



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

**SEALED BID NO:** ITB-18-019-HR

**TITLE:** Fire Suppression Systems, Service Contract

**DESCRIPTION:** The purpose of this Invitation To Bid is to establish a contract at firm, fixed pricing to furnish all necessary labor, transportation, material and equipment to test, service, inspect, repair and maintain fire suppression systems, at Miami-Dade County Public Schools locations.

**TERMS:** Three (3) years initial term, with two (2) one (1) year options to renew.

**ITB RELEASE DATE:** Thursday, February 7, 2019

**PRE-BIDDERS CONFERENCE DATE/TIME:** Tuesday, February 19, 2019, at 10 a.m. EST

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

**DEADLINE FOR QUESTIONS:** Tuesday, February 19, 2019, at 5 p.m. EST

**BID DUE DATE/TIME:** Thursday, March 7, 2019 at 2 p.m. EST

**PUBLIC OPENING OF BIDS:** Thursday, March 7, 2019, at 2 p.m. EST

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

**FOR INFORMATION CONTACT:** Heather Rose, SPSM  
Procurement Analyst  
Phone: (305) 995-2673  
Fax: (305) 523-4990  
Email: [hrose@dadeschools.net](mailto:hrose@dadeschools.net)

Visit our website at [procurement.dadeschools.net](http://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 392 schools, 345,000 students and over 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 in 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 to test, service, inspect, repair and maintain fire suppression systems, for Miami-Dade County Public Schools.

The selected bidders will be awarded a three (3) year agreement, with two (2) 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:	Thursday, February 7, 2019
Pre-Bid Conference date, time and place:	Tuesday, February 19, 2019 at 10 a.m. EST, Local Time Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2 <sup>nd</sup> Avenue, Suite 650 Miami, Florida 33132
Deadline for receipt of questions:	Tuesday, February 19, 2019 No later than 5:00 p.m. (Local Time) Emailed to Procurement Staff (See Section 1.4)
Deadline for receipt of Bids:	Thursday, March 7, 2019 No later than 2 p.m. Local Time (See Section 1.9 for location)
Projected Board Approval of Contract:	May 8, 2019
Projected Contract start date:	May 8, 2019

## 1.4 CONTACT PERSON

The contact person for this ITB is:

Name and Title:	Heather Rose, SPSM Procurement Analyst
Mailing Address:	Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2nd Avenue, Suite 650 Miami, Florida 33132

E-mail Address: [hrose@dadeschools.net](mailto:hrose@dadeschools.net)  
Telephone: (305) 995-2673  
Fax: (305) 523-4990

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 Proposals (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 proposals. 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/](http://dadeschools.net/schoolboard/rules/)

## **1.7 ITB AVAILABILITY**

The solicitation package is available through the District's Procurement Management Department. Please email your request to Heather Rose, Procurement Analyst, at [hrose@dadeschools.net](mailto:hrose@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 three (3) years with two (2) 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). Proposals must be submitted in the following format:

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

All proposals must be submitted on 8-1/2" X 11" paper, neatly typed on one side only, with normal margins and spacing. Proposals **must be received by the deadline for receipt of proposal 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 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: Heather Rose  
1450 N.E. 2<sup>nd</sup> Avenue, Suite 650  
Miami, FL 33132**

Hand-carried proposals may be delivered to the above address **ONLY** between the hours of 9 a.m. and 4 p.m.; Mondays through Fridays (however, please note that proposals 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. **Proposal 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.**

Proposals 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 proposal by a Bidder will be considered by the District as constituting an offer by the Bidder to perform the required services at the stated prices.

#### **1.10 PRE-BIDDERS CONFERENCE**

A pre-proposal 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**, 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 the 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 1.4**.

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 a 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 proposals (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, MINORITY/WOMEN-OWNED, AND VETERAN BUSINESS ENTERPRISE PROGRAMS**

The School Board of Miami-Dade County, Florida, has a strong commitment to small/micro, minority/women and veteran participation, as part of all District contracting. The School Board has active Small/Micro, Minority/Women and Veteran Certification Programs to increase contracting opportunities for local businesses. Pursuant to School Board Policy 6320.02, the Goal Setting Committee may apply scoring incentives and/or other affirmative procurement initiatives for firms responding to this solicitation.

The application may be accessed through the following link:

<https://miamidadeschools.diversitycompliance.com/FrontEnd/StartCertification.asp?TN=miamidadeschools&XID=8687>

In Exhibit 9 of this solicitation, the sample certification documents have been included for your firm's review and completion.

All small/micro, minority/women and veteran certifications must be completed online using the following link: <http://oed.dadeschools.net/certification.asp>

Furthermore, vendors certified as a small/micro, minority/women and veteran with any entity or agency other than The School Board of Miami-Dade County, Florida, should contact the OEO regarding. Proposers with certifications from other entities or agencies must contact the OEO for additional information on the M-DCPS shortened interlocal certification agreement.



A current list of certified small, micro, veteran and minority/women firms can be found online at: <https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?https://miamidadeschools.diversitycompliance.com/FrontEnd/SearchCertifiedDirectory.asp?TN=miamidadeschools&XID=9602>

All vendors must comply with Board Policy 6320.02 and the procedures described in the OEO Administrative Procedures Manual in effect at the time the vendors enters into an agreement with the Board. All vendors will be required to submit a monthly report via the Online Diversity Compliance System for compliance with Small/Micro, Minority/Women and/or Veteran subcontractors utilized and/or any affirmative procurement initiatives. All vendors will be required to submit monthly compliance reports online at: <http://miamidadeschools.diversitycompliance.com>. Please contact the Office of Economic Opportunity at 305 995-1307 or via email at [OEO@dadeschools.net](mailto:OEO@dadeschools.net) for additional information on getting certified as a Small/Micro, Minority/Women and/or Veteran firm.

For more information on getting certified, please contact 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 local businesses, the tie shall be broken as delineated in School Board 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 proposals 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 two (2) business days. If the District requests missing documentation and does not receive the documents within the stated deadline, incomplete or noncompliant proposals 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.

#### **1.18 ITB POSTPONEMENT/CANCELLATION**

The District may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this ITB; postpone or cancel, at any time, this ITB process; or waive any irregularities in this ITB or in the proposals 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 proposals 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 4.1**.

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	Bidder Experience
Exhibit 6	Anti-Collusion Statement
Exhibit 7	Disclosure of employment of Former School Board Employees
Exhibit 8	Proposal Submittal Receipt Form
Exhibit 9	Sample M-DCPS Certification Documents

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 proposals 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, proposals would be available for public inspection after opening of proposals, 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 Procurement Management Services' website <http://procurement.dadeschools.net> , under the tab, "Notice of Intended Action."

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 proposals 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](mailto:Dllopiz@dadeschools.net)  
[celiarubio@dadeschools.net](mailto:celiarubio@dadeschools.net)

### **1.25 NOTICE OF AWARDS**

The Board reserves the right to reject any and all proposals, 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 Procurement Management Services' website no later than the Friday preceding a regularly scheduled Board meeting. The website address is as follows: <http://procurement.dadeschools.net>, under the tab of "Notice of Intended Action."

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 Proposer 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. Proposers that are determined ineligible may request a hearing pursuant to §120.569, Fla. Statute, and School Board Policy 6320.04, *Contractor Discipline*. 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, *Purchasing*.

## **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 vendor certifies, by signing the proposal, that the vendor 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 vendor shall immediately notify Procurement Management Services, in writing. Vendors 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 vendor.

**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**

It is the practice of The School Board of Miami-Dade County, Florida, to evaluate all Requests For Proposals in a public forum open to the Sunshine Law, pursuant to Florida Statute § 286.011 and to make available for public inspection and copying any information received in response to an ITB, in accordance with Florida Statute § 119, as such any information sent to M-DCPS is being sent into the public domain. No action on the part of the Bidder would create an obligation of confidentiality on the part of the School Board, including but not limited to,

making a reference in the proposal to the trade secret statutes, Florida Statutes §§ 812.081, 815.045. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

### **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 date certain 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 Board Policy 6320.04, *Contractor Discipline* – 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**



In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of **Bid# ITB-18-019-HR**

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 being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed, original certificate of insurance signed by an authorized representative of the insurer providing such insurance coverages may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverages and limits shall meet, at a minimum, the following requirements:

1. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
3. Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.

"The School Board of Miami-Dade County, Florida and its members, officers and employees" shall

be an additional insured on all liability coverages except Workers' Compensation Insurance.

The insurance coverages required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

a) The company must be (1) authorized by subsisting certificates of the authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "B"+ or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

or

b) With respect only Workers' Compensation Insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurance fund pursuant to Florida Statutes.

Neither approval nor failure to disapprove the insurance furnished by the Vendor of The School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to The School Board at a minimum of fifteen (15) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of shall be delivered to:

Miami-Dade County Public Schools  
Office of Risk and Benefits Management  
1501 N.E. 2nd Avenue, Suite 335  
Miami, Florida 33132

The name and address of Miami-Dade County Public Schools, as shown directly above, must be the Certificate Holder on the certificate of insurance.

The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions regarding these requirements should be directed to Maria G. Hernandez at 305- 995-7133.

#### **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 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>.

#### **1.43 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 Public Schools. M-DCPS is not responsible or liable for purchases that may be made by Charter Schools.

#### **1.44 EQUAL EMPLOYMENT OPPORTUNITY AND M/WBE PARTICIPATION**

It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability, and that merit principles will be followed.

Furthermore, all vendors must review, acknowledge, and comply with Board Policy 6465 *Commercial Anti-Discrimination, Diversity, and Inclusion*. The Contractor shall make every attempt to include the participation of M-DCPS Certified Small/Micro and/or Minority/Women-Owned Business Enterprises under the terms of this contract, as stated in Section 1.14 of this RFP.

#### **1.46 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](mailto: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.

#### **1.47 INVOICING AND PAYMENTS**

The Contractor shall submit invoices for payment reimbursement based on actual expenditures, no later than the 10th of the month following the month of services provided and/or items delivered. Payments will not be authorized until the District's designated staff has reviewed and approved a properly completed invoice with supporting documentation. Invoices shall be submitted to M-DCPS, Attn: Account Payable, 1450 NE 2nd Avenue, Suite 602, Miami, FL 33132, and with electronic

copies to [mdcpsvendorstatements@dadeschools.net](mailto:mdcpsvendorstatements@dadeschools.net) referencing the applicable District issued purchase order (PO) number.

#### **1.48 FINANCIAL CLOSEOUT**

The Contractor shall submit the final invoice for payment to the District's Accounts Payable within forty-five (45) from the end of the Contract term. If the contractor fails to do so, all rights to payment may be forfeited and the District may not honor any requests submitted after the aforesaid time period. Any payment due under the terms of the resulting contract may be withheld until all reports and/or deliveries due from the Contractor and necessary adjustments thereto have been approved by District designated staff.

#### **1.49 EXPANDING POOL OF VENDORS**

Additional Bidders may be solicited prior to the anniversary of each extension period to the pool of eligible providers, at the discretion of the District. This will be posted on the District's Procurement and other governmental websites, for no less than ten (10) days. Subject to approval, additional Bidders' qualifications will be evaluated and approved in accordance with the initial terms of the ITB and added to the pool as they become eligible.

#### **1.50 AMERICAN WITH DISABILITIES ACT**

Proposer agrees and warrants that its services and/or products comply with Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, along with the its implementing regulations, to ensure that individuals with disabilities have an equal opportunity to participate in the District's programs and activities. Proposer agrees to promptly respond and resolve any complaints regarding the accessibility of its services and/or products. Proposer further agrees to defend, hold harmless and indemnify the District, including reasonable attorneys' fees, for any claims or actions arising out of the Proposer's failure to comply with this requirement

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## SECTION 2.0 - SCOPE OF SERVICES

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

### 2.1 GENERAL INFORMATION

The District is seeking bids from qualified firms to establish firm, fixed pricing to maintain fully operational fire suppression systems throughout the District.

**The agreement between the successful proposer(s) and the Board will be non-exclusive. Furthermore, this ITB is open to participation by all eligible bidders.**

**For firm fixed pricing, catalog discounts and/or preapproved vendor bids, it is expected that the prices submitted shall remain firm for the entire contract and extension period (if any), as stated previously. However, fluctuating market conditions may affect the ability of awarded bidder(s) to maintain the original bid prices. Therefore, the Awarded Bidder(s) may request a price adjustment based on verifiable changes in the market prior to the end of the initial contract term or each extension period to be valid for the upcoming contract extension period. This price adjustment is subject to approval by M-DCPS.**

**All requests for price adjustments must be submitted in writing to M-DCPS Procurement Management Services, with substantial documentation, including but not limited to, applicable market indexes for the product/service affected, Consumer Price Index (CPI) published by the U.S. Department of Labor, and any other documentation supporting the request for price adjustment. The price adjustment shall not exceed the price index as reported by the Department of Labor. M-DCPS will review all requests for price adjustments, and reserves the right to reject or to modify all requests as deemed to be in the best interest of M-DCPS with appropriate documentation provided to the awarded bidder(s). If mutually agreed upon, the price adjustment(s) shall be valid for the next contract and/or extension period unless the adjustment period is otherwise stated and approved by M-DCPS Procurement Management Services. Awarded bidder(s) who are granted price adjustments must make these price adjustments valid for the contract extension period. Price adjustments shall be subject to audit as to the validity/accuracy at any time by school system personnel.**

### 2.2 SCOPE OF WORK

The School Board of Miami-Dade County (the District) is soliciting bids to establish a contract at firm, fixed prices to maintain fully operational engineered and pre-engineered fire suppression systems listed in Section 3, Price Proposal.

The fire suppression systems are located at all M-DCPS locations, and at all times must be in compliance with state regulations. This contract will secure prices for the semi-annual and annual National Fire Protection Association (NFPA) compliance inspections and additional services including but not limited to:

- testing of engineered and pre-engineered fire suppression systems and additional services
- preventive maintenance

- emergency on-site service response
- required inspections, repairs, materials, labor,
- training, and written reports of fire suppression systems and associated accessories as specified within the scope of this ITB. These inspections and additional services will be conducted at various Miami-Dade County Public Schools (MDCPS) facilities. All services performed by the bidder shall comply with the requirements of the references listed, unless otherwise specifically addressed by this contract, for the Department of District Inspections.

Fire suppression systems located within a facility shall include, but not be limited to exhaust hoods, vent less fryer hoods, spray booths, computer rooms, and chemistry labs.

System Types: Fire suppression system types shall include, but not be limited to CO2, clean agent, dry chemical, Halon and wet chemical.

The awarded contract resulting from this bid will be non-exclusive.

### 2.2.1 REFERENCES

- Code of Federal Regulations (CFR) 49 parts 100-185; 29 parts 1900-1910.
- Compressed Gas Association (CGA) C-1, C-6, C-6.1, C-6.3.
- Environmental Protection Agency (EPA).
- Factory Mutual (FM).
- Florida Building Code (FBC).
- Florida Fire Prevention Code (FFPC)
- Florida Statutes Chapter 633.
- Health and Rehabilitative Services (HRS).
- National Fire Protection Association (NFPA) 12, 12A, 17, 17A, 72, 96, 101, current. Maintain at updated NFPA Codes and Standards.
- Occupational Safety and Health Administration (OSHA).
- State Fire Marshal (SFM) Rule Chapters 4A-21, 4A-46, 4A-58, 4A-60.
- Underwriters Laboratories (UL).
- United States Department of Transportation (US DOT).

***NOTE: Where conflicting specifications exist between reference documents or any specifications contained herein, the more restrictive specification will prevail.***

### 2.2.2 DEFINITIONS

- Fire Suppression Service Contract:** This service contract is an agreement between the fire suppression service bidder and MDCPS for the bidder to provide required services, repairs, tests, inspections and maintenance. **This is a full service contract, inclusive of required inspections, preventive maintenance, on-site service response, repairs, Emergency services, materials, parts, labor and training for each MDCPS system.**
- Emergency:** A situation or occurrence such as an act of nature, vandalism, or as declared by the MDCPS Authorized Representative.
- Facility:** All building structures at a single location, which are designated as a school, administrative or ancillary site.
- MDCPS:** Miami-Dade County Public Schools
- MDCPS Authorized Representative:** The MDCPS Authorized Representative shall be the District Alarm Coordinator III or designee.

- F. **Mechanic:** Bidder's employee that is permitted by the State Fire Marshal's Office to work on Fire Suppression Systems.
- G. **OEM:** Original Equipment Manufacturer.
- H. **Refill/Recharge:** Refill with appropriate agent (i.e. Clean, Carbon Dioxide (CO2), Dry, Halon or Wet) and recharge with expellant (i.e. CO2 or Nitrogen (N2)), for cartridge systems this includes the actuation cartridge. Some system agents are themselves the expellant and therefore they require refill only.
- I. **School Board:** The Board of elected officials that is directly responsible to the public for the enforcement of all policies and procedures for Miami-Dade County Public Schools.
- J. **Site Administrator:** The senior administrator or designee at a facility.
- K. **Sub-contractor:** A person or company who enters into an agreement with a bidder and assumes some of the contractual obligations of the primary bidder.
- L. **Bidder:** Bidder shall be the contractor or service company who is awarded this contract in whole or in part.
- M. **Written Notice:** Shall mean delivery of a certified or registered letter to the bidder's last known business address, confirmed facsimile transmission to the Owner or bidder, or email, acknowledged by return response, to the Owner or bidder.
- N. **Troubleshoot & Diagnostics:** As stated in this contract, is the act of servicing any contracted or non-contracted fire suppression components during service call to facilitate a repair.
- O. **Relocate:** As stated in this contract shall include, but is not limited to pipe, nozzles, pull station, tanks or any piece of equipment deemed part of the fire suppression system that needs to be moved, removed or relocated.

### 2.2.3 JOB CONDITIONS

#### A. Award

This is an **all-inclusive inspection and maintenance contract**, which will be awarded by group to the lowest bidder(s) meeting the minimum qualification requirements.

#### B. Site Inspection

Bidders are encouraged to make site inspections of typical M-DCPS facilities to familiarize themselves with the unique environment where the work is to take place and to establish work procedures that minimize disruption of the educational process. The M-DCPS Authorized Representative is available to answer questions regarding normal workload, average job size, special conditions and problems, safety considerations, and other conditions unique to this school system. Failure to consider these conditions shall not entitle the awarded bidder to additional compensation after bid has been awarded.

#### C. Emergency Response

When an emergency is deemed to exist by the M-DCPS Authorized Representative, the bidder will be required to respond on a confirmation number issued to the department by Procurement Management Services. The response must result in the arrival of a work crew at the affected site within two (2) hours. At the discretion of the MDCPS Authorized Representative, this response time may be increased to one (1) calendar day. **Failure to respond in a timely manner to emergency requests shall constitute grounds for termination of this award.**

#### D. Warranty

All work performed by the bidder shall be warranted for a minimum period of one (1) year after final acceptance by M-DCPS. Manufacturer's warranties, if greater than one (1) year, shall not be limited by this provision.

Bidder shall remedy any work which fails to conform to the requirements of the contract and which appears during the progress of the work. All work, material and hardware shall be free from defects and shall be structurally and operationally sound during the entire warranty period. All defective material, equipment or improperly finished work documented by M-DCPS within the warranty period shall be corrected by the bidder within two (2) weeks of written notification at no additional cost to MDCPS. Upon written notice, the bidder shall remedy any defects due thereto and pay all expenses for any damage to other work resulting there from. Unless otherwise specified, warranty repairs shall be corrected immediately upon receipt of the written notice.

Neither the final payment nor any provision in the contract documents shall relieve the bidder of the responsibility for negligence, defects of manufacture, latent defects, faulty materials and/or workmanship to the extent of, and within the period provided by law.

#### **E. Quality Assurance**

- E.1 The bidder shall abide by all Federal and State Regulations including, but not limited to EPA, OSHA, HRS, FBC, and FPPC. Bidder shall possess all current licenses, and certificates to operate a fire suppression system service organization or business in the State of Florida in accordance with Florida Statutes Chapter 633 and appropriate State Fire Marshal Rule Chapters 4A-21 and/or 4A-46.
- E.2 Bidder shall provide an inspection report, in electronic format, for each fire suppression system inspected, tested, serviced, hydro-tested, recharged, and/or repaired in accordance with appropriate State Fire Marshal Rule Chapters 4A-21 and/or 4A-46, and FBC. (See 1.4, I.1.)
- E.3 The bidder shall provide inspection, testing, and additional services per the appropriate NFPA standards, CGA guidelines, methods, and standards and manufacturers manual for the following system agent types:
  - a. CO2
  - b. Clean Agent
  - c. Dry Chemical
  - d. Halon
  - e. Wet Chemical
- E.4 Bidder shall maintain offices, facilities, and personnel within the State of Florida. Bidder shall be accessible by local or toll-free telephone number during regular business hours. Local or toll free answering service for emergencies shall be available twenty-four (24) hours a day, seven (7) days per week.
- E.5 Subcontracting of any services under this contract is prohibited.
- E.6 During the term of this contract any change in bidder status or employee(s) providing service to MDCPS facilities shall be reported in writing to the MDCPS Authorized Representative within five (5) working days.

#### **F. Bidder Qualification and Requirements**

- F.1 Pre-Engineered Systems



At the time of bid and throughout the term of this contract the bidder shall:

- a. Possess a current Class D Fire Equipment Dealer License.
- b. Possess appropriate and current documentation from the US DOT indicating bidder cylinder requalification facility registration number (Retester Identification Number (RIN)).
- c. Use service personnel possessing a current Pre-Engineered Permit for performing services on systems at MDCPS facilities.

## F.2 Engineered Systems

At the time of bid and throughout the term of this contract the bidder shall:

- a. Possess a current Fire Protection System Contractor I or III Certificate.
- b. Possess appropriate and current documentation from the US DOT indicating bidder(s) cylinder requalification facility registration number RIN

F.3 The bidder 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.

F.4 Bidder shall assure that no use of any controlled substance including alcohol shall occur on M-DCPS premises. A fine of \$500 may be assessed for the first-time offense and termination of the contract for the second-time offense.

F.5 Unless otherwise specified, the Bidder shall furnish all labor, tools, material and equipment necessary for satisfactory contract performance. Such tools, material and equipment shall be of a suitable type and grade for the purpose.

## G. Inspection Schedule

No inspections shall be executed prior to a mandatory coordination meeting, which shall be held within seven (7) calendar days after the award of this contract with the awarded vendor(s).

All systems shall be inspected two (2) times per year as established by the M-DCPS Authorized Representative to comply with the appropriate NFPA standard requirements. (See 1.4 E. 3.)

## H. Inspection Reports

H.1 Bidder shall submit an electronic inspection report for each system inspected, tested, serviced, hydro-tested, recharged, and/or repaired and shall provide the MDCPS Authorized Representative with individual quotation(s) on Fire Suppression System Quotation Form A and Form B (see sample PDF attachments) as appropriate to correct any deficiencies noted on the inspection report. Inspection reports, invoices, and quotations (if required) shall be submitted within seven (7) calendar days of each inspection.

- a. The bidder or its representative shall leave a duplicate copy of the inspection report with the appropriate MDCPS facility personnel (for kitchen hood systems - Food Service (Cafeteria) Manager; for other systems - Principal or Senior Site Administrator). **The bidder will install a pouch to house inspection reports by the fire suppression pull station or best location so inspectors can locate at the time of the facility inspection.** This will be further detailed at the inspection meeting after contract award.
- b. Facilities with multiple fire suppression systems in their kitchens have been identified with a numerical label of 1,2,3,4 etc. Bidder must place this number on the inspection report, invoice, and quotation (if required).

H.2 Bidder must visually inspect exhaust hoods; vent less fryer hoods, stacks, and chimney flues for grease build-up during each fire suppression system inspection. Bidder shall include in the inspection report a statement identifying these conditions as follows:

- Clean - Needing no attention.
- Dirty - Needing no immediate attention.
- Very Dirty - Requires immediate cleaning.

H.3 **Subsequent inspection reports shall be free of all previous deficiencies.**

H.4 All inspection reports and invoices need to be scanned or stored on a flash drive or e-mailed to M-DCPS for processing.

I. **Billing**

I.1 Upon completion of each inspection, invoices shall be forwarded as follows:

- a. All schools inspected listed on one invoice with the purchase order on the invoice
- b. The invoice in electronic form shall be sent along with inspection report(s), and quotation(s) (if required) to:

***(E-mail address to be given at post-award meeting)***

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MAINTENANCE OPERATIONS, CENTRAL, DISTRICT ALARMS  
ATTN: DISTRICT ALARMS COORDINATOR  
12525 N.W. 28 AVENUE, ROOM 499A  
MIAMI, FLORIDA 33167-2507

I.2 The inspection document shall contain the following information:

- a. Bidder must indicate on each invoice per facility the following:
  - 1. Purchase order number.
  - 2. Release number, if applicable.
  - 3. Facility name.
  - 4. Facility address.
  - 5. Quantity of systems inspected.
  - 6. System(s) location within facility (i.e. kitchen, food lab, etc.).
  - 7. System number (hood number) if appropriate.
  - 8. Manufacturer of the system(s).
  - 9. Model number of system(s).
  - 10. Serial number of system(s).
  - 11. Quantity of fusible links replaced per system(s). (Respectively per serial number if multiple systems)
  - 12. Temperature of fusible links replaced per system(s).
  - 13. Year of the fusible links replaced per system(s).
  - 14. Cartridge date (month/year) for latest hydrostatic test date and cartridge weight for those systems with actuation cartridges (i.e. Ansul, R101, R102)
  - 15. Indicate unit prices and extended amounts.
  - 16. Indicate OEM part number and percent of discount.
  - 17. Indicate n/c for no charge items (i.e. fusible links, pilot cartridges, glass break rods, etc.).

18. Signature, printed name, and employee number of a representative of the facility being serviced.

I.3 Invoices received for payment without properly completed inspection reports will be returned to the bidder for re-submission.

I.4 Invoices for additional services will not be paid until final acceptance by M-DCPS.

#### **2.2.4 COORDINATION OF SERVICES**

A. Bidder shall call each M-DCPS facility prior to arrival to assure accessibility. Failure to follow this procedure shall not entitle the bidder to compensation for services not performed due to inaccessibility. If accessibility is not granted bidder shall immediately contact the MDCPS Authorized Representative for further instructions. Bidder will only receive half (50%) payment until complete service is performed.

B. The bidder shall accomplish all work (inspection, testing and additional services) without extra compensation (i.e. overtime) anytime the facility allows access (i.e. evenings, nights, weekdays, and /or weekends).

C. The bidder shall notify the M-DCPS Authorized Representative within the same business day of any occurrence access is denied after previously being granted, or if continuous attempts to gain access have failed. However, inspection must be made within the same month to comply with state mandated regulations. Notification shall be accomplished via verbal (phone) communication and followed with a written notice.

#### **2.2.5 SHOULD THE FOLLOWING CONDITIONS APPLY; M-DCPS RESERVES THE RIGHT TO TAKE THE APPLICABLE CORRECTIVE ACTIONS**

1. In the event of the bidder's failure or neglect to perform any required inspection or additional service properly and diligently in an acceptable manner and in compliance with this contract, MDCPS shall notify the bidder(s) in writing, listing the specific services to be performed and a specified time frame for completion. If the inspection or additional service is not performed within the time specified in an acceptable manner, MDCPS may, seven (7) days after written notice to the bidder of the default, accomplish the required inspection or additional service by any method MDCPS deems necessary. The cost thereof will be deducted from the contract price and may become due from the bidder(s) to MDCPS; or, at MDCPS option, MDCPS may declare the entire contract or group thereof terminated.

2. To have the bidder bear any fines and/or penalties levied against the District by any agency or individual having jurisdiction or a result of the bidder's negligence in adherence to the terms and conditions of this contract, applicable statutes, codes and/or ordinances.

3. To stop work on any project if, in the opinion of the M-DCPS Authorized Representative or the inspector;

a. Materials or work are not in conformance with the specifications, applicable codes, standards, specifications and/or accepted practices.

b. The bidder's activities results in damage to District Property.

c. The bidder's activities interfere with the normal operation of the facility or its program.

- d. Bidder's personnel are not properly licensed.
- e. Any other condition, situation, or circumstance which, in the opinion of the MDCPS Authorized Representative or Inspector, would be a detriment to the best interests of the District if allowed to persist.

### 2.2.6 PRODUCTS – FIRE SUPPRESSION SYSTEMS

- A. A single fire suppression system is any configuration of a single pull station, release mechanism, detection means, distribution piping incorporating single or multiple tanks providing protection for hood, duct, plenum and hazard. Application method can be via local, total flooding, hand hose line or combination of local and total flooding.
- B. Pre-engineered - A fire suppression system having predetermined flow rates, nozzle pressures, and quantities of agent. These systems have the specific pipe size, maximum and minimum pipe lengths, flexible hose specifications, number of fittings, and number and types of nozzles prescribed by a Nationally Recognized Testing Laboratory (NRTL). The hazards protected by these systems are specifically limited as to type and size by a NRTL, based upon actual fire tests. Limitations on hazards that can be protected by these systems are contained in the manufacturer's installation manual, which is referenced as part of the listing and/or approval bid.
- C. Engineered - A fire suppression system requiring individual calculation and design to determine the flow rates, nozzle pressures, pipe size, area or volume protected by each nozzle, quantities of agent, and the number and types of nozzles and their placement in a specific system.
- D. Existing Fire Suppression Systems to be serviced are of the following manufacturers: CURRENT LIST
  - 1. Amerex
  - 2. Ansul
  - 3. Fenwal
  - 4. FSI
  - 5. Kidde/Kidde-Fenwal/Rangeguard
  - 6. Pyro Chem /Heiser
  - 7. Buckeye
  - 8. Any other fire suppression systems installed in any MDCPS facility.

### 2.2.7 PARTS

All parts and materials provided under this contract shall be **new, Original Equipment Manufacturer (OEM)**, free from defect, UL Listed and/or FM approved for its intended purpose. All non-OEM parts and/or assemblies deemed non-repairable or defective shall be replaced with parts or assemblies that are OEM approved. Replacement of all components shall be with other components of equal or better quality, as determined and accepted by the MDCPS authorized representative. All materials and parts shall be UL listed for their intended purpose.

### 2.2.8 MANUALS

The bidder must have in its possession, as applicable, the manufacturer's design, installation, maintenance, and recharge manuals for the fire suppression systems being serviced. Upon request, two (2) copies of the above listed document(s) shall be provided at **no cost** to M-DCPS.

## 2.2.9 PRICE LISTS

- A. Bidder shall provide at time of bid, for each group(s) bid, one (1) original of each manufacturer's most recently published price list for OEM parts at no cost to M-DCPS. Copies are not acceptable. During the term of this bid the bidder shall provide any subsequently published price list within thirty (30) days of its publication.
- B. Upon request by M-DCPS, awarded bidder shall provide, at no cost, one (1) original of each manufacturer's most recently published price list for miscellaneous (non-OEM) parts. Copies are not acceptable. It is the responsibility of the bidder to provide the District updated price lists from the manufacturers as they are issued. Failure to do so will result in the most current version of the price list submitted to the District to be used.

## 2.2.10 EXECUTION

- A. SERVICES. Inspections, Maintenance, Repair, Test and Service shall be inclusive of all items listed:
  - 1. All systems must be inspected twice during a twelve-month period at six-month intervals in accordance with NFPA standards.
  - 2. All fusible links shall be replaced, semiannually and annually, in accordance with manufacturer's instructions and/or NFPA 96. Fusible links for replacement should be year dated the same year as the year they are replaced. Replacement of fusible links shall be part of the inspection bid price.
  - 3. Pilot cartridge must be replaced as stipulated in the manufacturer's manual and/or anytime its weight is outside the acceptable limits as set by the manufacturer. Replacement cartridges shall be part of the inspection bid price (i.e. Pyro Chem/Heiser).
  - 4. Glass break rods, covers, allen screws or any other device that secures the activation portion of the remote pull station shall be replaced at any inspection when it is found to be broken or defective and shall be part of the inspection bid price.
  - 5. Lamps for remote pull stations shall be replaced at no additional cost at any inspection when it is found to be burnt out or missing (i.e. Kidde).
  - 6. Cylinder visual inspection must be performed in accordance with CGA guidelines, methods, and standards. Cylinder must be repaired or replaced due to excessive rust or damage as part of the bid price.
  - 7. Engineered and pre-engineered systems with fire alarm releasing panels shall have all inspection and testing per NFPA 12, 12a. **Inspection bid price shall be inclusive for the detection portions of the system.**
  - 8. Inspection requests shall stipulate inspection due by a certain date.
  - 9. M-DCPS reserves the right to inspect the bidder'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. If applicable, the bidder will provide MDCPS with a written

request for inspection at least forty-eight (48) hours prior to the requested inspection date. Bidder will have personnel present during the scheduled inspections.

- B. RELOCATE. Relocate any equipment that the M-DCPS Authorized Representative requests to be relocated, including re-pipe systems when equipment is moved or added under the hood.
- C. TRAINING. The vendor must submit an updated subcontractor(s) agreement once the length of the agreement has expired or if an agreement is terminated or otherwise noted.

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

2. If such training is conducted, documentation of the training shall be provided by the bidder 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 log book and a copy forwarded to the M-DCPS authorized representative.

#### **2.2.11 INOPERABLE SYSTEMS**

When systems are found to be inoperable during routine inspections, the bidder shall provide immediate verbal notification to both the M-DCPS Authorized Representative and the M-DCPS facility Principal or Senior Site Administrator. Electronic (e-mail) notice shall be provided within two (2) hours of discovery to those listed above.

#### **2.2.12 ADDITIONAL SERVICES**

Additional services may be used **at the discretion of M-DCPS** for services not covered under this contract.

#### **2.2.13 INSPECTION OF WORK**

M-DCPS reserves the right to inspect the bidder's work at any time to assure compliance with all terms and conditions of this contract. The bidder will provide M-DCPS with an e-mail agreeing to the request for inspection at least 48 hours prior to the requested inspection date. Bidder will have personnel present during the scheduled inspections.

#### **2.2.14 CORRECTIONS OF WORK AND WARRANTY**

- a. Bidder shall remedy any work which fails to conform to the requirements of this contract and which appears during the progress of the work. The bidder shall warrant the work and shall remedy any defects due to faulty materials or workmanship, which appear within one (1) year from the date of final acceptance. Neither the final payment nor any provision in these contract documents shall relieve the bidder of the responsibility for negligence, defects of manufacture, latent defects, faulty materials and/or workmanship to the extent of and within the period provided by law. Upon written notice, the bidder shall remedy any defects due thereto and pay all expenses for any damage to other work resulting there from. The expiration date of the one (1) year warranty period shall be one (1) year from date of final acceptance by the Board.

- B. If the bidder, after notice, fails to proceed promptly with the terms of the warranty, M-DCPS may have the defects corrected and the bidder will be liable for all expense incurred. Such action by the Board shall not relieve the bidder of further warranty liability.

### **2.2.15 MATERIAL/PARTS COST FOR ADDITIONAL SERVICES**

A. Invoice and payment for additional services:

1. Bidder shall invoice additional services based on the actual labor hours expended and materials utilized.
2. The invoice document shall contain the following information:
  - i. M-DCPS Purchase Order number and/or release number
  - ii. Description of work
  - iii. Start date and completion date
  - iv. Work location where services were rendered
  - vi. Materials or parts with date codes and weights shall have such information noted.
  - vii. Labor hours and unit prices
3. An original copy of service ticket and/or time sheets, and additional services completion confirmation form, shall document the labor invoiced and shall accompany the invoice. This document(s) shall indicate the mechanic's name or ID number, dates and times services were provided. Each workday service tickets shall contain the signature, printed name, and employee number of a representative of the facility being serviced.
4. Invoices not submitted in accordance with these provisions will not be processed for payment and will be returned to the bidder.
5. All work performed as additional services shall include a properly executed inspection report as per SFM Rule Chapter 4A – 21.
6. An Hood filters shall be replaced to baffle type, and appropriate Form A submitted with awarded discounted price(s).

### **2.2.16 TESTING / RECHARGE**

A. Hydrostatic and Pressure Testing

- a. As directed by the M-DCPS Authorized Representative, the bidder will hydrostatically test agent cylinder, hose, and actuation cylinder (by replacement) and pressure test regulator. All hydrostatic testing must be performed in accordance with NFPA 12, 12a standards, CGA guidelines, methods, and standards, and US DOT CFR 49. The absence of direction to perform this function shall NOT relieve the bidder of the responsibility to report deficiencies, as set forth in statute and/or rule, to the MDCPS Authorized Representative. Cylinder hydrostatic testing shall include these four (4) steps:
  1. Refill of agent as appropriate to the type of cylinder (i.e. CO2, Clean, Dry, Halon and Wet).

2. Recharge/pressurization of agent cylinder with appropriate expellant (i.e. CO2, or N2), and pilot cartridge replacement as appropriate (i.e. PyroChem/Heiser).
  3. Replacement of actuation cylinder for cartridge systems (i.e. Ansul R-101 and R-102) if due for hydrostatic test. Actuation cylinder for replacement should be year dated the same year as the year of replacement.
  4. Twelve (12) year regulator test for Ansul R-101 and R-102 systems.
- b. When hydrostatic and pressure testing is being conducted, under no circumstance shall systems be rendered inoperable. Bidder is to provide temporary cylinder(s) of equal capacity to replace cylinder(s) being serviced.
  - c. Original cylinder(s) being tested and/or inspected shall be replaced within a period of no more than twenty-four (24) hours.

#### B. Dry Chemical Six Year Maintenance Inspection

- a. As directed by the M-DCPS Authorized Representative, bidder is to disassemble cylinder every six (6) years and check mechanical parts, remove and strain (check stored pressurized cylinder for lumps) and refill/recharge cylinder. Six-year maintenance must be performed in accordance with NFPA standards and SFM Rule Chapter 4A-21. The absence of direction to perform this function shall NOT relieve the bidder of the responsibility to report deficiencies, as set forth in statute and/or rule, to the M-DCPS Authorized Representative.
- b. When Dry Chemical six-year maintenance inspection is being conducted, under no circumstance shall systems be rendered inoperable. Bidder is to provide temporary cylinder(s) of equal capacity to replace cylinder(s) being serviced.
- c. Original cylinder(s) being tested and/or inspected shall be replaced within a period of no more than twenty-four (24) hours.

#### C. Refill/Recharge

- a. Refill of agent as appropriate to the type of cylinder (i.e. CO2, Clean, Dry, Halon and Wet).
- b. Refill/Recharge shall entitle the bidder to a disarm/rearm line item cost. The bidder shall be paid separate disarm/rearm line items if disarm and rearm are done at different times.
- c. Refill/Recharge is for exclusively remedying empty or discharged system cylinders, not as part of work done under hydrostatic and pressure testing.
- d. Relocate any equipment that the M-DCPS Authorized Representative requests to be relocated, including re-pipe systems when equipment is moved or added under the hood.

#### 2.2.17 NON-EXCLUSIVITY

M-DCPS reserves the right to perform, or cause to be performed, the work and services herein described in any manner it sees fit, including, but not limited to, award of other contracts, use of other government agency contracts, or to perform the work with its own employees. M-DCPS reserves the right to bid or quote separately any item(s) if the awarded bidder(s) fail to perform or for any other reason deemed to be in the best interest of The School Board.



## **2.2.18 FACILITY DETAILS - USE, CLEAN UP, PROTECTION, AND SAFETY**

- A. The bidder shall not utilize restrooms, cafeteria, M-DCPS equipment, materials and tools without prior permission from the site administrator.
- B. The bidder shall remove all tools, equipment, and material from premises immediately upon completion of work.
- C. The bidder shall leave the work area ready for use and occupancy without the need of further cleaning of any kind.
- D. The bidder shall ensure protection of the existing equipment, structure, and building occupants.
- E. The bidder shall not obstruct passageways or other means of egress.
- F. All personnel employed by the bidder, including any subcontractor and subcontractor's employees when applicable, shall display at all times an identification badge which shall include the employees name, the employers name and either a physical description or a photograph of the employee. Employees without proper identification shall not be permitted to work on M-DCPS property.
- G. The bidder's employees, subcontractors and its employees, and any other personnel including material suppliers engaged in any activities encompassed by this contract are strictly forbidden from participating in any manner and form of interaction with students of M-DCPS. Violation of this provision shall result in removal of the individual(s) involved from the school site, the project, and further, the bidder shall be prohibited from employing the individual in any future work with M-DCPS performed under this contract.
- H. All costs including any incidental costs for cleanup, etc., to remedy accidental dumps or discharges of any automatic fire suppression system by a bidder during inspection, testing, maintenance, and additional services shall be borne by the bidder.
- I. Under no circumstances shall any routine procedurpe performed by the bidder shall render any system inoperable at any time.

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**2.3 REQUIRED INFORMATION TO BE SUBMITTED BY THE PROPOSER**

The proposal submitted must clearly indicate the name of the responding firm, as well as the name, address, and telephone number of the primary contact at proposer’s organization.

In no more than ten (10) pages, the Proposer 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. Noncompliance with this condition may cause the bidder not to		
b. Copy of current registration with the Florida Department of State, Division of Corporation to conduct business in the State of Florida (Sunbiz) or the current registration in the home state.		
c. Provide documentation and certification of participation in a program to ensure a drug and alcohol-free workplace.		
d. A copy of a valid and current Contractor Pre-Qualification Certificate, issued by M-DCPS.		
e. A valid e-mail address for SAP system communications (i.e. PO’s)		
f. Copy of the vendor’s Occupational License.		
g. Copy of the vendor’s Fire Protection System Contractor I or III Certificate.		
h. Copy of Class D Fire Equipment Dealer License for bidder.		
i. List of emergency telephone numbers and twenty-four (24) hour contact number		
j. Copy of the vendor’s Retester Identification Number (RIN)).		
k. Three (3) letters of reference, dated within a year, from service contract customers where work similar in scope has been performed for a period of not less than two (2) years. These two (2) references shall be from customers with multiple facilities, similar in nature to M-DCPS (see Exhibit 5).		
l. Submission of all documents stated in Section 4, such as Cover Page, Table of Contents, Executive Summary, adherence to the technical qualifications, Bidders Qualifications, including resumes, price proposal and the required forms and attachments, as stated in Section 6 of this ITB.		

### 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 THE FOLLOWING PAGE

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

#### 3.1 PRICE PROPOSAL FOR ITB-18-019-HR Fire Suppression System Service Contract

Eligible pre-qualified bidders must bid on all items in the specified groups to be considered for award, as note in **Section 2.3 – Required Information to Be Submitted by the Proposer**. Bidders must utilize the table noted in this section for pricing submission.

#### 3.2 RELATED EMERGENCY PURCHASES

In the event of an emergency, the District may seek to obtain a Request for Quotation (RFQ) from awarded vendors.

- Awarded Bidders shall receive a Request for Quotes (RFQ), for projects over the current quotation threshold of one-thousand dollars (\$1000). An M-DCPS authorized representative may arrange a site scope meeting with the awarded vendors so that they may be fully acquainted with the conditions that exist and the work to be quoted. Any Bidder who does not attend the site scope meeting for a particular job will not be permitted to submit a quote for that job.
- An M-DCPS authorized representative will arrange a site scope meeting with the awarded vendors so that they may be fully acquainted with the conditions that exist and the work to be quoted. **Any Bidder who does not attend the site scope meeting for a particular job will not be permitted to submit a quote for that job.**
- Bidders will be required to submit a lump sum quote for the designated project. The project will be awarded to the lowest responsive, responsible vendor, meeting specifications. Prices must remain firm and fixed for a period of thirty (30) days. All quotes must be submitted on forms provided by the M-DCPS authorized representative.
- Projects under the current quotation threshold of one-thousand dollars (\$1000) will be awarded to Bidders on a rotating basis.
- **Please note that prices quoted may not include sales tax, as The School Board of Miami Dade County, Florida, is a non-profit organization and, as such, does not pay sales tax on any material, equipment, services, etc.**

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 labor, supervision, equipment and materials necessary for this work.

**3.3 PROPOSAL PRICE LIST**

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

<b>NAME OF BIDDER :</b>				
Vendor shall indicate manufacturer's warranty, if greater than one year _____				
<b>GROUP 1: ENGINEERED SYSTEMS (ALL SYSTEMS 2 INSPECTIONS PER YEAR)</b>				
ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE
1	Baker Aviation	1	Per Inspection	
2	S.B.A.B. Jefferson Bld. Garage	1	Per Inspection	
3	ITS Computer Center System #1	1	Per Inspection	
4	ITS Computer Center System #2	1	Per Inspection	
5	ITS Computer Center System #3	1	Per Inspection	
6	S&MD Warehouse	1	Per Inspection	
7	Kendale Lakes Elem	1	Per Inspection	
8	Lake Stevens Mid.	1	Per Inspection	
9	Southwood Mid.	1	Per Inspection	
10	W.R. Thomas Mid.	1	Per Inspection	
11	Robert Morgan Tech	1	Per Inspection	
<b>GROUP 2: PRE-ENGINEERED AND ENGINEERED SYSTEMS (ALL SYSTEMS)</b>				
ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE
12	Hydrostatic Testing Refill/Recharge All Sizes All Agents Including Labor	1	Per Cylinder	
13	Accidental Discharge, Hydrostatic Testing and Refill/Recharge All Sizes Including Labor.	1	Per Cylinder	
14	Hourly Rate for Additional Services	1	Hour	
<b>GROUP 3: PRE-ENGINEERED SYSTEMS (ALL SYSTEMS 2 INSPECTION PER YEAR @ APPROXIMATELY 350 FACILITIES)</b>				
15	Inspect, test, maintain, service and repair of fire suppression systems at ALL M-DCPS facilities throughout the District, using all necessary labor, materials and equipment, in accordance with the attached specifications.	1	Per Inspection	

Bidder(s), please indicate the location(s) your firm will service (e.g. North, Central, South).

Bidder Name	North	Central	South

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.

\_\_\_\_\_  
*Signature of Bidder's Authorized Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Printed Name:*

\_\_\_\_\_  
*Date:*

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## 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. Proposals 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 the proposal being considered non-responsive.

### 4.1 CONTENTS OF PROPOSAL

All proposals 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 **Section 2.0** of this ITB. If the Bidder is unable to provide a particular service, the Bidder is required to suggest an appropriate alternative in his/her response to that item. The Bidder must respond to ALL Requirements in the order listed in **Section 2.0** of this ITB using the same numbering system. The inability or denial expressed in a proposal, or omission in the proposal, to

offer solutions or an explanation to the requirements of this section may result in the proposal being considered non-responsive.

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.

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 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	Bidder Experience
Exhibit 6	Anti-Collusion Statement
Exhibit 7	Disclosure of Employment of Former School Board Employees
Exhibit 8	Proposal Submittal Form
Exhibit 9	Sample M-DCPS Certification Documents

#### 4.2 PROPOSAL PREPARATION REQUIREMENT

- (1) **All ITB Bidders must submit one (1) unbound, one-sided original, one (1) bound copy of the complete proposal, one (1) electronic version on CD or memory stick.**
- (2) All proposals 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 proposals are opened.

**In addition to the below label, all bidders MUST attach Exhibit 8, Proposal Submittal Receipt Form to the outside of the proposal.**

<b>SEALED PROPOSAL ENCLOSED</b> (To be opened by the Contact Person noted below)	
Bidder's Name:	
Bidder's Address:	
Bidder's Telephone Number:	
	<b><u>BID BOX</u></b>
	Miami-Dade County Public Schools Procurement Management Services Attn: <u>Heather Rose, SPSM</u> <u>Procurement Analyst</u> School Board Administration Building 1450 N.E. 2 <sup>nd</sup> Avenue, Suite 650 Miami, FL 33132
ITB No.:	ITB-18-019-HR
ITB Title:	Fire Suppression Systems Service, Contract
Proposal Due Date:	Thursday, March 7, 2019 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](http://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

A completed price proposal list is not required under this ITB, however, at the time of proposal submission, the signature form in Section 3.0 Price Proposal List, must be submitted with each proposal package. See **Section 3.0 – PRICE PROPOSAL**.

### 5.4 AWARD

Contract award shall be made to the responsive and responsible Bidder(s), whose proposal 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 Buyer 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	Bidder Experience
Exhibit 6	Anti-Collusion Statement
Exhibit 7	Disclosure of Employment of Former School Board Employees
Exhibit 8	Proposal Submittal Receipt Form
Exhibit 9	Sample M-DCPS Certification Documents

*The Remainder of this Page was left Intentionally Blank.*

**EXHIBIT 1**

**Cover Page For Proposal**

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

**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\_\_

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**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.*

<b>THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:</b>	
RFQ/RFP/BID/CONTRACT/PROJECT # (as applicable): _____	
<b>BUSINESS NAME:</b>	_____
<b>CONTACT PERSON:</b>	_____
<b>ADDRESS:</b> <i>(Include City State &amp; Zip Code)</i>	_____
<b>FEIN</b> (Federal Employer Identification Number):	Length of Time at Address Provided: _____
	Length of Time Located within the legal boundaries of Miami-Dade County: _____
<b>BUSINESS STRUCTURE:</b>	<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (Specify): _____
<b>PHONE:</b>	(    ) <b>FAX:</b> (    )
<b>E-MAIL ADDRESS:</b>	_____
<b>ATTESTATION - I understand that:</b> <ul style="list-style-type: none"> <li>• 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. <b>Mark applicable box and attach support document(s).</b></li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.</li> <li>• The above information may be subject to verification.</li> <li>• 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>.</li> </ul>	

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 PROPOSALS**

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](http://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.

<b>NAME</b>	<b>LIST OF POSITIONS</b>	<b>DATES EMPLOYEE HELD POSITION</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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](http://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 RFP, as well as Procurement Management Services Staff. This form must be included within the timely bid package. As stated in Section 4.3, please complete the following form and attach the form to the outside of your firm's bid response.

<b>ITB Name and Number:</b>	ITB-18-019-HR Fire Suppression Systems, Service Contract
<b>ITB Due Date:</b>	Thursday, March 7, 2019 by 2 p.m.
<b>Bidder Name and Address:</b>	
<b>Bidder's Date and Time of Submission:</b>	
<b>Authorized Bidder's Signature:</b>	
<b>Procurement Management Staff Name and Signature:</b>	
<b>Verify Date and Time of Bidder's Submission:</b>	

# EXHIBIT 9 SAMPLE M-DCPS CERTIFICATION DOCUMENTS

Generated by MDCPS TestVendor1, MDCPS Test Vendor on 4/11/2018

**Certification Application: Start Certification Application**



## New Application for Miami-Dade County Public Schools

*M-DCPS's New Application for Small Business Enterprise (SBE), Micro Business Enterprise (MBE), Minority Women Business Enterprise (M/WBE) Certification.*

This application is for NEW Small Business Enterprise (SBE) & Micro Business Enterprise (MBE) & Minority/Women Business Enterprise (M/WBE).

Note: Firms currently certified by M-DCPS should not submit a New Application. Instead submit a Recertification application, due on the anniversary date.

Review the information below and complete the eligibility requirements then click Continue.

For more information about M-DCPS's SBE/MBE/MWBE Program, please visit the <http://oeo.dadeschools.net/> page.

For guidance, please call 305-995-1307 or email [oeo@dadeschools.net](mailto:oeo@dadeschools.net).

### Need Help?

[Download Part 2 of the user manual](#)

[Sign up for a Training Class](#)

### Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE \*

APPLICATION AUTOFILL \*  Use existing account information to auto-fill application

### Eligibility Requirements

The following basic criterion is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification.

Is your firm registered as a vendor with MDCPS?

Yes  No

Does the owner and/or qualifier of the business have the required professional licenses and contractor qualification licenses?

Yes  No

Does your business have an occupational license and all required professional licenses and/or contractor qualifier licenses?

Yes  No

For SBE/MBE Applicants only: Has your business been established for at least one year or the principals of the business have at least