



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

SEALED BID NO: ITB-18-034-DP

TITLE: IT Hardware Equipment, Accessories, Peripherals, and Support

DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to establish contracts with preapproved vendors to provide Dell, Hewlett-Packard (HP), Hewlett-Packard Enterprise (HPE), and Lenovo hardware equipment, accessories, peripherals, supplies, maintenance, and support for Miami-Dade County Public Schools.

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

ITB RELEASE DATE: Friday, November 30, 2018

PRE-BIDDERS CONFERENCE DATE/TIME: Tuesday, December 11, 2018, at 10 a.m. EST

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

DEADLINE FOR QUESTIONS: Tuesday, December 11, 2018, at 5 p.m. EST

BID DUE DATE/TIME: Thursday, December 20, 2018, at 2 p.m. EST

PUBLIC OPENING OF BIDS: Thursday, December 20, 2018, at 2 p.m. EST

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

FOR INFORMATION CONTACT: Delvin Padilla
Procurement Analyst
Phone: (305) 995-2339
Fax: (305) 995-2307
Email: dpadilla@dadeschools.net

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

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SECTION 1.0 - ITB OVERVIEW AND BID PROCEDURES

1.1 INTRODUCTION/BACKGROUND

Miami-Dade County Public Schools (“M-DCPS”) is the fourth largest school district in the United States, comprised of approximately 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 to establish contracts with preapproved vendors to provide Dell, Hewlett-Packard (HP), Hewlett-Packard Enterprise (HPE), and Lenovo hardware equipment, accessories, peripherals, supplies, maintenance, and support for Miami-Dade County Public Schools.

The selected bidders will be awarded a three (3) year agreement, with two (2) one-year (1) options to renew at the District's sole discretion.

1.3 ITB TIMETABLE

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

ITB available for distribution:	Friday, November 30, 2018
Pre-Bid Conference date, time and place:	Tuesday, December 11, 2018 at 10 a.m. EST, Local Time Miami-Dade County Public Schools School Board Administration Building Procurement Management Services 1450 Northeast 2 nd Avenue, Suite 650 Miami, Florida 33132
Deadline for receipt of questions:	Tuesday, December 11, 2018 No later than 5:00 p.m. (Local Time) Emailed to Procurement Staff (See Section 1.4)
Deadline for receipt of Bids:	Thursday, December 20, 2018 No later than 2 p.m. Local Time (See Section 1.9 for location)
Projected Board Approval of Contract:	February 2019
Projected Contract start date:	February 2019

1.4 CONTACT PERSON

The contact person for this ITB is:

Name and Title:	Delvin Padilla 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: dpadilla@dadeschools.net
Telephone: (305) 995-2339
Fax: (305) 995-2307

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

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

1.5 CONE OF SILENCE

As stated within School Board Policy 6325, "Cone of Silence" means a prohibition on any communication regarding a particular Request For 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/

1.7 ITB AVAILABILITY

The solicitation package is available through the District's Procurement Management Department. Please email your request to Delvin Padilla, Procurement Analyst, at dpadilla@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: Delvin Padilla
1450 N.E. 2nd 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 BUSINESS ENTERPRISE PROGRAM

The School Board of Miami-Dade County, Florida, has a strong commitment to small, micro, veteran and minority/women participation, as part of all related procurement processes and continues to reflect such commitment. The School Board has an active Small/Micro, Veteran and Minority/Women Certification Program, to increase contracting opportunities for local businesses. Pursuant to School Board Policy 6320.02, the Board may apply scoring incentives and/or other incentives for firms responding to this RFP. **The Office of Economic Opportunity (OEO) must certify all small, micro, veteran and minority/women firms, prior to contract award.** The application may be accessed through the following link:

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

In Exhibit 10 of this solicitation, the sample certification documents have been included for your firm's review and completion. All small, micro, veteran and minority/women certifications must be completed online using the following link:

<http://oeo.dadeschools.net/certification.asp>

Furthermore, Vendors certified as a small, micro, veteran and/or minority/women with any entity or agency other than The School Board of Miami-Dade County, Florida, may not be acceptable. Proposers with certifications from other entities or agencies must contact the OEO for additional information. A current list of certified 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.as>

[p?TN=miamidadeschools&XID=9602](http://miamidadeschools.com/p?TN=miamidadeschools&XID=9602)

All vendors must comply with Board Policy 6320.02 and the procedures described in the OEO Administrative Manual in effect at the time the vendor enters into an agreement with the Board, by submitting monthly reports 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 for additional information.

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

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
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 **ITB-18-034-DP**.

To the fullest extent permitted by law, the Vendor 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 Vendor's performance under this Agreement or to the extent caused by negligence, recklessness, or intentional wrongful conduct of the Vendor or other persons employed or utilized by the Vendor in the performance under this Agreement or to the extent caused by negligence, recklessness, or intentional wrongful conduct or other persons employed or utilized by the Vendor in the performance of this Agreement. 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 AGREEMENT or otherwise. This indemnification obligation shall not be diminished or limited in any way to any insurance maintained pursuant to the AGREEMENT otherwise available to the Vendor. The remedy provided to the Indemnitees by this indemnification shall survive this AGREEMENT. The provisions of this Section shall specifically survive the termination of this Agreement. The provisions of this Section are intended to require the Vendor to furnish the greatest amount of indemnification allowed under Florida Law. To the extent any indemnification requirement contained in this Agreement is deemed to be in violation of any law, that provision shall be deemed modified so that the Vendor 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

The Vendor 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 Vendor's performance under this Agreement.

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 CANCELLATION OF BIDS OR REQUESTS FOR PROPOSALS

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

1.43 TESTING AND PRODUCT EVALUATIONS

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

1.44 CHARTER SCHOOLS

Items or Services awarded under this contract shall be made available to Charter Schools approved by the School Board of Miami-Dade County Public Schools. M-DCPS is not responsible or liable for purchases that may be made by Charter Schools.

1.45 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. 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 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, IF APPLICABLE

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 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 to establish contracts with preapproved vendors to provide Dell, Hewlett-Packard (HP), Hewlett-Packard Enterprise (HPE), and Lenovo hardware equipment, accessories, peripherals, supplies, maintenance, and support for Miami-Dade County Public Schools.

The agreement between the successful proposer(s) and the Board will be non-exclusive. Furthermore, this ITB has an SBE/MBE participation goal of 5%, with a 5% local preference goal.

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

M-DCPS is soliciting bids from four manufacturers (Dell, Hewlett-Packard (HP), Hewlett-Packard Enterprise (HPE), and Lenovo) for IT hardware equipment, accessories, peripherals, supplies, maintenance and support for The School Board of Miami-Dade County. Services and or equipment may be required to be provided at designated school sites district-wide. **The manufactures will be expected to choose local vendor representatives that will directly supply equipment and services to the District. These representative vendors must be registered with the School Board of Miami-Dade County, Florida.**

To conduct new business under this bid, M-DCPS requires that the bidders have a current vendor

application on file. The information on the ITB and the vendor application must be consistent. Failure to comply with this condition may cause the Bidder(s) not to be awarded any new business. Vendor applications can be downloaded at: http://procurement.dadeschools.net/a_vendors_vif.asp

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.

2.2.1 DEFINITIONS

- A. Owner – Shall mean The School Board of Miami-Dade County, Florida. Also referred to as M-DCPS or The Board.
- B. District – Shall mean The School Board of Miami-Dade County, Florida. Also referred to as M-DCPS or The Board.
- C. Awarded Bidder/Vendor – Refers to the individual/firm, or corporation authorized to do business with The School Board of Miami-Dade County, Florida.

2.2.2 AWARDED BIDDER/VENDOR RESPONSIBILITY

- A. It is understood and agreed that the Awarded Bidder/Vendor is solely responsible for all equipment and labor provided by this bid. All hardware, software, and firmware provided must meet or exceed original equipment manufacturers (OEM) requirements. All software bug fixes required for operation of hardware (drivers, etc.) must be tested and supplied at no additional cost to M-DCPS.
- B. Awarded Bidder/Vendor must maintain an inventory of spare parts for all equipment covered by this ITB.
- C. Employees of the Awarded Bidder/Vendor must be technically competent and able to perform the work. Employees must display, at all times, photo identification when visiting an M-DCPS site, and obtain the proper M-DCPS visitor's badge where applicable.
- D. Employees of the Awarded Bidder/Vendor must cooperate with M-DCPS site personnel to minimize disruption to the school or site operations.
- E. Awarded Bidder/Vendor must maintain a state of the art service shop with modern high-quality test equipment. Field technicians must be equipped with adequate tools and test equipment to perform on-site diagnostics and replacement of failed subassemblies such as motherboards, circuit cards, disk drives, keyboards, power supplies, and various types of monitors.
- F. Awarded Bidder/Vendor must provide, on a monthly basis, an updated list of their escalating chain of command with telephone numbers. Manufacturer must provide emergency contacts and have a trained technician available 24 hours per day, every day of the year.
- G. For security purposes, the Awarded Bidder/Vendor agrees to supply the District a

monthly report with an updated list of all technicians (including any subcontractors) that are assigned to service the District and that have been issued ID badges to provide access to District sites. The Awarded Bidder/Vendor shall within 24 hours of any assigned technician terminating employment with the Awarded Bidder/Vendor or subcontractor of the Awarded Bidder/Vendor notify the District of such termination, either via email or other acceptable forms of communication, as agreed to by the parties.

- H. Awarded Bidder/Vendor agrees to meet on site with ITS personnel to accomplish resolution of unresolved trouble calls at times and dates arranged by M-DCPS personnel.
- I. Awarded Bidder/Vendor must cooperate with M-DCPS personnel to record and manage the inventory of equipment. Items that are removed due to failure and replaced by *like items* must be recorded by its M-DCPS Property Control Number (PCN). If there is no PCN, then model type and Serial Numbers (SN) should be used. If there is no SN, then manufacturer and model type should be used. If an on-site M-DCPS-owned part is used to replace a failed part, the Awarded Bidder/Vendor must provide a written report and a replacement part to M-DCPS as soon as possible, not to exceed thirty (30) days.
- J. A copy of this report must be provided to ITS Network Support Help Desk. Inventory control must be a major factor in managing this bid. Identification of M-DCPS-owned and Manufacturer-owned parts will be a continuing process to prevent loss to either party. An MDCPS "Outgoing Controlled Equipment" form must be completed whenever equipment is being replaced and/or removed from the site. The manufacturer must fax their copy of the MDCPS Outgoing Controlled Equipment form to the Network Help Desk within 48 hours of the service call. It is the site's responsibility to fill out the form.
- K. Awarded Bidder/Vendor must provide a label on equipment serviced, in a conspicuous location, specifying date of service, technician's name, time, and problem number.
- L. A minimum 90-day warranty or the remainder of the existing warranty on the computer or server, whichever is longest on all parts and labor, is required on all service calls. In the event the manufacturer of the parts offers a longer warranty period, or if the equipment is still under the original warranty period, M-DCPS must receive the longer-term warranty. Awarded Bidder/Vendor shall utilize new OEM parts if available.
- M. Refurbished parts must have the same warranty as new parts. M-DCPS must be advised if refurbished parts are to be utilized and must approve their use.
- N. Awarded Bidder/Vendor must adhere to M-DCPS software, hardware, LAN, WAN, etc. standards when replacing software/hardware. All replacements will be with manufacturer-specific *like items*, which are equal or better in performance and capabilities, or a vintage not older than that being replaced, including all network devices. Anytime that a manufacturer must change a manufacturer part due to obsolescence and **ONLY** obsolescence, the new manufacturer must be approved in writing by the **M-DCPS ITS CIO** before its installation is done.
- O. Awarded Bidder/Vendor should have in place a plan for rapid replacement of systems that must be replaced due to a disaster.
- P. Awarded Bidder/Vendor is fully responsible for any equipment taken off M-DCPS

premises when replaced by a loaner of *like model*. Manufacturer cannot remove any equipment without the prior authorization from site location administrator.

- Q. Awarded Bidder/Vendor will maintain and provide to M-DCPS a current list of employees authorized to provide service under this bid.
- R. At its discretion, M-DCPS reserves the right to request any and all equipment and/or parts, replaced for Warranty Service Call requests, which will be billed as Time and Materials.
- S. Awarded Bidder/Vendor must maintain a state of the art service facility within the tri-county area with the ability to meet the Priority One (1) Service Level requirement, furnished with modern high-quality test equipment. Field technicians must be equipped with adequate tools and test equipment to perform on-site diagnostics and replacement of failed subassemblies such as motherboards, cards, disk drives, keyboards, power supplies, and various types of monitors, or any other service that may be required in maintaining warranty service requirements.
- T. Return of Hard Drives: Due to M-DCPS Data Security Policies, the Awarded Bidder/Vendor is required to return hard drives, at no additional costs to the District, for all computers that are either traded in or slated for destruction.

2.2.3 SERVICE CALLS: VARIOUS SCHOOLS AND DISTRICT OFFICES

- A. Awarded bidder must accept calls from ITS, individual schools or departments on an as-needed basis.
- B. Locations must provide the following information to the Manufacturer:
 - 1. A short description of the problem;
 - 2. A contact person's name;
 - 3. The location needing service;
 - 4. A phone number for the location;
 - 5. The access hours at the location; AND
 - 6. Manufacturer, model number, and serial number.

2.2.4 PRIORITIES FOR SERVICE

The **Network Support Help Desk** may determine and assign the priorities of all service calls:

- A. **Priority One (1)** calls are defined as calls placed for equipment assigned to the Office of the Superintendent of Schools, the Superintendent's Cabinet, the Board Member's Office, and equipment assigned to departments, such as School Police, where outages can create safety to life issues. Priority One (1) service calls must be given immediate attention and the service must occur before any other service calls. Response to a Priority One (1) must be that a technician must be on site within two (2) working hours of the initial call. If the unit cannot be restored to normal operation within eight (8) working hours from time of M-DCPS call, the manufacturer must provide replacement equipment as a loaner at no additional cost to MDCPS until the M-DCPS owned equipment is repaired and reinstalled. Manufacturer cannot remove any equipment without the prior authorization from the Network Support Help Desk.

- B. **Priority Two (2)** service calls must be served immediately after the Priority One (1) service call. Response to a Priority Two (2), must be that a technician must be on site within eight (8) working hours or the next business day of the initial call. If the unit cannot be restored to normal operation within sixteen (16) working hours or two working days from the time of MDCPS call, the manufacturer must provide replacement equipment as a loaner at no additional cost to M-DCPS until the M-DCPS owned equipment is repaired and reinstalled. Manufacturer cannot remove any equipment without the prior authorization from the Network Support Help Desk.
- C. **Priority Three (3)** service calls must be served after Priority Two (2) service calls hours. If the unit cannot be restored to normal operation within Thirty-Six (36) working hours or Three (3) working days from time of M-DCPS call, the Awarded Bidder/Vendor must provide replacement equipment as a loaner at no additional cost to M-DCPS. MDCPS owned equipment is repaired and reinstalled. Awarded Bidder/Vendor cannot remove any equipment without the prior authorization from the Network Support Help Desk.

2.2.5 MANUFACTURERS/AUTHORIZED DEALER CERTIFICATION

A bid submitted by a vendor other than the manufacturer shall require a manufacturer's certification (if applicable), ensuring that the bidder is an authorized dealer or reseller of the manufacturer's product. Failure to submit this letter at time of bid, or within five (5) days of request, may result in the bid not being considered for award.

2.2.6 PRODUCT APPROVAL

Prior to award, bidders/vendors may be required to submit samples for testing and approval by Information Technology Services or Materials Testing and Evaluation. If requested, two units, as specified in the attached documentation, for each unit submitted for consideration, shall be delivered to ITS for testing. Samples will be supplied to the District at no charge.

2.2.7 SAMPLES

Samples, if required, shall be delivered within ten (10) days after request to the address listed in the Notice for Sample received by the Bidder/Vendor. Samples not received within the ten (10) days may be considered non-responsive, and bidder and/or item may not be recommended for award. Samples will be submitted at no charge to the District and will be made available for sixty (60) days.

2.2.8 TECHNICAL MAINTENANCE MATERIAL AND INSTRUCTIONS

The successful bidders must furnish one set of schematics and parts list for each and every model of equipment awarded, when requested. Furthermore, for each and every model of equipment delivered, the successful bidders shall supply a brochure and/or Operating manual describing all of the operating instructions required to have the equipment perform in accordance with the manufacturer's specifications.

2.2.9 OPERATING SYSTEM

The Awarded Bidder/Vendor shall have pre-loaded the most recent version of the operating system on the computer unless otherwise specified on the purchase order and the manufacturer

shall provide a Certificate of Authenticity. License numbers must be provided for all software. A Label with the Certificate of Authenticity information is requested to be affixed to the CPU casing, for all units delivered under this bid, in an easy to view location.

2.2.10 ACQUISITION/POSTING AUTHORIZED PRODUCT

Awarded product will be posted on the Districts website and/or Shopping Cart. Awardees will be requested, upon notification of award, to supply electronically, in a format to be determined by M-DCPS, information that may include:

- Thumbnails or full-size pictures in .jpg format and descriptive text in a downloadable file
- A unique section, on the Awarded Bidder/Vendor's website or an on-line catalog, that shall maintain all products that are being offered under this bid. The site shall reflect the most up to date pricing, inclusive of discounts to the District, from which requisitions may be created and, upon approval, generate purchase orders or P-Card transactions.
- Provide a billing arrangement that may allow for electronic submission of invoices

The requested information will be used by the District's end users to populate shopping carts for items awarded, with sufficient information and descriptive detail. It is the intent of the District to utilize the Shopping Cart (or other E-Procurement systems) as the procurement method. Schools and offices will be required to utilize the items as specified and posted at this site.

2.2.11 PRODUCT VERSION

Purchase orders shall be deemed to reference a manufacturer's most recently released model or version of the product at the time of the order, unless the District specifically requests in writing an earlier model or version and the Awarded Bidder/Vendor is willing to provide such model or version.

2.2.12 SALES, SERVICE, PARTS AND REPAIR FACILITIES MINIMUM REQUIREMENTS

The ability of the Contactor to meet the minimum service parts and repair requirements outlined herein is of paramount importance in obtaining the award of this contract.

The Awarded Bidder/Vendor shall maintain sales and service dealer facilities within Miami-Dade, Broward and Palm Beach Counties. The Awarded Bidder/Vendor may also choose to sell products through an authorized dealer. Respondents are required to submit a complete list of authorized dealers and service locations, with their ITB response, as additional pages to the Price Proposal form. Failure to comply with this requirement may result in disqualification of the bid.

List of participating re-sellers and service facilities shall include the following information:

- Dealer Name
- Dealer Address
- City, State, Zip Code
- Office Phone/Fax
- Email Address
- Contact Person
- Contractor Tax ID Number
- Number of employees employed at location, broken down by sales, service and other
- Area of state location covers (counties)

The District reserves the right to consider the availability of re-seller and service facilities in the award of this solicitation. Each service facility shall maintain a sufficient number of qualified technicians and a normal supply of parts to provide all required service, and to ensure minimal equipment downtime. Failure to comply with this requirement will result in termination of contract.

2.2.13 WARRANTY

The warranty, after product installation by the school or department, shall be for a minimum period of thirty-six (36) months on-site or the duration offered by the manufacturer, whichever is longer. The Awarded Bidder/Vendor is to ensure that product shipped to the district is within warranty and installed as per the requirements of the manufacturer. All warranty claims require a 24-hour response time. If product defect results in damage to District owned property, the Awarded Bidder/Vendor will be responsible for repair, or replacement, if repairs cannot be made. Repairs must be completed within three working days, or the Awarded Bidder/Vendor may be considered in default of the contract. A detailed description of all repair work shall be provided to the end user after the work is completed. If the equipment cannot be restored to normal operation within three (3) working days, the manufacturer must provide replacement equipment as a loaner at no additional cost to M-DCPS until the M-DCPS owned equipment is repaired and reinstalled. A detailed description of all repair work shall be provided to the end user after the work is completed.

When performing any work at a school site, service personnel must check in at the main office prior to commencement of work. If equipment cannot be repaired at the site, the Awarded Bidder/Vendor will provide shipping materials, shipping instructions, call tags and pay all shipping charges.

2.2.14 PRICE CHANGES

(a) Quantity Discounts: Contractors are urged to offer additional discounts for one-time delivery of large single orders. The District may seek to negotiate additional price concessions on quantity purchases of any products offered under the Contract. The School Board of Miami-Dade County shall document its files accordingly.

(b) Best Pricing Offer: During the Contract term, if the District becomes aware of better pricing offered by the Contractor for substantially the same or a smaller quantity of a product outside the Contract, due to market conditions, but upon the same terms of the Contract, then at the discretion of the District, the price under the Contract may be reduced to the lower price.

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

(d) Trade-In: The District may trade-in equipment when making purchases from the Contract. A trade-in shall be negotiated between the District and the Contractor. The District is obligated to actively seek current fair market value when trading equipment, and to keep accurate records of the process.

(e) Equitable Adjustment: The District may, in its sole discretion, make an equitable adjustment

in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Contractor that continued performance of the Contract would result in a substantial loss.

2.2.15 PACKAGING

Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without charge for packing materials, cases, or other types of containers. All containers and packaging shall become and remain the District's property.

2.2.16 LABELING

Labels should be affixed in an easy to view area on the outside of each package. It is requested to clearly indicate the Manufacturer, part number and serial number or production control if available and/or date of manufacture.

All systems must display the following information at minimum:

1. Serial # of unit
2. FCC Compliance — Class B Certification Code
3. UL listed identification
4. Operating System Certificate of Authenticity
5. Model Number

2.2.17 INSPECTION AT CONTRACTOR'S SITE

The District reserves the right to inspect, at any reasonable time with prior notice, the equipment or product or plant or other facilities of a Contractor to assess conformity with Contract requirements and to determine whether they are adequate and suitable for proper and effective Contract performance.

2.2.18 LITERATURE

Upon request, the Contractor shall furnish literature reasonably related to the product offered, for example, user manuals, price schedules, catalogs, descriptive brochures, etc.

2.2.19 TRANSPORTATION AND DELIVERY

Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB Destination to any point within thirty (30) days after the District places an Order. An order shall be considered placed after the Awarded Bidder/Vendor's receipt of the Purchase Order. The Awarded Bidder/Vendor, within five (5) days after receiving a purchase order, shall notify the Customer of any potential delivery delays. Evidence of inability or intentional delays shall be cause for Contract cancellation and Contractor suspension. It shall be the responsibility of the successful bidders to include inside delivery with every unit.

2.2.20 INSTALLATION

Where installation is required, Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated on the Contract or purchase order. Contractor's authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with District operations and with proper consideration of others on site. Upon completion of the installation, the location and the surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

2.2.21 RISK OF LOSS

Matters of inspection and acceptance are addressed in F.S. 215.422. Until acceptance, risk of loss or damage shall remain with the Contractor. The Contractor shall be responsible for filing, processing, and collecting all damage claims, including, but not limited to, manufacturer claims. To assist the Contractor with damage claims, the District shall: record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading; report damages to the carrier and the Contractor; and provide the Contractor with a copy of the carrier's Bill of Lading and damage inspection report. When the District rejects a product, Contractor shall remove it from the premises within ten days after notification or rejection. Upon rejection notification, the risk of loss of rejected or non-conforming product shall remain with the Contractor. Rejected product not removed by the Contractor within 15 days shall be deemed abandoned by the Contractor, and the District shall have the right to dispose of it as its own property. Contractor shall reimburse the District for costs and expenses incurred in storing or effecting removal or disposition of rejected product.

2.2.22 UNAUTHORIZED SHIPMENT/SUBSTITUTION

Unauthorized substitutions and shipments shall be grounds for termination. The Awarded Bidder/Vendor shall be considered in default of the contract and may lose eligibility to transact new business with the School Board for a period of fourteen (14) months from the date of termination by the Board.

2.2.23 EQUIPMENT RELIABILITY/NON-PERFORMANCE

Awarded contractor is required to provide satisfactory service levels at all times. Degraded performance and/or excessive equipment down time shall not be acceptable. Excessive equipment down time is defined as two (2) or more service calls over a one (1) month period for non-routine equipment wear and tear related issues or repeated repairs to the same piece of equipment. Should a piece of equipment (a) continue to malfunction during the warranty period after repeated service calls, (b) require excessive amount of remedial maintenance, or (c) in the opinion of the District is not providing satisfactory performance after five (5) service calls, the Contractor, after receiving notice in writing by the District that such a situation exists, agrees to remove and/or replace the defective unit (District's choice) within five (5) business days of such notice at no cost to the District. Replaced units shall be new and as per the original specifications

or better if original unit is no longer available.

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

2.2.24 STUDENT DATA PRIVACY

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

2.2.25 EMPLOYEE DATA PRIVACY

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

2.2.26 PROJECTED MAXIMUM ACCEPTABLE DEAD-OUT-OF-BOX (DOB) RATE

The projected maximum acceptable DOB rate, shall not exceed 2 units per every 100 units installed or 2%. Units received DOB will be required to be replaced, within 10 working days, with the same specified model, at no additional cost to the District. DOB rates exceeding this shall be grounds for default.

2.2.27 PROJECTED MAXIMUM ACCEPTABLE COMPONENT FAILURE RATE

A failure shall be defined as any hardware component malfunction that makes the unit inoperable within the first 6-months of operation. Component failure on the same or a combination of multiple components, occurring three (3) times within the first 6-months of operation will be deemed unacceptable performance by the District. Units received experiencing multiple component failure as documented through warranty repair work receipts, will be required to be replaced within 10 working days, upon written notification to manufacturer, with the same specified model, at no additional cost to the District. Manufacturers with shipment of more than 2 units per every 100 units installed or 2% of computers experiencing component failure may be considered in default of the bid.

2.2.28 FACTORY SERVICE REQUIREMENTS

The Respondent agrees to maintain at least one factory-authorized service station and/or servicing dealer within the South Florida Tri-County Area (Miami-Dade, Broward and Palm Beach Counties) to perform warranty repairs and adjustments throughout the Contract Term. The Parties expressly agree that changes to the Service Representative List are not Contract Amendments and do not require a formal written agreement. This arrangement shall not relieve the Contractor of its duty to maintain at least one (1) authorized service as described in this provision.

The Contractor may offer "after warranty" service agreements for the maintenance and repair of goods after the initial warranty expires. The Contractor shall provide pricing for this additional service as a separate addendum to the Price Proposal Form in Section 3.0.

2.2.29 SECURITY AND CONFIDENTIALITY

Contractors, providers, and partners employed by agencies or acting on behalf of agencies shall comply with the rule, guidelines, agency security policies, and employ adequate security measures to protect agency information, applications, data, resources, and services. The Awarded Bidder/Vendor is required to notify the customer/agency within 24 hours of a suspected or confirmed data breach.

2.2.30 AWARD METHOD

The District anticipates awarding the four manufacturers (Dell, Hewlett-Packard (HP), Hewlett-Packard Enterprise (HPE), and Lenovo). **The manufactures will be expected to choose local vendor representatives that will directly supply equipment and services to the District.** These representative vendors must be registered with The School Board of Miami-Dade County, Florida.

2.2.31 ESTIMATED QUANTITIES

The factored quantity shown is for evaluation purposes only and will be used to factor bid prices to determine the total low bid. They do not indicate the total quantity of an item to be purchased during the contract term. No guarantee is expressed or implied, as to the quantities that will be used during the contract period.

2.2.32 REQUEST FOR QUOTATIONS

The awarded bidders shall be approved to participate in Request for Quotations (RFQ), as may be required by the District. The awarded bidders shall be invited to offer a firm-fixed price for items, as specified in **Section 3.0 Price Proposal**.

The RFQ pricing submitted by the Awarded Bidder/Vendor shall remain firm-fixed for a period of 180 days and will be used for posting to the District's shopping cart system, e-catalog, or other e-procurement sites, as deemed appropriate by the District. The Awarded Bidder/Vendor may be invited to participate in additional RFQ's to determine the firm-fixed pricing for each new 180-day period.

Prices **shall never exceed the bidder(s) initially submitted and itemized pricing, nor shall the percentage discount off the Manufacturer's Suggested Retail Price (MSRP) be reduced in any manner.** Pricing offered to the District may be reduced but shall not increase during the entire term of this contract. If an item goes "end-of-life," its replacement must be offered at the same or lower price, and it must meet or exceed its predecessor on all specifications.

RFQ results may be posted to the internet and District shopping cart system. Schools and District offices will utilize these prices to make selections based on the specifications required at their site. **All quotes submitted shall be FOB Destination and shall be inclusive of all packaging, shipping, and handling costs.**

The District reserves the right to issue separate RFQ's for certain projects, if deemed in the best interest of the Board. Quotes submitted by the Awarded Bidder/Vendor for each 180-day period will determine the pricing for that quote period.

2.2.33 INVOICING

The invoice document shall contain the following information:

- a. M-DCPS Purchase Order Number;
- b. Scope of work performed;
- c. Start and completion time and date of work performed; and
- d. Work location where services were provided.

Invoices shall be mailed or delivered to the M-DCPS authorized representative identified in the item description of the purchase order.

2.2.34 E-RATE PROGRAM PARTICIPATION AND INVOICING PROCEDURES

- A. Where M-DCPS purchases are made using available E-rate funding, the selected Contractor will be required to submit their Service Provider Invoice ("SPI") to the District after services and/or equipment have been delivered, installed and are operational but before any submission to the Universal Service Administrative Company ("USAC") for reimbursement.
- B. The SPI will be a complete invoice of all services and equipment and will reflect all charges to M-DCPS and to USAC. This single and consolidated invoice will contain a comprehensive itemized breakdown of all charges and clearly set forth the appropriate percentage of payments due from USAC and M-DCPS respectively.
- C. The SPI will also be required to show an itemized breakdown of all eligible and ineligible equipment and/or services being procured in accordance with the corresponding M-DCPS purchase order.
- D. The Contractor will only be permitted to submit an SPI for reimbursement to USAC once MDCPS has reviewed and has returned a signed approval of said SPI to Contractor. All SPIs will be reviewed within 14 calendar days of receipt by the MDCPS Director of the E-Rate Program.
- E. If, in the course of M-DCPS' review of any SPI, M-DCPS finds any variances between those items delivered and those for which a bill is being submitted, the MDCPS E-Rate staff will notify the Contractor that they have not approved the SPI and will indicate which items need to be modified. Once any variances are corrected, the Contractor must resubmit the SPI to the M-DCPS Director of the E- Rate Program for their approval. M- DCPS will again have 14 calendar days to review the SPI.
- F. Contractor agrees that, at any time, M-DCPS is free to verify with USAC that only those MDCPS approved SPIs have been submitted to USAC for reimbursement. Any indication that non-approved SPIs have been submitted to USAC will be considered a material breach of the terms of the bid. Additionally, M-DCPS will, upon becoming aware of any non-approved SPI submissions, notify USAC so that they may take any additional steps available to them to prevent waste, fraud, and abuse within the program.
- G. Damages assessed to the Contractor for submission of a non-approved SPI may include and are not limited to suspension of the contract, termination of the contract,

damages in the amount of the overpayments made to Contractor by M-DCPS or USAC, or suspension or disbarment from participation in the E-Rate program. In no way shall this bid modify or limit the rights of USAC against the Contractor.

2.2.35 PAYMENTS

Payment will only be made for actual installed materials and work performed, which has been inspected and found to be in accordance with the terms and conditions of this solicitation. Work found to be deficient will be corrected by the Awarded Bidder/Vendor, at the Awarded Bidder/Vendor's sole expense, prior to any payment being made. The Awarded Bidder/Vendor will not be compensated for waste and/or surplus materials.

2.2.36 NON-EXCLUSIVITY

M-DCPS reserves the right to perform the work and services described in this solicitation in any manner it sees fit, including performing work with its own employees.

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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. The Proposer shall demonstrate their experience in the student uniform services.

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

REQUIREMENT	YES	NO
a. 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 be considered for award.		
b. Current and active copy of registration with the Department of Corporations		
c. Written confirmation that your company has the ability to transmit and receive purchase orders/data electronically, via e-mail messages		
d. A copy of the bidder's Certificate of Insurance, upon notification of award		
e. Three (3) references letters from organizations of comparable size and complexity to M-DCPS. At least one of the references may be a K-12. This must be documented on Exhibit 5, Bidder Experience form, whereby each bidder uses one form per reference.		
f. Documentation to support that the manufacturer has shipped 100,000 units during a 12-month period		
g. Be able to provide a locally based technical service and support team. <i>Provide supporting documentation reflecting ability to provide local onsite technical service and hardware repairs for a district our size to include an organizational chart showing dedicated local technical staff and their respective credentials (e.g. certifications and proficiencies).</i>		
h. Commit to warranty support as per Section 2.6.9 WARRANTY , for a minimum of three years from date of delivery, and provide toll free telephone end-user support from 7:00 AM to 7:00 PM EST.		
i. Demonstrate the financial resources to support the Bid. A copy of the most recent audited Annual Report is requested to be submitted with the proposal.		
j. Provide documentation to show the bidder has been in business for a minimum of five (5) years.		
k. Bidder certifies that all equipment proposed is new and currently in production by the manufacturer.		
l. Bidder certifies that all Printer equipment submitted has published specifications and pricing on the Buyers Laboratory Inc. (BLI) web site or bidder must identify where specifications/pricing can be found.		
<p>Note: Items that are unable to be verified may disqualify the Respondent's submission for the unverifiable segment</p>		

m. Bidder has submitted all available models per category within this ITB		
<p>n. Bidder certifies that all submitted models have the same minimum discount percentage per category. Bidders may provide different discounts for the base machine and each accessory grouping. Respondents are cautioned to select the best equipment within their product offering in terms of cost, technological capabilities and service that meets or exceeds the requirements within this ITB.</p> <p>If selected as an awardee, the Successful Bidder/Vendor will have the ability to add additional equipment within awarded groups, which shall meet or exceed the minimum requirements and specifications while at the same or better discount pricing from MSRP for that particular category.</p>		
o. Bidder certifies that for Energy Star® compliant equipment proposed, proof of the proposed equipment's Energy Star® rating certification is being submitted.		
<p>p. Bidder(s) understand that the formulary represented in the Price Proposal List (Section 3.0) may be modified throughout the contract term due to rapid changes in technology, upon proper written notice being provided to the District's Procurement Management Services department. Such additions or deletions shall become available for order by the District once a formal modification has been executed by both parties. Any new offerings shall meet or exceed the requirements of this ITB and shall be at the same or better price. The new offerings discount from MSRP for that particular category must also be the same or better.</p>		

Failure to provide documentation or a response to this section may deem your bid non-responsive

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SECTION 3.0 - PRICE PROPOSAL

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

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

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

3.1 PRICE PROPOSAL FOR ITB-18-034-DP

As stated in Section 2.0 of this ITB, the District is seeking bids from qualified firms to establish contracts with **preapproved vendors** to provide Dell, Hewlett-Packard (HP), Hewlett-Packard Enterprise (HPE), and Lenovo hardware equipment, accessories, peripherals, supplies, maintenance, and support for Miami-Dade County Public Schools.

- The Awarded Bidder/Vendor shall receive Request for Quotes (RFQ) to provide pricing for the items listed in **Section 3.1 Price Proposal**.
- RFQ pricing submitted by the Awarded Bidder/Vendor shall remain firm-fixed for a period of 180 days and will be used for posting to the District's shopping cart system, e-catalog, or other e-procurement sites, as deemed appropriate by the District.
- The Awarded Bidder/Vendor may be invited to participate in additional RFQ's to determine the firm-fixed pricing for each new 180-day period.
- Schools and District offices will utilize these prices to make selections based on the specifications required at their site.
- Pricing offered to the District may be reduced but shall not increase during the entire term of this contract.
- All quotes submitted shall be FOB Destination and shall be inclusive of all packaging, shipping, and handling costs.
- **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.**

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**Category A: Desktops
(Groups A-1 through A-4)**

GROUP A-1		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: CAD and Graphics Lab Desktop		20,000	
Processor	Intel® 8 th Generation Core™ i7-8700 Processor (3.2 GHz base up to 4.6 GHz, 12T/6C, 12 MB cache, 65 W TDP)		
Memory	16 GB 2666 MHz DDR4 Memory		
Video	2GB - ISV Certified AMD Radeon™ or NVIDIA® GeForce® video cards		
Optical Disk Drive	18x DVD-ROM; DVD+/-RW		
Hard Drive	512GB PCIe NVMe SSD		
Keyboard	USB Keyboard with Numeric Keypad (English)		
Mouse	Standard Wired USB with Scroll Wheel		
Removable Storage	Multi-Card Reader (Internal or External)		
Network Card	1+ Gig Ethernet 100/1000BASE-T		
Audio	Integrated Chipset Audio		
Operating System (OS)	MS Windows 10 Home Ed. (64 Bit)*		
Case	Tower Case with speaker		
Energy Star	Energy Star 6.1 Compliant		
Warranty	3 Year Onsite Warranty		
Flat Panel Display	27 Inch Flat Panel (Minimum 3840 x 2160, 1000:1 Contrast 60Hz)		

Group A-1 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to: Avid AE-808, Califone 3068-AV, Hamilton SC-7V)	20,000	
Extra Flat Panel Display	Secondary 27 Inch Flat Panel (Minimum 3840 x 2160, 1000:1 Contrast 60Hz)	20,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	20,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	20,000	

GROUP A-2		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: High-End Desktop			
Processor	Intel® 8 th Generation Core™ i5 8500 (6 Cores/9MB/6T/up to 4.1GHz/65W)	20,000	
Memory	8 GB 2666 MHz DDR4 Memory		
Video	Intel® UHD Graphics 630 (must be delivered Dual Monitor capable, if a cable or card is required it must be included at NO Additional Cost with the purchase of PC)		
Optical Disk Drive	18x DVD-ROM; DVD+/-RW		
Hard Drive	256GB SATA SSD		
Keyboard	USB Keyboard with Numeric Keypad (English)		
Mouse	Standard Wired USB with Scroll Wheel		
Network Card	1+ Gig Ethernet 100/1000BASE-T		
Audio	Integrated Chipset Audio		
Operating System (OS)	MS Windows 10 Home Ed. (64 Bit)*		
Case	Mini-Tower / SFF Case with speaker		
Other	Bluetooth Optional, 2 USB ports Front 4 USB ports Back		
Energy Star	Energy Star 6.1 Compliant		
Flat Panel Display	23 Inch Flat Panel (Minimum 2560x1440, 1000:1 Contrast 60Hz)		
Warranty	3 Year Onsite Warranty		

Group A-2 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to: Avid AE-808, Califone 3068-AV, Hamilton SC-7V)	20,000	
Extra Flat Panel Display	Secondary 23 Inch Flat Panel (Minimum 2560x1440, 1000:1 Contrast 60Hz)	20,000	
Speaker Bar	Stereo Speakers or Display Sound Bar	20,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	20,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	20,000	

GROUP A-3		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Mainstream Student Desktop			
Processor	Intel® 8 th Generation Core™ i3-8100 (4 Cores/6MB/4T/3.6GHz/65W)	40,000	
Memory	8 GB 2400MHz DDR4 Memory		
Video	Intel® UHD Graphics 630 (must be delivered Dual Monitor capable, if a cable or card is required it must be included at NO Additional Cost with the purchase of PC)		
Optical Disk Drive	18x DVD-ROM; DVD+/-RW		
Hard Drive	256 GB SATA SSD		
Keyboard	USB Keyboard with Numeric Keypad (English)		
Mouse	Standard Wired USB with Scroll Wheel		
Network Card	1+ Gig Ethernet 100/1000BASE-T		
Audio	Integrated Chipset Audio		
Operating System (OS)	MS Windows 10 Home Ed. (64 Bit)*		
Case	Mini-Tower / SFF Case with speaker		
Other	Bluetooth Optional, 2 USB ports Front 4 USB ports Back		
Energy Star	Energy Star 6.1 Compliant		
Flat Panel Display	21 Inch Flat Panel (Minimum 1920x1080, 600:1 Contrast 60Hz)		
Warranty	3 Year Onsite Warranty		

Group A-3 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to: Avid AE-808, Califone 3068-AV, Hamilton SC-7V)		
Extra Flat Panel Display	Secondary 21 Inch Flat Panel (Minimum 1920x1080, 600:1 Contrast 60Hz)	40,000	
Speaker Bar	Stereo Speakers or Display Sound Bar	40,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	40,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	40,000	

GROUP A-4		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Multi-Touch Enabled Mainstream Student Desktop for Labs or tight spaces. All-In-One			
Processor	Intel® 8 th Generation Core™ i3-8100 (4 Cores/6MB/4T/3.6GHz/65W)	40,000	
Memory	8 GB 2400MHz DDR4 Memory		
Video	Intel® UHD Graphics 630 (must be delivered Dual Monitor capable, if a cable or card is required it must be included at NO Additional Cost with the purchase of PC)		
Hard Drive	128 GB SATA SSD		
Keyboard	USB Keyboard with Numeric Keypad (English)		
Mouse	Standard Wired USB with Scroll Wheel		
Removable Storage	Multi-Card Reader (Internal or External)		
Network Card	1+ Gig Ethernet 100/1000BASE-T		
Audio	Integrated Chipset Audio		
WiFi	Intel® Wireless-AC 9560, Dual-band 2x2 802.11ac Wi-Fi with MU-MIMO + Bluetooth 5		
Operating System (OS)	MS Windows 10 Home Ed. (64 Bit)*		
Optical Disk Drive	8x DVD+/-RW		
Case	All-In-One Form Factor must require a single power cord. With stereo speaker built in.		
Other	Bluetooth 5.0, 2 USB ports Front and back		
Webcam	Integrated 1MP+		
Energy Star	Energy Star 6.1 Compliant		
Display	Multi-touch enabled 21 Inch Flat Panel (Minimum 1920x1080, 600:1 Contrast 60Hz)		
Warranty	3 Year Onsite Warranty		

Group A-4 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to : Avid AE-808, Califone 3068-AV, Hamilton SC-7V)	40,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	40,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	40,000	

**Category B: Laptops
(Groups B-1 through B-3)**

GROUP B-1		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: ITS Developer Laptop		1,000	
Processor	Intel® 8 th Generation Core™ i7-8650U Processor (1.9 GHz base up to 4.2 GHz, 8T/4C, 8 MB cache, 15 W TDP)		
Memory	16 GB 2400MHz DDR4 Memory		
Video	Intel UHD 620 Graphics		
Hard Drive	512GB PCIe NVMe Solid State Drive		
Starting Weight	4 to no more than 5 lbs.		
Battery (Hours)	8 Hours Minimum Lithium-Ion (removable non-sealed preferred)		
Network Card	Gigabit Ethernet		
WiFi	Intel® Wireless-AC 8265, Dual-band 2x2 802.11ac Wi-Fi + BT4.2 Wireless Card (2x2)		
Bluetooth	Bluetooth® 4.2+ LE (Bluetooth Low Energy)		
Operating System (OS)	MS Windows 10 Home Ed. (64 Bit)*		
Expansion Ports	USB 3.0 (1), USB 2.0 (2), lock slot, Media Card (SD, SDHC, SDXC), 10/100 RJ-45 Ethernet		
Energy Star	Energy Star 6.1 Compliant		
Webcam	Built In Camera with Integrated Microphone		
Carrying Case	Protective laptop carrying case with thick internal padding to protect laptop from damage.		
Audio	Chipset Audio with Integrated Speakers and Microphone		
Screen	14 Inch+ Multi-touch enabled display		
Warranty	3 Year Onsite Warranty		

Group B-1 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to: Avid AE-808, Califone 3068-AV, Hamilton SC-7V)	1,000	
Extra Power Adapter	Extra or replacement AC to DC power block complete with cable and "duckhead" if needed	1,000	
Optical Disk Drive	8x DVD+/-RW (if external please quote separately)	1,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	1,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	1,000	

GROUP B-2		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: High-End Laptop (Performance)			
Processor	Intel® 8 th Generation Core i5-8250U Processor (1.6 GHz base up to 3.4 GHz, 8T/4C, 6 MB cache, 15 W TDP)	20,000	
Memory	8 GB 2400MHz DDR4 Memory (4GBx2)		
Video	1 GB (non-shared memory) Dedicated Video Card		
Hard Drive	256GB SATA Solid-State Drive (SSD) or better. Note: eMMC will not be accepted.		
Starting Weight	3 to no more than 4.5 lbs.		
Battery (Hours)	8 Hours Minimum Lithium-Ion (removable non-sealed preferred)		
Network Card	Gigabit Ethernet		
Wi-Fi	Intel® Wireless-AC 8265, Dual-band 2x2 802.11ac Wi-Fi + BT4.2 Wireless Card (2x2)		
Bluetooth	Bluetooth® 4.2+ LE (Bluetooth Low Energy)		
Operating System (OS)	MS Windows 10 Home Ed. (64 Bit)*		
Expansion Ports	USB 3.0 (1), USB 2.0 (2), lock slot, Media Card (SD, SDHC, SDXC), 10/100 RJ-45 Ethernet		
Energy Star	Energy Star 6.1 Compliant		
Webcam	Built In Camera with Integrated Microphone		
Carrying Case	Yes		
Audio	Chipset Audio with Integrated Speakers and Microphone		
Screen	14 Inch+ Multi-touch enabled display		
Warranty	3 Year Onsite Warranty		

Group B-2 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to: Avid AE-808, Califone 3068-AV, Hamilton SC-7V)	20,000	
Extra Power Adapter	Extra or replacement AC to DC power block complete with cable and "duckhead" if needed	20,000	
Optical Disk Drive	8x DVD+/-RW (if external please quote separately)	20,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	20,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	20,000	

GROUP B-3		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Mainstream Student Laptop			
Processor	Intel® Core™ i3-8100U Processor (2.2 GHz, 4T/2C, 4 MB Cache, 15 W TDP)	40,000	
Memory	4 GB 2400 MHz DDR4 Memory		
Video	Intel® HD Graphics 620		
Hard Drive	128 GB Solid-State Drive (SSD) or better. Note: eMMC will not be accepted.		
Starting Weight	2 to no more than 3.5 lbs.		
Battery (Hours)	8 Hours Minimum Lithium-Ion (removable non-sealed preferred)		
Network Card	GbE NIC (10/100/1000)		
Wi-Fi	Intel Wireless 802.11 ac/a/b/g/n, (2.4GHz and 5GHz band) 2x2 Wireless.		
Bluetooth	Bluetooth® 4.0		
Operating System (OS)	MS Windows 10 Home Ed. (32 Bit)*		
Expansion Ports	USB 3.0 (2), lock slot, 10/100 RJ-45 Ethernet		
Energy Star	Energy Star 6.0 Compliant		
Webcam	Built In 720P Camera with Integrated Microphone		
Carrying Case	Yes		
Audio	Chipset Audio with Integrated Speakers and Microphone		
Screen	12" class (11.6" +) multi-touch enabled display		
Warranty	3 Year Onsite Warranty		

Group B-3 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to: Avid AE-808, Califone 3068-AV, Hamilton SC-7V)		
Extra Power Adapter	Extra or replacement AC to DC power block complete with cable and "duckhead" if needed	40,000	
Optical Disk Drive	8x DVD+/-RW (if external please quote separately)	40,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	40,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	40,000	

Category C: Convertible Tablet

GROUP C		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Hi-End Convertible Tablet 2-in-1 (able to function as a laptop or a tablet)			
Processor	Intel® 8 th Generation Core i5-8250U Processor (1.6 GHz base)	20,000	
Memory	8 GB 2400MHz DDR4 Memory		
Video	Intel® UHD Graphics 620		
Hard Drive	256 GB SATA Solid-State Drive (SSD) or better. Note: eMMC will not be accepted.		
Starting Weight	1.5 to no more than 3.5 lbs.		
Battery	8 Hours Minimum Lithium-Ion		
Wi-Fi	Intel® Wireless-AC 8265, Dual-band 2x2 802.11ac Wi-Fi + BT4.2 Wireless Card (2x2)		
Bluetooth	Bluetooth® 4.0+ LE (Bluetooth Low Energy)		
Operating System (OS)	MS Windows 10 Home Ed. (32 Bit)*		
Keyboard	Must include a keyboard (keyboard may be removable/detachable)		
Energy Star	ENERGY STAR® certified, EPEAT® Gold registered		
Webcam	Built In Camera with Integrated Microphone		
Audio	Mono Speaker (2W), 3.5mm headphone/microphone jack		
Screen	11.6" capacitive touch display, (1280x800)		
Warranty	3 Year Onsite Warranty		

Group C Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Headset	Educational Class Full-Ear Stereo Headset with Volume Control (Comparable to: Avid AE-808, Califone 3068-AV, Hamilton SC-7V)		
Extra Power Adapter	Extra or replacement AC to DC power block complete with cable and "duckhead" if needed	20,000	
Stylus	Active or passive OEM stylus for us with device	20,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	20,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	20,000	

**Category D: Servers
(Groups 1-4)**

GROUP D-1		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Higher End Application SAS Server (Rack Mounted)			
Processor	Single Intel® Xeon Scalable Processor (Skylake) 4114 Silver Processor (10 cores and 2.2 GHz)	1,000	
Memory	2x 16GB DDR4-2666 RDIMMs		
Processor Dual	Dual Processor Upgradeable		
Optical Drive	Combo CDRW/DVD-ROM		
Hard Drive Storage	(4) four 600GB SAS 12Gb/s 100,000 RPM Hard Drives in RAID 5 configuration (Hot Swappable)		
Dedicated Hardware Raid Card	PCIe 3.0 Raid Hardware Controller Card with Battery Backup, 6Gb/s, 512MB Write Back Cache (Support for at least RAID Levels 0,1,5)		
Floppy Drive	Optional		
Display	None		
Network Card	Dual 10/100/1000 MB Ethernet Adapter		
Power Supply	Dual 500W 120/230VAC Power Supply		
Cables	USB to VGA/PS2 Keyboard/Mouse KVM adapter, and 2 ea. 7ft Cat-5 Cable		
O/S	Windows Server 2012 R2 Standard		
Network Card	Dual 10/100/1000 MB Ethernet Adapter		
Redundant Power Supply	Dual 500W 120/230VAC Power Supply		
Remote Access	IPMI 2.0 Remote Management Card		
Form Factor	Rack Mount 2U		
Warranty	3 Year Onsite Warranty (NBD)		

Group D-1 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
KVM Adapter	allows you to connect a Server's USB Port (keyboard and mouse) and VGA port to a CAT5 IP KVM	1,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	1,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	1,000	

GROUP D-2		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Higher End Application SAS Server (Tower)			
Processor	Single Intel® Xeon Scalable Processor (Skylake) 4114 Silver Processor (10 cores and 2.2 GHz)	1,000	
Memory	2x 16GB DDR4-2666 RDIMMs		
Processor Dual	Dual Processor Upgradeable		
Optical Drive	Combo CDRW/DVD-ROM		
Hard Drive Storage	(4) four 600GB SAS 12Gb/s 10,000 RPM Hard Drives in RAID 5 configuration (Hot Swappable)		
Dedicated Hardware Raid Card	PCIe 3.0 Raid Hardware Controller Card with Battery Backup, 6Gb/s, 512MB Write Back Cache (Support for at least RAID Levels 0,1,5)		
Floppy Drive	Optional		
Display	None		
Network Card	Dual 10/100/1000 MB Ethernet Adapter.		
Power Supply	Dual 500W 120/230VAC Power Supply		
Cables	2 ea. 7ft Cat-5 Cable		
O/S	Windows Server 2012 R2 Standard		
Network Card	Dual 10/100/1000 MB Ethernet Adapter		
Redundant Power Supply	Dual 500W 120/230VAC Power Supply		
Remote Access	IPMI 2.0 Remote Management Card		
Form Factor	Tower		
Warranty	3 Year Onsite Warranty (NBD)		

Group D-2 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
KVM Adapter	allows you to connect a Server's USB Port (keyboard and mouse) and VGA port to a CAT5 IP KVM	1,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	1,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	1,000	

GROUP D-3		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Secondary / Basic File Storage Server (Rack Mounted)			
Processor	Single Intel® Xeon Scalable Processor (Skylake) 3104 Gold Processor (6 cores and 1.7 GHz)	1,000	
Memory	2x 16GB DDR4-2666 RDIMMs		
Processor Dual	Dual Processor Upgradeable		
Optical Drive	CDRW/DVD-ROM (may be external)		
Hard Drive Storage	(4) four 1 TB SATA 6Gb/s 7,200 RPM Hard Drives in RAID 5 configuration (hot swap)		
Dedicated Hardware Raid Card	PCIe 3.0 Raid Hardware Controller Card with Battery Backup, 6Gb/s, 512MB Write Back Cache (Support for at least RAID Levels 0,1,5)		
Floppy Drive	Optional		
Display	None		
Network Card	Dual 10/100/1000 MB Ethernet Adapter		
Power Supply	Dual 500W 120/230VAC Power Supply		
Cables	USB to VGA/PS2 Keyboard/Mouse KVM adapter, and 2 ea. 7ft Cat-5 Cable		
O/S	Windows Server 2012 R2 Standard		
Network Card	Dual 10/100/1000 MB Ethernet Adapter		
Redundant Power Supply	Dual 500W 120/230VAC Power Supply		
Remote Access	IPMI 2.0 Remote Management Card		
Form Factor	Rack Mount 1U		
Warranty	3 Year Onsite Warranty (NBD)		

Group D-3 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
KVM Adapter	allows you to connect a Server's USB Port (keyboard and mouse) and VGA port to a CAT5 IP KVM	1,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	1,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	1,000	

GROUP D-4		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Secondary / Basic File Storage Server (Tower)			
Processor	Single Intel® Xeon Scalable Processor (Skylake) 3104 Gold Processor (6 cores and 1.7 GHz)	1,000	
Memory	2x 16GB DDR4-2666 RDIMMs		
Processor Dual	Dual Processor Upgradeable		
Optical Drive	CDRW/DVD-ROM (may be external)		
Hard Drive Storage	(4) four 1 TB SATA 6Gb/s 7,200 RPM Hard Drives in RAID 5 configuration (hot swap)		
Dedicated Hardware Raid Card	PCIe 3.0 Raid Hardware Controller Card with Battery Backup, 6Gb/s, 512MB Write Back Cache (Support for at least RAID Levels 0,1,5)		
Floppy Drive	Optional		
Display	None		
Network Card	Dual 10/100/1000 MB Ethernet Adapter		
Power Supply	Dual 500W 120/230VAC Power Supply		
Cables	2 ea. 7ft Cat-5 Cable		
O/S	Windows Server 2012 R2 Standard		
Network Card	Dual 10/100/1000 MB Ethernet Adapter		
Redundant Power Supply	Dual 500W 120/230VAC Power Supply		
Remote Access	IPMI 2.0 Remote Management Card		
Form Factor	Tower		
Warranty	3 Year Onsite Warranty (NBD)		

Group D-4 Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
KVM Adapter	allows you to connect a Server's USB Port (keyboard and mouse) and VGA port to a CAT5 IP KVM	1,000	
Device cost with 4 Year Onsite Warranty	Device with 4 Year Onsite Warranty	1,000	
Device cost with a 5 Year Onsite Warranty	Device with 5 Year Onsite Warranty	1,000	

Category E: Carts

GROUP E		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Target: Laptop Cart (for the storage and charging of student laptops or tablets)			
Storage Capacity	Must house and secure 25 full size (typical 14-15" screen size) laptops or typical 10" tablets.	10,000	
External Construction	Welded solid steel frame, must be 12-18 gauge steel.		
Shelving Construction	Must be 20 gauge steel or thicker.		
Device Spacing	Shelves must provide at least 1.35" or more in spacing, to accommodate current District issued student laptops and tablets with keyboards.		
Internal Materials	Shock absorbing ABS Plastic or Nylon shelf divider system to prevent wear and tear on devices.		
External Dimensions	Cart width must not exceed 30" to fit through all classroom doors and cart footprint should be as small as possible to take up less space in the classroom (e.g. 30" x 30").		
Security	Must have lockable doors and must include everything needed to secure equipment, either through a metal hasp and padlock, and/or keyed locking handles; ideally with multi-point security (2 or 3 bolt locking system). If a padlock (keyed or combination) is required, it must be included.		
Casters	5" Minimum height from floor. Have oversized (4"-6" height and at least 1" width) industrial grade balloon (solid rubber) tires with metal construction swivel castors capable of supporting 250+ lb. each). Non-marring rubber must provide easy rolling, quiet transport and be fully lockable.		
Paint	Scratch resistant powder coat paint.		
Power Management	Must work with a standard 15 Amp electrical circuit. Smart power management system that prevents circuit tripping and protects devices by charging "round robin" style and is current sensing (able to determine the charging needs of the connected devices).		
Cable Management	Provide power adapter cord management system through both front and back of cart as needed.		
Assembly	Must arrive fully assembled from the factory.		
Access	Full-access double doors in the front for the user, and in the rear for the IT Administrator.		
Safety	Should adhere to UL's 10-degree tip threshold. Ideally, should confirm to common electrical and general safety standards (e.g. UL 60950, 1678, 1667, 498, etc.)		
Miscellaneous	Clear (mostly unobstructed) top work surface to accommodate peripherals such as printers or other devices. Cart must also provide ventilation vents to ensure devices don't overheat while charging in cart.		
Warranty	3 Year on Electronics. 10 Year on Cart (Metal and Structural components), Warranty is onsite and include all parts & labor.		

Group E Optional or Add-On Items		Estimated Quantities	Detailed Description of Quoted Solution (must meet or exceed M-DCPS specifications)
Cart Cost with Extended 4 Year Electronics Warranty	Total Cost for cart with 4 Year on Electronics. 10 Year on Cart (Metal and Structural components), Warranty is onsite and include all parts & labor.	10,000	
Cart Cost with Extended 5 Year Electronics Warranty	Total Cost for cart with 5 Year on Electronics. 10 Year on Cart (Metal and Structural components), Warranty is onsite and include all parts & labor.	10,000	

The Bidder shall offer all of the elements of this ITB and meet all service requirements and specifications listed within **Section 2.0 - Scope of Services**, to include furnishing all labor, supervision, equipment and materials necessary for this work.

The information in this ITB is to be utilized solely for the evaluation of responsive and responsible bidders and does not constitute any minimum order quantity commitment by the District to procure any product in any volume or with any specific manufacturer or reseller.

For this Section 3.2 – PRICE PROPOSAL:

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.** See Section 1.9.
- (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.

SEALED PROPOSAL ENCLOSED (To be opened by the Contact Person noted below)	
Bidder's Name:	
Bidder's Address:	
Bidder's Telephone Number:	
	<u>BID BOX</u>
	Miami-Dade County Public Schools Procurement Management Services <u>Attn: Delvin Padilla</u> <u>Procurement Analyst</u> School Board Administration Building 1450 N.E. 2 nd Avenue, Suite 650 Miami, FL 33132
ITB No.: ITB-18-034-DP	
ITB Title: IT Hardware Equipment, Accessories, Peripherals, and Support	
Proposal Due Date: Thursday, December 20, 2018 by 2 p.m. EST (local time)	

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SECTION 5.0 - EVALUATION/SELECTION PROCESS

5.1 COMPETITIVE ITB PROCESS

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

procurement.dadeschools.net

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

5.2 EVALUATION CRITERIA

The Procurement Staff, assigned to this ITB, will evaluate all responsive and responsible bids based on the criteria listed herein, specifically Section 2.0. 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

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**EXHIBIT 1
COVER PAGE FOR PROPOSAL**

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

**EXHIBIT 2
ACKNOWLEDGMENT OF AMENDMENTS**

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

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation. Please include a signed copy of each addendum.

Addendum #1, Dated _____, 20____

Addendum #2, Dated _____, 20____

Addendum #3, Dated _____, 20____

Addendum #4, Dated _____, 20____

Addendum #5, Dated _____, 20____

Addendum #6, Dated _____, 20____

Addendum #7, Dated _____, 20____

Addendum #8, Dated _____, 20____

PART II:

No Addendum was received in connection with this solicitation.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Federal Employer Identification Number: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

EXHIBIT 3



Miami-Dade County Public Schools
Local Business Affidavit of Eligibility

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

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

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

SWORN AND SUBSCRIBED BEFORE ME

_____ SIGNATURE OF NOTARY PUBLIC THIS _____ DAY OF _____, 20____	_____ PRINTED NAME OF AFFIANT _____ SIGNATURE OF AFFIANT DATE _____ TITLE _____ COMPANY NAME
My Commission Expires: _____ NOTARY SEAL	_____ _____ _____

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

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

DISCLOSURE OF CONFLICT OF INTEREST
(AFFILIATION WITH DISTRICT COMMITTEES, TASK FORCE, ASSOCIATIONS)

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

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

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

NOTE: THIS FORM SHALL BE RETURNED WITH THE PROPOSAL SUBMITTAL

**EXHIBIT 8
PROPOSAL SUBMITTAL RECEIPT FORM**

All Bidders MUST adhere to the guidelines stated in Section 1.17. As such, all bidders will sign and acknowledge timely submittal of this ITB, as well as Procurement Management Services Staff. This form must be included within the timely bid package. **As stated in Section 4.3, please complete the following form and attach the form to the outside of your firm's bid response.**

ITB Name and Number:	ITB-18-034-DP IT Hardware IT Hardware Equipment, Accessories, Peripherals, and Support
ITB Due Date:	
Bidder Name and Address:	
Bidder's Date and Time of Submission:	
Authorized Bidder's Signature:	
Procurement Management Staff Name and Signature:	
Verify Date and Time of Bidder's Submission:	

EXHIBIT 9
SAMPLE M-DCPS CERTIFICATION DOCUMENTS

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.

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 a 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

three years of relevant experience prior to forming or joining the business?

Yes No Not Applicable

For SBE/MBE Applicants only: Is your firm independently owned and operated business that is not dominant in its field of operation and is performing a commercially useful function?

Yes No Not Applicable

For SBE/MBE Applicants only: Does your business have an actual place of business in Miami-Dade County for at least a year preceding the application?

Yes No Not Applicable

For M/WBE Applicants only: Does the business employ 200 or fewer permanent full time employees in conjunction with its affiliates and has a net worth of 5 million or less?

Yes No Not Applicable

For M/WBE Applicants only: Is the business 51% minority owned and/or controlled?

Yes No Not Applicable

For M/WBE Construction or Construction Related Applicants only: Is the firm actual place of business in Miami-Dade County, Broward County, or Palm Beach County for at least a year preceding the application?

Yes No Not Applicable

For Sole Proprietor M/WBE Applicant only: Does the business meet the requirement of 5 million net worth that includes both personal and business investments?

Yes No Not Applicable

Continue

Return

[Customer Support](#)

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