by 2 p.m. EST (local time)

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SECTION 5.0 - EVALUATION/SELECTION PROCESS

5.1 COMPETITIVE ITB PROCESS

- (a) The selection process under this ITB shall be a competitive process that shall utilize and be governed by the authority, methodology and guidance established within School Board Policy 6320, Purchasing, located on the District's website at:

procurement.dadeschools.net

- (b) Also see Section 1.0 of this document for additional information and provisions applicable to this competitive ITB process.

5.2 EVALUATION CRITERIA

The Procurement Staff, assigned to this ITB, will evaluate all responsive and responsible bids based on the criteria listed herein, specifically Section 2. Please note, Procurement staff may apply scoring incentives for all registered SBE/MBE vendors and/or vendors claiming local preference, as noted within Section 1.14 and Section 1.15, respectively.

When in the best interest of the District, the Procurement staff may request the submission of best and final offers from all Bidders. The request for best and final offers shall be in writing and shall establish a common date and time for the submission. Bidders shall be informed that if they do not submit a best and final offer or a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.

5.3 PRICE PROPOSAL LIST

A completed price proposal list is required under this ITB at the time of proposal submission, the signature form in Section 3.0 Price Proposal List must be signed by an authorized party and be submitted with the proposal package. See **Section 3.0 – PRICE PROPOSAL LIST**.

5.4 AWARD

Contract award shall be made to one or more lowest, responsive and responsible bidder(s), whose proposal meets or exceeds all of the requirements and is determined to be the most advantageous to the District. No other factors or criteria shall be used in the evaluation. The recommendation for award shall be submitted through the Procurement Department to the School Board.

In this ITB Process, the award decision will be made by the School Board, whose decision shall be final.

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SECTION 6.0 – ATTACHMENTS

Exhibit 1	Cover Page for Proposal
Exhibit 2	Acknowledgment of Amendments
Exhibit 3	Local Business Affidavit of Eligibility
Exhibit 4	Florida Statutes on Public Entity Crimes
Exhibit 5	Vendor Experience
Exhibit 6	Anti-Collusion Statement
Exhibit 7	Disclosure of Employment of Former School Board Employees
Exhibit 8	Proposal Submittal Receipt Form

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EXHIBIT 1

Cover Page For Proposal

BIDDER'S NAME (Name of firm, entity or organization):		
FEDERAL EMPLOYER IDENTIFICATION NUMBER:		
NAME AND TITLE OF BIDDER'S CONTACT PERSON:		
Name: _____ Title: _____		
TELEPHONE: (____) _____	FAX: (____) _____	E-MAIL ADDRESS _____
BIDDER'S ORGANIZATIONAL STRUCTURE:		
____ Corporation ____ Partnership ____ Proprietorship ____ Joint Venture		
____ Other (Explain) _ _____		
IF CORPORATION:		
Date Incorporated/Organized: _____		
State Incorporated/Organized: _____		
States registered in as foreign corporation: _____		
BIDDER'S SERVICE OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATION REQUESTS FOR:		
LIST NAMES OF BIDDER'S SUBCONTRACTORS OR SUBCONSULTANTS FOR THIS PROJECT		

Exhibit 2
ACKNOWLEDGMENT OF AMENDMENTS

Instructions: Complete Part I or Part II, whichever is applicable.

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum #1, Dated _____, 20__
Addendum #2, Dated _____, 20__
Addendum #3, Dated _____, 20__
Addendum #4, Dated _____, 20__
Addendum #5, Dated _____, 20__
Addendum #6, Dated _____, 20__
Addendum #7, Dated _____, 20__
Addendum #8, Dated _____, 20__

PART II:

No Addendum was received in connection with this solicitation.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Federal Employer Identification Number: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Exhibit 3



Miami-Dade County Public Schools
Local Business Affidavit of Eligibility

This declaration is executed under penalty of perjury of the laws of the United States and State of Florida.

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:	
RFQ/RFP/BID/CONTRACT/PROJECT # (as applicable): _____	
BUSINESS NAME:	_____
CONTACT PERSON:	_____
ADDRESS: <i>(Include City State & Zip Code)</i>	_____
FEIN (Federal Employer Identification Number):	Length of Time at Address Provided: _____
	Length of Time Located within the legal boundaries of Miami-Dade County: _____
BUSINESS STRUCTURE:	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (Specify): _____
PHONE:	() FAX: ()
E-MAIL ADDRESS:	_____
ATTESTATION - I understand that: <ul style="list-style-type: none"> • In accordance with School Board Policy <u>6320.05</u>; local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its <input type="checkbox"/> headquarters, <input type="checkbox"/> manufacturing facility, or <input type="checkbox"/> locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. Mark applicable box and attach support document(s). • To be considered for local preference, a vendor must attach a copy of its business license (Local Business Tax Receipt) to this affidavit of eligibility with a bid or proposal. • The preference does not apply to goods or services exempted by statute as reflected in Policy <u>6320</u>, or prohibited by Federal or State law, or other funding source restrictions. • The application of local preference to a particular purchase, contract, or category of contracts for which the Board is awarding authority may be waived upon written justification and recommendation by the Superintendent. • The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, from giving preference permitted by law in addition to the preference authorized in this policy. • The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed bids for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. • The above information may be subject to verification. • A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarment in accordance with Policy <u>6320.04</u>. 	

BEFORE ME; the undersigned authority, in and for the State of Florida and Miami-Dade County personally appeared _____ who, after being sworn according to law, stated that he or she was authorized to represent _____ and to execute this affidavit on behalf of the said Business Entity and attests, under penalty of perjury, to the above.

SWORN AND SUBSCRIBED BEFORE ME

 SIGNATURE OF NOTARY PUBLIC
 THIS _____ DAY OF _____, 20____
 My Commission Expires: _____
 NOTARY SEAL

 PRINTED NAME OF AFFIANT

 SIGNATURE OF AFFIANT DATE

 TITLE

 COMPANY NAME

FM-7138 Rev. (03-13)

Exhibit 4
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

The State of Florida has enacted a law that requires bidders or contractors to submit a sworn document stating whether or not a corporation, its officers, predecessors or successors have been convicted of a public entity crime. Neither the Bidder, the contractor nor any officer, director, executive, partner, shareholder, employee, member nor agent who is active in the management of the Bidder or contractor nor any affiliate of the Bidder or contractor shall have been convicted of a public entity crime subsequent to July 1, 1989.

All Bidders must read and complete in its entirety, sign and have notarized the attached "Sworn Statement under Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes."

Failure to do so will result in the proposal submitted being considered non-responsive and, therefore, not considered for award.

Bid or Contract No. _____

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____ who, being by me first duly sworn, made the following statement:

1. The business addresses of _____ (name of bidder or contractor) is _____.
2. My relationship to _____ (name of bidder or contractor) is _____ (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July, 1989, as a result of a jury verdict, non-jury trial, or entry plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Bidder, contractor nor any officer, director, executive, partner, shareholder, employee, member nor agent who is active in the management of the Bidder or contractor nor any affiliate of the Bidder or contractor has been convicted of a public entity crime.

(Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the Bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Bidder or contractor who is active in the management of the Bidder or contractor or an affiliate of the Bidder or contractor. A determination has been made pursuant to Section 287.133 (3) by order of the Division or Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted Bidder list. The name of the convicted person or affiliate is _____ . A copy of the order of the Division of Administrative Hearing is attached to this statement.

Affiant's Signature

Sworn to and subscribed before me in the state and county first mentioned above on the _____ day of _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES

**Exhibit 5
BIDDER EXPERIENCE**

Submit one form for each client reference. Understand that each client may be contacted to verify the validity of the partnership between the Bidder and the client.

Prime Bidder:

Client Name:

Address:

Client Contact name:

Title:

Phone number:

Email:

Is Client a School District? (Yes___No___)

Duration of Client Relationship:

Date Started: _____ Date Ended: _____ for _____ Total Years.

Additional information (attach pages as necessary):

Describe the services provided; provide total value of the contract, result of the project and Bidders role in the project, difficulties experienced during implementation or ongoing operations. If contract was terminated, state the reason for termination.

Exhibit 6
ANTI-COLLUSION STATEMENT

THE UNDERSIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED, OR COMPARED HIS/HER PROPOSAL WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO THE PROPOSAL WHATSOEVER. BIDDER ACKNOWLEDGES THAT ALL INFORMATION CONTAINED HEREIN IS PART OF THE PUBLIC DOMAIN AS DEFINED BY THE STATE OF FLORIDA SUNSHINE LAW.

CERTIFICATION AND IDENTIFICATION FOR BIDDERS SUBMITTING BIDS

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal. I certify agreement with The School Board of Miami-Dade County, Florida, Business Code of Ethics and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures (School Board Policy 6460). I certify that I, nor my company or its principals, or any wholly-owned subsidiary are currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity and that the company satisfies all necessary requirements as an entity to do business with The School Board of Miami-Dade County, Florida.

Type of Business Organization and Authority of Signatory:

Indicate type of business organization Bidder is registered as with the Florida Department of State Division of Corporations. For example, Partnership, Limited Partnership, Limited Liability Company, Corporation, etc. If a proposal is submitted by a corporation, provide documentation that the corporation is active and authorized to do business in the State of Florida, and that its corporate status shall remain active and unchanged at the time of award of proposal. As to other types of business organizations, please provide any and all documentation relating thereto, including without limitation, verification that the party signing this proposal is fully authorized and empowered to do so, on behalf of Bidder. In addition, set forth name(s) and title of any and all parties who are authorized to contract on behalf of Bidder.

LEGAL NAME OF AGENCY OR

BIDDER SUBMITTING PROPOSAL: _____

MAILING ADDRESS: _____

CITY STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

TYPE OF BUSINESS ORGANIZATION: _____

E-MAIL ADDRESS: _____

BY: SIGNATURE (ORIGINAL) _____

BY: NAME TYPED _____

TITLE: _____

Exhibit 7

DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES

Pursuant to School Board Policy 6460, which may be accessed at <http://www.dadeschools.net/schoolboard/rules>, all bidders and consultants are required to disclose the names of any of their employees who serve as agents or principals for the bidder, Bidder or consultant, and who, within the last two years, have been or are employees of the School Board. Such disclosure will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employees held those positions. See following page and include page in your proposal packages. If non-applicable, please indicate so on the form and return.

DISCLOSURE OF CONFLICT OF INTEREST (Affiliation with District Committees, Task Force or Associations)

Bidders are required to disclose the names of any officers/directors, who serve on any district committees, task force, or associations. See following page and include page in your proposal packages. If non-applicable, please indicate so on the form and return.

**DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES
(PLEASE INCLUDE THIS FORM WITH YOUR PROPOSAL PACKAGE)**

Pursuant to School Board Policy 6460, which may be accessed on the school website at dadeschools.net/schoolboard/rules all bidders, Bidders, and consultants, are required to disclose the names of any of their employees who serve as agents or principals for the bidders, Bidders or consultant, and who **within the last two years**, have been or are employees of the School Board. Such disclosure will be in accordance with current School Board rules, but will include, at a minimum, the name of the former School Board employee, a list of the positions the employee held in the last two years of his or her employment with the School Board, and the dates the employee held those positions.

NAME	LIST OF POSITIONS	DATES EMPLOYEE HELD POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____

DISCLOSURE OF CONFLICT OF INTEREST

(AFFILIATION WITH DISTRICT COMMITTEES, TASK FORCE, ASSOCIATIONS)

Firms under Contract or proposing to enter into a Contract with Agency must be in conformance with the M-DCPS Conflict of Interest policies available at www.dadeschools.net. Any vendor who submits a response to a solicitation must disclose the names of any of its company directors or officers who serve on any District Committees, Task Force or Associations. Does the Firm or any Associate of the Firm (Director's, Officers, etc.) serve or have served within the past two years (2) on a Miami-Dade County Public Schools District Committee, Task Force, or Association?

No Yes If answer is yes, please complete the following:

Employee Name	Current Title with Firm	Name of M-DCPS Committee, Task Force, Association Served
Name: _____ •		
Name: _____ •		

NOTE: THIS FORM SHALL BE RETURNED WITH THE PROPOSAL SUBMITTAL

**EXHIBIT 8
PROPOSAL SUBMITTAL RECEIPT FORM**

All Bidders MUST adhere to the guidelines stated in Section 1.17. 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.

ITB Name and Number:	ITB16-031-MT, Merchandise Sales and Trademark/Licensing Services
ITB Due Date:	Thursday, December 15, 2016
Bidder Name and 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:	