

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New  OTR  Sole Source  Bid Waiver  Emergency Previous Contract/Project No. \_\_\_\_\_  
 Contract \_\_\_\_\_  
 Re-Bid  Other-Accessing MDC School Board Contract LIVING WAGE APPLIES:  YES  NO  
 Requisition No./Project No.: RQID1300004 TERM OF CONTRACT 12 MONTH(S)

Requisition /Project Title: Relocation of Furniture, Fixtures and Equipment

Description: To establish a competitive pricing to procure furniture services for the various Miami-Dade County Departments.

Issuing Department: DPM Contact Person: Sherry Clentscale Phone: 305-375-2179  
 Estimate Cost: \$490,000 GENERAL FEDERAL OTHER  
 Funding Source: X

**ANALYSIS**

<b>Commodity Codes:</b> 425-94			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
Comments:			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			

**RECOMMENDATIONS**

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				
Basis of recommendation:				
Signed: <i>Sherry Clentscale</i>			Date sent to DBD: 10/11/12	
			Date returned to DPM:	

RECEIVED  
 DEPT. BUSINESS DEV.  
 2012 OCT 11 PM 12:23

Financial Services  
Richard H. Hinds, Chief Financial Officer

**SUBJECT: CORRECT ITEM 6 ON BID NO. 044-LL10 – RELOCATION OF FURNITURE, FIXTURES AND EQUIPMENT**

**COMMITTEE: FACILITIES AND CONSTRUCTION REFORM**

**LINK TO STRATEGIC FRAMEWORK: IMPROVE CONSTRUCTION AND MAINTENANCE SERVICES**

The purpose of this bid is to purchase, at firm unit prices, the relocation, assembly and installation of furniture, fixtures, and equipment for new schools, renovated projects, existing offices, and media centers, and the discard of all shipping materials and disposal of surplus equipment, as required, for Capital Improvements and various locations. This is a term bid which states that the Board may purchase quantities, as may be required, but is not obligated to purchase any guaranteed amount. Throughout the term of the bid, as the need arises, the awarded contractors will be requested to submit proposals for any single job exceeding the quotation threshold. Seven (7) vendors responded to this advertised solicitation.

The September 7, 2011, Board Agenda Item F-61, incorrectly reflected the description of Item 6, as Crew of nineteen (19), instead of Crew of thirteen (13).

Fund Source  
Various

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, **CORRECT ITEM 6 ON** Bid No. 044-LL10 – RELOCATION OF FURNITURE, FIXTURES AND EQUIPMENT, to purchase, at firm unit prices, the relocation, assembly and installation of furniture, fixtures, and equipment for new schools, renovated projects, existing offices, and media centers, and the discard of all shipping materials and disposal of surplus equipment, as required, for Capital Improvements and various locations, during the term of the bid, effective January 18, 2012, through September 6, 2013, as follows:

1. ALS VAN LINE SERVICES, INC.  
1003 PARK CENTRE BLVD.  
MIAMI, FL 33169  
OWNER: PHILLIP M. DANIEL, PRESIDENT

Total Low Unit Price: Items 1 through 14.

- Item 1 - Crew of three (3), including crew chief @ \$94 per hour.
- Item 2 - Crew of five (5), including crew chief @ \$140 per hour.
- Item 3 - Crew of seven (7), including crew chief @ \$186 per hour.
- Item 4 - Crew of nine (9), including crew chief @ \$232 per hour.
- Item 5 - Crew of eleven (11), including crew chief @ \$278 per hour.
- Item 6 - Crew of thirteen (13), including crew chief @ \$324 per hour.
- Item 7 - Additional crew chief @ \$23 per hour.
- Item 8 - Additional installer @ \$23 per hour.
- Item 9 - Additional mover @ \$23 per hour.
- Item 10 - Relocation box (qty. 100) less than 3.0 cubic feet @ \$150 per 100.
- Item 11 - Relocation box (qty. 100) more than 3.0 cubic feet @ \$150 per 100.
- Item 12 - Daily cost of additional 24 ft. truck with tailgate @ N/C.
- Item 13 - Trip charge to M-DCPS warehouse @ N/C per trip.
- Item 14 - Trip charge for delivery to county dump @ N/C per trip.

2. BELTMANN RELOCATION GROUP  
3039 NORTH ANDREWS AVENUE EXTENSION  
POMPANO BEACH, FL 33064  
OWNER: DANN BATTINA, C.E.O.

Total Low Unit Price: Items 1 through 14.

- Item 1 - Crew of three (3), including crew chief @ \$99 per hour.
- Item 2 - Crew of five (5), including crew chief @ \$147 per hour.
- Item 3 - Crew of seven (7), including crew chief @ \$195 per hour.
- Item 4 - Crew of nine (9), including crew chief @ \$240 per hour.
- Item 5 - Crew of eleven (11), including crew chief @ \$290 per hour.
- Item 6 - Crew of thirteen (13), including crew chief @ \$340 per hour.
- Item 7 - Additional crew chief @ \$5 per hour.
- Item 8 - Additional installer @ \$15 per hour.
- Item 9 - Additional mover @ \$21 per hour.
- Item 10 - Relocation box (qty. 100) less than 3.0 cubic feet @ \$150 per 100.
- Item 11 - Relocation box (qty. 100) more than 3.0 cubic feet @ \$150 per 100.
- Item 12 - Daily cost of additional 24 ft. truck with tailgate @ N/C.
- Item 13 - Trip charge to M-DCPS warehouse @ N/C per trip.
- Item 14 - Trip charge for delivery to county dump @ N/C per trip.

3. WITHERS/SUDDATH RELOCATION SYSTEMS, INC.  
6900 N.W. 74 AVENUE  
MIAMI, FL 33166  
OWNER: STEPHEN M. SUDDATH, CHAIRMAN

Total Low Unit Price: Items 1 through 14.

- Item 1 - Crew of three (3), including crew chief @ \$100 per hour.
  - Item 2 - Crew of five (5), including crew chief @ \$150 per hour.
  - Item 3 - Crew of seven (7), including crew chief @ \$200 per hour.
  - Item 4 - Crew of nine (9), including crew chief @ \$250 per hour.
  - Item 5 - Crew of eleven (11), including crew chief @ \$300 per hour.
  - Item 6 - Crew of thirteen (13), including crew chief @ \$350 per hour.
  - Item 7 - Additional crew chief @ \$25 per hour.
  - Item 8 - Additional installer @ \$25 per hour.
  - Item 9 - Additional mover @ \$25 per hour.
  - Item 10 - Relocation box (qty. 100) less than 3.0 cubic feet @ \$100 per 100.
  - Item 11 - Relocation box (qty. 100) more than 3.0 cubic feet @ \$125 per 100.
  - Item 12 - Daily cost of additional 24 ft. truck with tailgate @ \$60.
  - Item 13 - Trip charge to M-DCPS warehouse @ N/C per trip.
  - Item 14 - Trip charge for delivery to county dump @ N/C per trip.
4. Authorize Procurement Management Services to purchase up to the total estimated amount of \$950,000. Board approval of this recommendation does not mean the amount shown will be expended.

RHH/mh

## Walters, Vivian (RER)

---

**From:** Clentscale, Sherry (ISD)  
**Sent:** Thursday, October 11, 2012 12:12 PM  
**To:** Walters, Vivian (RER)  
**Subject:** Project for review: Informational Purposes only- Accessing other Entities Contract  
**Attachments:** DBD DEPARTMENT INPUT.doc; SB ITB.pdf

Hi Vivian,

This project is being sent to you for informational purposes only. I'm in the process of accessing another entity's contract.

Departments: Contract Value: \$490,000

ISD, Design Services \$220,000- General Fund  
Aviation: \$220,000-Proprietary Funds  
Seaport \$50,000-Proprietary Funds

*Sherry Clentscale, CPPB*



*Procurement Contracting Officer  
Internal Services Department*

*Ph: 305-375-2179*

*Fx: 305-375-5688*

*Email: [scents@miamidade.gov](mailto:scents@miamidade.gov)*

*Visit our Website: [www.co.miami.dade.fl.us/dpm](http://www.co.miami.dade.fl.us/dpm)*

*"Delivering Excellence Every Day"*



**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**  
**SCHOOL BOARD ADMINISTRATION BUILDING**  
**1450 Northeast Second Avenue**  
**Miami, FL 33132**

**BIDDER QUALIFICATION FORM**

**BID NO.** 044-LL10

**BID TITLE** RELOCATION OF FURNITURE, FIXTURES AND EQUIPMENT

Direct all inquiries to Procurement Management Services.

BUYER NAME:  
BARBARA JONES

E-MAIL ADDRESS: bjones@dadeschools.net

PHONE: (305) (305) 995-2348

FAX NUMBER: (305) 995-7443

TDD PHONE: (305) 995-2400

Bids will be accepted until 2:00 PM on August 2, 2011 in room 351, School Board Administration Building, 1450 NE 2nd Avenue, Miami, FL 33132, at which time they will be publicly opened. Bids may not be withdrawn for 120 days after opening. (Refer to Instructions to Bidders, para. IV.B.)

The submission of the bid by the vendor, acceptance and award of the bid by The School Board of Miami-Dade County, Florida, and subsequent purchase orders issued against said award shall constitute a binding, enforceable contract. Unless otherwise stipulated in the bid documents, no other contract documents shall be issued.

**I. BIDDER CERTIFICATION AND IDENTIFICATION**

- A. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid; and I certify that I am authorized to sign this bid for the bidder.
- B. Vendor certifies that it satisfies all necessary legal requirements as an entity to do business with The School Board of Miami-Dade County, Florida.
- C. I certify agreement with the School Board of Miami-Dade County Business Code of Ethics, and agree to comply with this Code and all applicable School Board contracting and procurement policies and procedures. (School Board Rule 6Gx13-3F-1.025)
- D. 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.

**II. INDEMNIFICATION**

The Bidder shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury to persons, including death, or damage to tangible property arising out of or incidental to the performance of this contract (including goods and services provided thereto) by or on behalf of the Bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnity, excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The School Board of Miami-Dade County, Florida, its members, officers and employees.

**III. PERFORMANCE SECURITY**, is required on this bid. YES  NO

Refer to **INSTRUCTIONS TO BIDDERS**, para. VII./IF PERFORMANCE SECURITY IS REQUIRED, PLEASE INDICATE THE TYPE TO BE FURNISHED: Performance Bond  Check (Cashier's, Certified, or equal)

**IV. FLORIDA CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE**, please indicate: YES  NO

An original, manual signature is required on the Bidder Qualification Form.  
(Bidder is requested to use blue ink, do not use pencil)

**Legal Name of Vendor** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**By: Signature (Original)**  
Of Authorized Representative \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (Typed or Printed)**  
Of Authorized Representative \_\_\_\_\_ **Date** \_\_\_\_\_

## DISCLOSURE OF EMPLOYMENT OF FORMER SCHOOL BOARD EMPLOYEES

Pursuant to School Board Rule 6Gx13- 3F-1.025, which may be accessed at <http://www2.dadeschools.net/schoolboard/rules> all bidders, proposers, consultants, and contractors are required to disclose the names of any of their employees who serve as agents or principals for the bidder, proposer or contractor, and who **within the last two years**, have been or are employees of the School Board. Such disclosures 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# INSTRUCTIONS TO BIDDERS

## CONE OF SILENCE

The School Board of Miami-Dade County Public schools enacts a Cone of Silence from issuance of a solicitation and shall terminate at the time the School Board acts on a written recommendation from the Superintendent to award or approve a contract, to reject all bids or responses, or to take any other action which ends the solicitation and review process. All provisions of School Board Rule 6Gx13-8C-1.212, apply.

## I. PREPARATION OF BIDS

**A. BIDDER QUALIFICATION FORM** qualifies the bidder and the bid and must be completed and submitted as page 1 and 2 of the bid.

- 1. PERFORMANCE SECURITY** shall not be submitted with the bid. The form of performance security the bidder will submit, when required to do so, must be furnished.
- 2. BIDDER CERTIFICATION AND IDENTIFICATION.** Bid must contain an original manual signature from an authorized representative. An unsigned bid will be considered non-responsive.

**B. INSTRUCTIONS TO BIDDERS.** Defines conditions of the bid.

- 1. ORDER OF PRECEDENCE.** Any inconsistency in this bid shall be resolved by giving precedence in the following order:
  - A. Specifications
  - B. Special Conditions
  - C. Instructions To Bidders

**C. BID PROPOSAL FORM.** Defines requirement of items to be purchased, and must be completed and submitted as page 2 and subsequent pages, if any, of the bid. The bidder should indicate his/her name in the appropriate space on each page.

- 1. ITEM SPECIFICATIONS.** Describes technical, performance, and packaging requirements for every bid line item. Specifying a certain brand, make or manufacturer is to denote the quality, type, and standard of the article desired. Articles offered must be new merchandise only, of equal or superior grade. On blank lines provided, the bidder is requested to insert the brand name, manufacturer's number and other information necessary to sufficiently identify article offered. Failure to do so may prevent consideration of the item. Also, refer to paragraph X. Packaging.
- 2. PRICES** are requested in units of quantity specified in the bid specifications. In case of a discrepancy in computing the total amount of bid, UNIT PRICE quoted will govern. All prices bid shall include delivery F.O.B. destination, freight prepaid (bidder pays and freight charges. Bidder own goods in transit and files any claims) and shall include all cartage, drayage, packing, etc., delivered to and unloaded at the receiving station at the site designated in BID PROPOSAL FORMS and there received by the designated agent of the Board.
- 3. TAXES.** The Board does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of Board-owned real property as defined in Chapter 192 of the Florida Statutes.

## II. SUBMITTING OF BIDS

- A. Bids must be submitted on forms** furnished by the Board and in sealed packages or envelopes. Bid submissions must be clearly marked with bid number, bid title and bid opening date.
- B. ERASURES OR CORRECTIONS.** When filling out the bid proposal form, bidders are required to complete bid proposal in ink.
  1. Use of pencil is prohibited.
  2. Do not erase or use correction fluid to correct an error.
  3. All changes must be crossed out and initialed in ink.

Those bids for individual items that do not comply with items 1, 2, and 3 above will be considered non-responsive for that item(s).

**C. PLACE, DATE AND HOUR.** U.S. Mail, Courier/Express Service, or deposited in the BID BOX located in Room 351, 8:00 A.M. to 4:30 P.M., Monday through Friday, SCHOOL BOARD ADMINISTRATION BUILDING, 1450 N.E. Second Avenue, Miami, Florida 33132. Bids received after the date and hour specified in the BIDDER QUALIFICATION FORM will not be considered.

**D. PUBLIC ENTITY CRIMES.** Section 287.133(2)(a) Florida Statute. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**E. SUBMITTING A "NO BID."** If not submitting a bid at this time, return the form entitled "NOTICE TO PROSPECTIVE BIDDERS." Failure to respond, either by submitting a bid or the "NOTICE TO PROSPECTIVE BIDDERS" form for three consecutive times, may result in the company being removed from the School Board's bid list.

**F. AVAILABILITY OF BID INFORMATION.** Immediately following the public opening, bids will be read, upon request, and then compiled in a tabular form, a copy of which will be available for examination in Procurement Management Services.

## III. CANCELLATION OF BIDS OR REQUEST FOR PROPOSALS

An invitation for bids 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. The reasons shall be made a part of the master bid file.

**A.** Prior to opening, a solicitation may be canceled in whole or in part, prior to the date and hour specified in the Bidder Qualification Form for receipt of bids, when the Assistant Superintendent, Procurement Management Services, determines in writing, that such action is in the best interest of the Board for reasons including, but not limited to:

1. The Board no longer requires the supplies, services, or construction;
2. The Board no longer can reasonably expect to fund the procurement;
3. A review of a valid protest filed by a bidder as may be determined by the administrative staff; or
4. Proposed amendments to the solicitation would be of such magnitude that a new solicitation is desirable.

**B.** When a solicitation is canceled prior to opening, notice of cancellation shall be posted on the District's website, and sent to all businesses solicited, via facsimile or mail. Any bids or proposals received for the canceled solicitation shall be returned to the vendor unopened.

The notice of cancellation shall:

1. Identify the solicitation;
2. Briefly explain the reason for cancellation; and
3. Where appropriate, explain that an opportunity will be given to compete on any future re-solicitation for procurements of similar supplies, services, or construction.

## IV. CHANGE OR WITHDRAWAL OF BIDS

**A. PRIOR TO BID OPENING.** Should the bidder desire to change or withdraw his/her bid, he/she shall do so in writing. This communication is to be received by the District Director, of Procurement Management, Room 352, School Board Administration Building, prior to date and hour of bid opening. The bidders name, the bid number, the bid title and the date the bid is due must appear on the envelope.

**B. AFTER BID OPENING.** After bids are opened, they may not be changed, nor withdrawn, for 90 days after the determined opening date, unless otherwise specified on the "BIDDER QUALIFICATION FORM."

**C. FAILURE TO ACCEPT BID AWARD.** Bidders who, prior to the Bid Award by The School Board of Miami-Dade County, Florida, indicate that they are unable to accept the bid award shall either:

1. Pay to the Board, as liquidated damages, an amount equal to 5% of the unit price bid, times the quantity, or \$10, whichever amount is larger, or
2. Lose eligibility to transact new business with the Board for a period of 14 months from the date the Board acts on the withdrawn bid.

#### V. PROTESTS TO CONTRACT SOLICITATION OR AWARD

**A.** The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the district's website [www.dadeschools.net](http://www.dadeschools.net).

**B.** Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods of ranking bids, 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 calendar days after the date 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.

**C.** The protesting party shall be required to post a bond consistent with F.A.C. Rule 28-110.005(2), and Board Rule 6Gx13- 3C-1.10. 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 a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**D.** 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 §120.57 Fla. Stat. Petitions for hearing pursuant to §120.57 Fla. Stat., must be filed in accordance with School Board Rule 6Gx13- 8C-1.064, Adjudicatory Proceedings.

**E.** 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: [Martinez@dadeschools.net](mailto:Martinez@dadeschools.net)

#### VI. AWARDS

**A. RESERVATION FOR REJECTION OR AWARD.** The Board reserves the right to reject any or all bids, to waive irregularities or technicalities, and to request rebids. The Board reserves the right

to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the Board.

The Board reserves the right to utilize other governmental contracts, if in the best interest of the Board.

**B. NOTIFICATION OF INTENDED ACTION** will be posted on the District's website no later than the Friday preceding a regularly scheduled Board meeting.

**C. OFFICIAL AWARD DATE.** Awards become official upon the Board's formal approval of the award.

#### D. TERMINATION FOR CONVENIENCE

The Board reserves the right to terminate this contract at any time and for any reason upon giving thirty (30) days' notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract. The Board will only be required to pay that amount of the contract actually performed to the date of termination. Upon such payment, both parties shall be relieved of any further obligations under this contract.

**E. PURCHASE ORDERS** mailed to successful bidders are the official notification to deliver materials described therein; and the time allowed for delivery begins with the date of the purchase order. In the event that the successful bidder fails to deliver the materials in accordance with the terms and conditions of the bid and purchase order, the bidder shall be considered to be in default of the contract and subject to the default provisions stated in Section VI. F.

**F. DEFAULT.** A vendor who fails to perform according to the terms of the contract (bid) shall be considered in default. In the event of default, which may include, but is not limited to poor performance and/or non-performance, a vendor shall either (1) pay liquidated damages of 10 percent of the unit price of the item(s) awarded times the quantity when no purchase order has been issued, 10 percent of the purchase order when a purchase order had been issued or \$100, whichever is greater or (2) lose eligibility to transact new business with the board for a period of 14 months from date of termination of award by the Board. Bidders that are determined ineligible may request a hearing pursuant to Chapter 120 of the Florida Statutes, and School Board Rule 6Gx13- 8C-1.064. 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 Rule 6Gx13- 3F-1.023.

**G. BID DOCUMENTS.** The intent of the bid documents is to include only the written requirements for materials, equipment, systems, standards and workmanship necessary for the proper execution and completion of the work by the Bidder. The bid documents shall not be construed to create an entitlement to any other scope of work except as specified herein.

**H. DEBARMENT.** Pursuant to Board Rule 6Gx13- 3F.1.023 Contractor Debarment Procedures - Debarred contractors are excluded from conducting business with the Board as agents, representatives, partners, and associates of other contractors, subcontractors or individual sureties.

**I. IDENTICAL PRICES.** When identical prices are received from two or more vendors and all other factors are equal, priority for award shall be given to a Florida certified service-disabled veteran business enterprise as defined by §295.187, Fla. Stat. The vendor preference for Florida certified service-disabled veteran businesses shall be subordinate only to the vendor preference for businesses implementing a drug-free workplace in accordance with School Board rule 6Gx13- 3C-1.131.

#### VII. PERFORMANCE SECURITY (FOR SUCCESSFUL BIDDERS ONLY)

**A. PURPOSE.** A performance bond or check may be required to guarantee performance.

**B. BONDING COMPANY.** Performance Bonds shall be written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety company or corporation meeting both of the following specifications:

**1. Awards Greater than \$500,000**

A minimum rating in the latest revision of Best's Insurance Reports of:

<u>Contract Amount</u>	<u>Minimum Rating by A.M. Best</u>
\$ 500,000.01 to \$ 2,500,000	None
\$ 2,500,000.01 to \$ 5,000,000	B+ or NA-3
	No Minimum Class
\$ 5,000,000.01 to \$10,000,000	A- Class IV
\$10,000,000.01 or more	A- Class V

Current certificate of authority as acceptable surety on Federal Bonds in accordance with the latest edition of the United States Treasury Department Circular 570 entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" shall be accepted for an amount not exceeding the underwriting limitation thereon.

**2. Awards of \$500,000 or Less**

Bonds shall be written with a surety company or corporation meeting the qualifications as set forth in Paragraph VII.B. above or the qualifications set forth in section 287.0935, Florida Statutes.

**C. AMOUNT.** When required as defined herein, the firm or individual(s) to whom an award has been made shall execute and deliver to The School Board of Miami-Dade County, Florida, a Performance Bond, Cashier's/Certified Check, or equal.

1. Awards less than \$200,000 shall be exempt from performance security.
2. Performance security shall not be required, unless otherwise defined in the bid specifications. If performance security is required, it shall equal 100% of the award amount.

**D. RELEASE OF PERFORMANCE SECURITY.** Return to the Awardee of his/her cash security, or notification to the Awardee and the bonding company to cancel the performance bond, will be made when all goods/services have been accepted and invoices have been approved for payment.

**VIII. SAMPLES TESTING AND EVALUATION**

In order to be considered for award, brands bid "As Equal" or "Equivalent" to the specified brands need to be tested/evaluated to determine compliance with bid specifications at no cost to M-DCPS. Vendor must pay for the testing/evaluation of these samples which must be submitted in accordance with the following procedures.

When bid samples are required, the buyer will notify bidder to submit samples of the items bid in accordance with the following procedures:

**A.** All samples must be identified with the bidder's name, bid number, item number, and manufacturer's product name and number. When non-compliance with this requirement is noted, said item may be considered as being unidentifiable and may not be eligible for consideration in the award recommendation.

**B.** Samples, product technical specification sheets, and a check made payable to "School Board of Miami-Dade County, Florida" in the amount to cover the testing/evaluation fees as established by the M-DCPS Materials Testing and Evaluation Department (<http://materials.dadeschools.net>) are to be delivered to the Materials Testing and Evaluation Department within 7 calendar days of the bid opening date between 8:30 a.m. and 3:00 p.m. from Monday through Friday, unless otherwise stated in the Special Conditions of the bid. If the bidder does not submit samples and associated documents by the indicated date and time, the bid submitted for that item will not be considered for award.

**C.** The Materials Testing and Evaluation Department is located at:

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
MATERIALS TESTING AND EVALUATION  
7040 West Flagler Street  
Miami, Florida 33144  
Telephone Number: 786-275-0780

Miami-Dade County Public Schools will not be responsible for samples sent to a location other than the location mentioned in the bid.

**D.** Bidder must obtain, from Materials Testing and Evaluation, a signed receipt acknowledging delivery of samples. Bidder shall include a self-addressed, stamped envelope for return of sample receipt when submitting samples by mail or delivery service. The bidder will receive the original copy of the receipt and the duplicate copy will remain with the Miami-Dade County Public Schools receiving department as the file copy. Bidder shall be solely responsible for delivery of samples and for retaining sample delivery receipts, which must be presented in any dispute regarding receipt of bid samples.

**E. PAYMENT FOR SAMPLES.** The Board will buy no samples and will assume no cost incidental thereto.

**F. RETURN OF SAMPLES.** Samples not destroyed in testing may be claimed by unsuccessful bidders 14 days after bid award date and by successful bidders 14 days after final payment; but the Board will assume no responsibility for samples not claimed within the time specified, and it will pay for no samples damaged in testing. No perishable samples submitted for testing and evaluation will be returned.

**G. TESTING AND EVALUATION RESULTS.** The Materials Testing and Evaluation Department will report to the buyer the bid specification compliance evaluation results corresponding to submitted samples of brands bid "As Equal" or "Equivalent" to the listed specified brands.

**IX. SUBSTITUTIONS**

Should the bidder find it necessary to use a material, equipment, product or system other than specified, the bidder shall secure from the Board, through Procurement Management Services, written approval for the use of the alternate materials, equipment, product or system. The Board is not obligated to approve requests for substitutions and has the discretion to require the bidder to provide the materials as specified in the bid documents. In no case shall the bidder be entitled to additional time and/or money arising out of the Board's failure to approve requests for substitutions.

**X. PACKAGING**

**A.** If packaging is different from that specified, the bidder must note the manner and amounts in which packaging is to be made; otherwise the successful bidder shall furnish packaging as specified. All packaging, wrapping and bundling shall be adequate to insure that materials will be received in undamaged condition. The Board assumes no responsibility for damages of any kind incurred in transit.

**B.** The following identification shall be printed, stenciled or legibly written in a conspicuous location on each shipping container:

1. Bid Number And/Or Purchase Order Number
2. Vendor's Name And/Or Trademark
3. Name(S) of Item(S) Contained
4. Item Number (S) With Quantity(ies)

**XI. PURCHASES BY OTHER PUBLIC AGENCIES**

With the consent and agreement of the successful bidder(s), purchases may be made under this bid 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.

## XII. RECYCLING REQUIREMENTS

Miami-Dade County Public Schools supports recycling and recommends the use of recycled products where possible. Vendors are requested to submit a letter, along with their bid, indicating whether each item bid and/or its packaging contains pre-consumer or post-consumer waste, and if the product and/or packaging may be recycled.

## XIII. ENVIRONMENTAL PRODUCTS

Miami-Dade County Public Schools encourages the use of environmentally safe products.

## XIV. DELIVERY AND BILLING

**A. DELIVERY.** Saturdays, Sundays, and holidays excepted, deliveries shall be made as follows: Schools and Departments – 8:00 A.M. to 3:00 P.M. Merchandise shall be unloaded at the receiving station of the designated delivery point and received there by a designated agent of the Board. A delivery ticket, or one copy of the invoice, prepared as indicated below, shall accompany each delivery.

**B. RECEIVING INSPECTION AND TESTING.** Delivered items which do not fulfill all requirements will be rejected. Rejected items shall be removed and replaced promptly by the vendor, at no cost to the purchaser.

**C. INVOICES.** Each invoice shall be issued by the successful bidder and shall be submitted in DUPLICATE to the Accounts Payable Section, P.O. Box 01-2570, Miami, Florida 33101. To be considered for payment, each invoice must show the following information, which appears on the Purchase Order:

1. Purchase Order Number
2. Item Descriptions
3. Quantities and Units
4. Price Extensions
5. Total price of all items on invoice

**D. PAYMENT.** Unless otherwise specified by Miami-Dade County Public Schools, payment will be made only after delivery, authorized inspection, and acceptance. Payment will be made only to the successful bidder, unless otherwise requested, in writing, by the successful bidder and accepted by Miami-Dade County Public Schools Administration. The bidder expressly agrees that it will properly invoice for any goods or services within one year and that the failure to do so shall constitute a waiver of any right to payment.

## XV. 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.

## XVI. COMPLIANCE WITH STATE/FEDERAL REGULATIONS

**A.** 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 bid 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 the Assistant Superintendent, 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.

**B.** 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.

**C. 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 Service Contracts using federal funds.

### STATUS VERIFICATION SYSTEM

1. Each offeror and each person signing on behalf of any offeror certifies as to its own entity, under penalty of perjury, that the named Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State of Florida in accordance with Executive Order 13465.
2. 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 of the respective subcontractor, all in accordance with and to comply with all applicable employee status verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work."
3. The Board will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section.
4. 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.

**XVII. COMPLIANCE WITH LAWS –** Bidders shall comply with all federal, State of Florida and local laws applicable to it and the performance of its obligations under this bid.

## XVIII. BACKGROUND SCREENING REQUIREMENTS

In accordance with the requirements of Sections, 1012.465, 1012.32, and 1012.467, Florida Statutes, School Board Rules 6Gx13- 3F- 1.024 and 6Gx13- 4C-1.021 as amended from time to time Contractor agrees that, if Contractor receives remuneration for services, Contractor and all of its employees who provide or may provide services under this Contract 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 rules prior to providing services to the School Board of Miami-Dade County.

Additionally, Contractor 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 rules.

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 section that may be inconsistent with, contrary to, or determined to be in conflict with §1012.467, will be superseded by said statute.

A noninstructional 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. Contractor will not be charged for this search. Further, upon obtaining clearance by Board, if Board deems necessary, 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.

Contractor 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. Contractor agrees to require all its affected employees to sign a statement, as a condition of employment with Contractor in relation to performance under this Bid/RFP, agreeing that the employee will abide by the heretofore described background screening requirements, and also agreeing that the employee will notify the Contractor/Employer of any arrest(s) or conviction(s) of any offense enumerated in School Board Rules 6Gx13- 3F-1.024 and 6Gx13- 4C-1.021 within 48 hours of its occurrence. Contractor 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. Contractor 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. Contractor further agrees to notify the Board immediately upon becoming aware that one of its employees who were previously certified as completing the background check and meeting the statutory standards is subsequently arrested or convicted of any disqualifying offense. Failure by Contractor 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 a material breach of the Contract entitling the Board to terminate this Contract immediately with no further responsibility to make payment or perform any other duties under this Agreement.

**XIX. COMPLIANCE WITH SCHOOL CODE**

Contractor 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 Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the Board.

**XX. 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.

**XXI. 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 Rule 6Gx13 – 4A-1.212 and Florida Statute § 112.313(9).

**XXII.PUBLIC RECORDS LAW**

Pursuant to Florida Statute, it is the practice of M-DCPS to make available for public inspection and copying any information received in response to an Invitation to Bid or Request for Proposals (RFP). No action on the part of the respondent to a Bid or RFP will create an obligation of confidentiality on the part of the School Board, including but not limited to, making a reference in the response to the trade secret statutes. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.

**XXIII.ASSIGNMENT**

This Contract may not be assigned nor may any assignment of monies due, or to become due to vendor, be assigned without the

prior written agreement of Miami-Dade County Public Schools. If vendor attempts to make such an assignment, such attempt shall constitute a condition of default.

**XXIV.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 provisions 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").

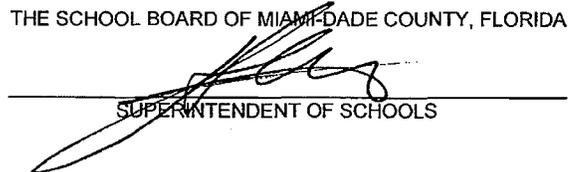
**XXV.LOBBYISTS**

School Board Rule 6Gx13- 8C-1.21, delineates the policy regarding lobbyists. Pursuant to this rule, lobbyists shall complete annually, a Lobbyist Registration Form, and pay the annual registration fee.

Pursuant to this rule, 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 Board rule may be accessed at: <http://www2.dadeschools.net/schoolboard/rules/>

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA



SUPERINTENDENT OF SCHOOLS

---

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AFFIX  
POSTAGE  
HERE

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
PROCUREMENT MANAGEMENT SERVICES  
ROOM NO. 352 BID BOX  
1450 N.E. 2<sup>ND</sup> AVENUE  
MIAMI, FLORIDA 33132

BID NO.: 044-LL10  
BID TITLE: RELOCATION OF FURNITURE, FIXTURES A  
EQUIPMENT  
BID OPENING DATE: August 2, 2011

---

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
Procurement Management Services

NOTICE OF PROSPECTIVE BIDDERS

**NO BID**

If not submitting a bid at this time, for informational purpose only, detach this sheet from the bid documents, complete the information requested, fold as indicated, staple, affix postage and return address, and mail. **NO ENVELOPE IS NECESSARY.**

**NO BID SUBMITTED FOR REASON(S) CHECKED AND/OR INDICATED:**

**Our company does not handle this type of product/service.**

**We cannot meet the specifications nor provide an alternate equal product.**

**Our company is simply not interested in bidding at this time.**

**OTHER, (Please specify)** \_\_\_\_\_

\_\_\_\_\_

---

We do not want to be retained on your mailing list for future bids for this type or product and/or service.

Signature \_\_\_\_\_

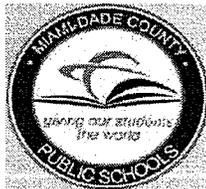
Title \_\_\_\_\_

Company \_\_\_\_\_

---

**NOTE:** Failure to respond, either by submitting a bid or this completed form, may result in your company being removed from the School Board's bid list. To qualify as a respondent to the bid, vendor must submit a *NO BID*.

# Vendor Information Sheet



**1A.**

Federal Employer Identification Number

Or

Owner's Social Security Number

**1B.**

Name of Firm, Individual(s), Partners or Corporation

Street Address

City

State

Zip Code

**2. Telephone/Fax/Contact Person**

Telephone number

Fax number

Contact Person

E-mail address

**3. Ownership Disclosure**

If the contract or business transaction is with a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address shall be provided for the chief **officer**, director, or owner who holds, directly or indirectly the majority of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. **Post Office addresses are not acceptable.**

Name	Title	Address	Gender	Race-ethnicity	Stock Ownership

**NOTE:** The information provided by the vendor on this form should be consistent with that provided on the "Vendor's Application". All vendors must have a current vendor's application on file with M-DCPS, and have provided information and/or be familiar with M-DCPS' policy regarding the following: (a) Employment Disclosure, (b) Drug Free Workplace, (c) Family Leave Policy, (d) Code of Business Ethics, (e) Conflict of Interest, (f) Perception, (g) Gratuities, and (h) Business Meals. Failure to provide M-DCPS a current vendor application may cause the vendor not to be awarded any new business with M-DCPS. Vendor applications can be downloaded at: <http://procurement.dadeschools.net>

BID 044-LL10	BUYER Barbara D. Jones	PAGE SC 1
-----------------	---------------------------	--------------

Relocation of Furniture, Fixtures and Equipment

**SPECIAL CONDITIONS**

- PURPOSE:** The purpose of this bid is to establish a term contract, at firm unit prices, for the relocation, assembly, installation, and set-up of new and existing offices, heavy machine shop equipment, commercial kitchen equipment, media centers, classroom furniture and specified fixtures and equipment; the discard of all shipping materials and the disposal of surplus furniture, fixtures and equipment as required, in accordance with the attached specifications (**ATTACHMENT A**), for Miami-Dade County Public Schools (M-DCPS). The term of the bid shall be for two (2) years from the date of award, and may, by mutual agreement between The School Board of Miami-Dade County Florida, and the Awardee, be extended for three (3) additional one-year periods, and if needed ninety (90) days beyond the expiration date of the current contract period. The Board, through Procurement Management Services, may, if considering an extension, request a letter of intent to extend from the awardee prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon. All prices shall be firm for the term of the contract. The successful vendor agrees to this condition by signing its bid.
- AWARD:** The School Board of Miami-Dade County, Florida, will award the contract to a maximum of three (3) lowest responsive, responsible bidders who offer the total low bid for all items. Vendors must bid all items. M-DCPS reserves the right, before awarding this contract, to require bidders to submit their qualifications. Bidders must meet all specifications and requirements of this bid to be considered for award.

Successful vendors will be considered as pre-qualified Contractor(s) and will be invited to participate in the quoting process for each relocation project. The Contractor offering the lowest quote for each relocation project, complying in full with all requirements, shall be awarded the project. The price quote shall be in accordance with the prices awarded under this bid (**ATTACHMENT B**).

Relocation projects under \$6,000.00 may be assigned using a rotation system. The rotation system will be based on a total amount of dollars assigned to a Contractor(s) whereby every contractor shall get a project(s) totaling up to \$6,000.00. The M-DCPS Capital Improvement FF&E Operations Representative shall evaluate Contractor(s) after the completion of each project, utilizing the Evaluation Form (**ATTACHMENT C**).

When submitting quotes for projects, (lump sum, additional services, emergency, and rotation) the following information must be provided: Name of school/facility, work order number, name and cellular phone number for the Crew Chief, crew size and the total number of hours projected for the project to be completed. Failure to submit the required information may render the quote non-responsive.

BID

044-LL10

BUYER

Barbara D. Jones

PAGE

SC 2

Relocation of Furniture, Fixtures and Equipment

**SPECIAL CONDITIONS (CONTINUED)**

3. **ESTIMATED QUANTITIES:** The estimated quantities provided in the bid proposal are for bidder's guidance only. No guarantee is expressed or implied, as to the quantities that will be used during the contract period. The School Board of Miami-Dade County, Florida is not obligated to place an order for any given amount, subsequent to the award of this bid. Estimates are based upon M-DCPS's actual needs and usage during a previous contract period, and include an additional ten (10) percent to cover unanticipated increases in requirements.
4. **PRICE ADJUSTMENTS:** The term of this contract will be for an initial two (2) year period, with the option to extend the contract for three (3) additional one (1) year periods and, if needed ninety (90) days beyond the date of the current contract period. At the end of each contract term provided the option(s) to extend is exercised, the contract prices may be adjusted by up to five percent (5%), based upon the OPIS average rack price for fuel, (diesel fuel), at the Port of Miami/Port Everglades one month prior to the contract expiration date.
5. **REFERENCES/QUALIFICATIONS:** Bidder(s) are required to submit three (3) references, (**ATTACHMENT D**); from past or present companies they have contracted with, for the same type of furnishings being procured and installed. References may be from other school districts or establishments within the past three years, and shall include name, address, contact person, phone and fax numbers, and length of contract, in order to verify satisfactory performance. Failure to do so may result in the bidder not being considered for award. A record of unsatisfactory performance with references may result in the bidder not being awarded a contract. Contractor(s) will need to provide evidence that they have the capabilities for storage, or access to storage, as required to support the Relocation Project by providing the address of the storage location. Storage facility must be bonded and have climate controlled space(s).
- Bidders who have previously billed the School Board for work not actually performed, or who have charged amounts materially in excess of the contract unit prices, shall be determined to be ineligible for award under this Bid.
6. **VENDOR INFORMATION SHEET:** All bidders are required to complete the attached Vendor Information sheet (**ATTACHMENT E**). In order to conduct new business under this bid, M-DCPS requires that the vendor(s) have a current vendor application on file. The information on both these

BID

044-LL10

BUYER

Barbara D. Jones

PAGE

SC 3

Relocation of Furniture, Fixtures and Equipment

**SPECIAL CONDITIONS (CONTINUED)**

documents must be consistent. Failure to comply with this condition may cause the bidder(s) not to be awarded any new business. Vendor applications can be downloaded at [www.dadeschools.net](http://www.dadeschools.net) (click District Offices, then click Procurement Management).

7. **JESSICA LUNSFORD ACT:** All Bidder(s) must comply with the background screening requirements for the Jessica Lunsford Act (2005) as indicated on page 4, § XVIII, of the Instructions to Bidders.
8. **OCCUPATIONAL LICENSE:** 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 Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is required to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.
9. **INSURANCE REQUIREMENTS:** Successful vendor(s) are required to have insurance coverage, as specified in the indemnity and insurance form(s), attached hereto and made a part of this bid. The successful vendor(s) must submit completed certification form(s) before the School Board awards bid. Failure to submit this form(s), as noted, may result in the vendor(s) not being recommended for bid award.
10. **DELIVERY:** Delivery and installation shall be completed within 30-days after receipt of purchase order, or as otherwise specified by the M-DCPS Capital Improvement FF&E Operations Representative. All deliveries and installation shall be made to schools and departments as indicated on each purchase order.
11. **CONE OF SILENCE:** A Cone of Silence is applicable to this competitive solicitation. Any inquiry, clarification or information regarding this bid must be requested in writing by Fax or E-mail to, no later than July 22, 2011, at 4:00 p.m. Local Time.

Ms. Barbara Jones, CPPB  
 Procurement Management Services  
 Fax No. (305) 995-7443  
 E-mail: [bjones@dadeschools.net](mailto:bjones@dadeschools.net)

BID

044-LL10

BUYER

Barbara D. Jones

PAGE

SC 4

Relocation of Furniture, Fixtures and Equipment

**SPECIAL CONDITIONS (CONTINUED)**

13. **BID ADDENDUMS:** All bidders should monitor continuously, M-DCPS, Procurement and Materials Management website for any addendums that may be posted, prior to the opening of this solicitation. The Procurement and Materials Management website, which list all bids, addendums, and award information, is as follows:

<http://procurement.dadeschools.net>

14. **ERASURES OR CORRECTIONS:** When filling out the Bid Proposal Form, bidders are required to use a typewriter or complete bid proposal in ink.
1. Use of pencil is prohibited.
  2. Do not erase or use correction fluid to correct an error.
  3. All changes must be crossed out and initialed in ink.

Those bids for individual items that do not comply with items 1, 2 and 3 above will be considered non-responsive for that item(s).

The School Board of Miami-Dade County, Florida  
 BID #044-LL10

BID PROPOSAL FORM (FORMAT B)

Type or print the complete name of the bidder:

Bid # 044-LL10  
 Relocation of Furniture, Fixtures and Equipment  
 Buyer: Barbara D. Jones

NAME OF BIDDER:

ITEM	DESCRIPTION	UNIT	PRICE PER UNIT
	Furnish all labor, material, and equipment for the moving of furniture, fixtures, and equipment in accordance with the attached specifications. Regular hourly rate for hours from 8:00am through 5:00pm, Monday through Friday, except during observed holidays.  <b>AWARD WILL BE BASED ON A TOTAL LOW BID, ITEMS 1 THROUGH 14. VENDOR MUST BID ALL ITEMS</b>		
1	<b>Crew of Three:</b> Includes (1) Crew Chief, (1) mover, (1) installer, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate	
2	<b>Crew of Five:</b> Includes (1) Crew Chief, (2) movers, (2) installer, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate	
3	<b>Crew of Seven:</b> Includes (1) Crew Chief, (3) mover, (3) installer, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate	
4	<b>Crew of Nine:</b> Includes (1) Crew Chief, (4) mover, (4) installer, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate	
5	<b>Crew of Eleven:</b> Includes (1) Crew Chief, (5) mover, (5) installer, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate	
6	<b>Crew of Thirteen:</b> Includes (1) Crew Chief, (6) mover, (6) installer, plus 24' truck with tailgate/liftgate.	Hourly Labor Rate	
7	Additional Crew Chief	Hourly Labor Rate	
8	Additional Installer	Hourly Labor Rate	
9	Additional Mover	Hourly Labor Rate	
10	Relocation boxes (qty. 100), less than 3.0 cubic feet, including two (2) labels per box and one (1) fifty (50) yard roll of tape per 10 boxes, delivered to site.	Per 100	
11	Relocation boxes (qty. 100), more than 3.0 cubic feet, including two (2) labels per box and one (1) fifty (50) yard roll of tape per 10 boxes, delivered to site.	Per 100	
12	Daily cost of additional 24' truck with tailgate/liftgate	Daily Rate	
13	Trip charge for delivery to M-DCPS warehouse, county dump and/or other pre-designated site, including the offloading of surplus items. For lump sum projects only. (Do not include dump fee)	Per Trip	
14	Trip charge for delivery to M-DCPS warehouse, county dump and/or other pre-designated site, including the offloading of surplus items. For hourly projects only. (Do not include dump fee)	Per Trip	
<b>TOTAL</b>			

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

**1. INSTALLATION AND RELOCATION SERVICES - SCOPE OF WORK:**

The Department of FF&E Operations is responsible for all activities pertaining to the supervision, coordination, scheduling, distribution and billing of the District FF&E projects and relocation services of Capital Improvement Projects, Facilities Operations, School Operations and District-wide requirements, as well as maintaining compliance with M-DCPS guidelines. The scope of work for FF&E projects in this department are as follows:

**A. INSTALLATION SERVICES FOR NEW FF&E:**

The following service includes receiving, distribution, assembly, installation, set-up/clean up of new delivered FF&E including the discard/disposal of all shipping materials.

**B. RELOCATION SERVICES OF EXISTING FF&E:**

This relocation service includes relocation, disassembly and reassembly of existing FF&E to facilitate relocations of existing facilities personnel which include, but are not limited to the relocation of specified facilities such as administrative offices, schools media centers, classrooms, storage of furniture, fixtures and equipment, books, records and supplies and the disassembly and reassembly of weight equipment.

**C. RELOCATION SERVICES FOR THE REMOVAL OF SURPLUS FF&E:**

This relocation service includes removal /relocation of all designated surplus and salvage surplus items and/or packing materials which the Board advises the Vendor(s) are unwanted, are the property of the Vendor(s) and shall be removed from site prior to the completion of the Relocation Project and properly disposed of. Surplus FF&E shall be processed (outgoing property control form) by M-DCPS Store and Distribution (S&D or Maintenance Warehouse) for possible transfer or recycling to other facilities or sale.

**D. RELOCATION SERVICES FOR DAMAGED FF&E:**

This relocation service includes all damaged FF&E that shall be processed and delivered to the S&D (Maintenance Warehouse). Any unwanted non-functional FF&E shall be disposed of at county dump, excluding any and all computer/electronic related equipment.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

**E. ADDITIONAL SERVICES:**

Additional Services may include, but are not limited to the following:

1. Selective demolition and reinstallation of existing library/classroom shelving, counters and circulation desks;
2. Installation of new library/classroom shelving;
3. Assembly of closed campus (outdoor) furniture; (including the anchoring of benches to the concrete slab) cafeteria equipment;
4. Relocation of existing computers and peripheral equipment;
5. Installation and set up of music risers, including the disassembly and re-installation of existing music risers;
6. Relocation of existing, peripheral equipment, and electronic equipment;
7. Relocation of books, records and supplies including the packing of library/classroom books and the re-shelving of library books;
8. Packing and relocation of records and supplies (classroom/office).
9. Orderly disassembly and re-assembly of weight equipment; and
10. Relocation of surplus furniture, fixtures, and equipment to county dump.
11. Relocation of heavy machine shop equipment.
12. Relocation/removal and distribution of commercial kitchen equipment.

**2. GENERAL REQUIREMENTS AND INFORMATION:**

- A. Assembly/installation requirements are based on the most up-to-date safety methods of installation. This requirement may change during the course of this bid depending on the assigned task/project required by the District.
- B. By signing its bid, the Vendor(s) agrees to perform all work under this contract, including future work orders to be issued for relocation services as set forth here within. The Vendor(s) also acknowledges and agrees that The School Board of Miami-Dade County, Florida is under no obligation to place an order for any given amount, subsequent to the award of this bid.
- C. The scope of work of a relocation project (if required) shall be divided in Phases. The Board retains the option to reduce or increase the Scope of Work or the complexity of a project.
- D. The Board retains the right to protect the educational process during school operating hours. Contractor (s) performing relocation services are to curtail said educational activities, and must work around these hours. (Section 9)

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- E. In the event the Board, through no fault of the Vendor, elects to cancel a Work Order, or reduce the Scope of Work on a Project, after completion of a phase of a project, but prior to the beginning of the next phase, the Board, at its sole discretion may grant the Vendor a cancellation fee equaling up to 4 hours at the rate of the crew assigned.
- F. The Vendor(s) shall employ qualified individuals as Crew Chiefs, Installers and Movers. The Crew Chief shall represent the Vendor(s) and communications given to and accepted by the Crew Chief shall be binding upon the Vendor(s).
- G. All Bidder(s) must comply with the background screening requirements for the Jessica Lunsford Act (2005) as indicated on page 4, § XVIII, of the Instructions to Bidders.
- F. The Vendor(s) shall provide a company roster in writing prior to the execution of awarded project. The roster list must show the name(s) and working telephone (cellular) number of qualified Crew Chief(s) in Relocation Projects. The names and telephone (cellular number) must be current at all times.
- G. The Crew Chief(s) must be in attendance at all times at the project site during performance of the Relocation Project. If the Crew Chief fails to provide adequate supervision and guidance in the successful and timely completion of the work assigned, M-DCPS may request that a new Crew Chief be assigned to finish the project.
- H. The Crew Chief(s) is responsible for the preparation and accurate completion of daily Relocation Project time sheets. Time sheets must be prepared at the beginning of the project and completed at the end of project. At the conclusion of work for the day, the Crew Chief(s) should submit the time sheets to the Department of FF&E Operation's representative for approval and copies to be distributed accordingly.
- I. The Crew Chief(s) shall be able to communicate effectively in English.
- J. The Vendor(s) shall provide the supervision and transportation necessary for the Crew Chief(s), the assigned physical property (office and classroom furniture, fixtures and equipment, etc.), to and from the locations as may be designated by M-DCPS.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- K. If job conditions or specified requirements conflict with manufacturers' instruction, the vendor shall notify the Department of FF&E Operations representative and not proceed with the work until issues are clarified.
- L. Packing of cartons may be performed by M-DCPS personnel; however as part of this bid, the Vendor(s) may be asked to pack books, supplies, records and miscellaneous classroom/office items as deemed necessary.
- M. During the course of the Relocation Project, the Vendor(s) shall be responsible for picking up all the trash, debris and shipping containers (plastics, cartons, wood and/or metal) and removing from site.
- N. The cost of disposing of trash, debris and shipping materials for HOURLY PROJECTS is to be completed within the hours specified in the Relocation Project. Maximum of two hours shall be allowed for trips to the dump, unless prior authorization is received from the Department of FF&E Operations and must be documented on a separate time sheet.
- O. The cost of disposing of trash, debris and shipping materials for ALL projects is to be included in the cost of the Relocation Projects and is to be completed within the specified time frames of the Relocation Project.
- P. Unless otherwise provided in the project documents, the Contractor(s) shall leave the site clean upon completion of the work.
- Q. If the Contractor(s) fails to clean up as provided herein, Contractor may be subject to disciplinary action as outlined in Section 4 of these specifications.

**3. BILLING REQUIREMENTS:**

- A. The Vendor(s) shall submit to the authorized M-DCPS Department of FF&E Operations Representative, all invoices in duplicate, including the work order and purchase order numbers and time sheets, for payment within ten (10) working days of completion of the Relocation Project.
- B. Failure to submit accurate and complete invoices may cause invoice to be rejected. Vendor(s) are required to resubmit corrected invoice, along with proper paperwork, to Department of FF&E Operations within thirty (30) days of notification.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

Invoices submitted after purchase order is closed may be rejected and will require a written explanation as to why they are submitted late.

- C. Invoices for a purchase of boxes/tape/labels must be accompanied by a delivery receipt signed by a staff member of the school/facility where the delivery was made. Invoices for reimbursement of expenses not covered by the Award Letter or Work Order must be submitted with a copy of the receipt for costs incurred (e.g. Dump fees, hardware, etc.).
- D. Billing for hourly projects is to be accomplished in accordance with the crew size specified in the Award Letter/Work Order and/or Purchase Order. In the event that a whole crew is not available, then the crew size for billing purposes must be adjusted to conform to the number of workers specified in the line item of the Purchase Order. The format to calculate total actual crew hours worked by all crew members is obtained by dividing the specified size of the crew by the assigned in the Award Letter/Work order and/or Purchase Order. Crew hours shall be adjusted to the nearest whole number.
- E. The Time Sheets shall show the date, full name of each worker by category, (i.e. Crew Chief, Installer, Movers, and Technicians), the actual number of hours worked on the Relocation Project and the character of the work that is being done. Timesheets must be submitted with proper invoice.
- F. The Accounts Payable Department is responsible for the payments. Payment shall be made by M-DCPS within (30) days of receipt of properly submitted invoices.

**4. TERMINATION AND REMEDY FOR NON-COMPLIANCE:**

- A. MDCPS reserves the right to terminate, without cause, any work awarded under this contract, or to cancel this contract in its entirety, upon thirty (30) days written notice to the vendor.
- B. In the event that the vendor fails to perform the required services in a satisfactory manner and in compliance with the terms and conditions of this contract, MDCPS shall notify the vendor, in writing, of the deficiencies, and a specific time frame for correction of such deficiencies. If correction is not effected in an acceptable manner within the allocated time, MDCPS may, after written notice of default to the vendor, accomplish the work in any manner it chooses, with the cost of such work being borne by the vendor.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- C. Failure to satisfactorily perform any of the services required under this contract may result in a recommendation for termination.
- D. At the sole discretion of the Board the following penalty fees may be assessed for violations in which a non-compliance notification was received:
  - 1. Failure to carry out the Relocation Project in accordance with the Relocation Project requirements (penalty fee \$100.00 per offense).
  - 2. Failure to adhere to proper dress code or safety guidelines (penalty fee \$50.00 per employee).
  - 3. Failure to comply with work schedule, including persistent late arrival of crew and/or individual crew members to the Project site, or late arrival without contacting FF&E Project Supervisor, in addition to early departure of crew and/or individual crew members (penalty fee of \$100.00 for first hour or portion thereof, \$150.00 after first hour or portion thereof).
  - 4. Use of student restrooms (penalty fee of \$50.00 per offense)
  - 5. Inadequate crew size (penalty fee of \$200.00 per offense).
  - 6. Inappropriate tools or equipment or materials to perform scope of work (penalty fee of \$200.00 per offense).
  - 7. Deficient and defective workmanship (penalty fee of \$100.00 per offense).
  - 8. Failure to comply with Non-Smoking Zones (penalty fee of \$75.00 per offense).

In addition to the fines listed above, disciplinary action may include, but not be limited to termination of contract; payment in liquidated damages and/or loss of eligibility to do business with the School District, in accordance with Section VI "AWARDS", Paragraph F "DEFAULTS" of the Bidders Qualification Form.

**5. TERMINATION:**

The Board, at its sole discretion, may terminate the Relocation Project, and initiate default proceedings, if the Contractor(s):

- A. Performs non-conforming, defective, or deficient work;
- B. Refuses or fails to supply enough properly skilled workers or proper equipment.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- C. Refuses or fails to correct work rejected by the Department of FF&E Operations representative.
- D. Fails to adhere to the Relocation Project schedule.
- E. Failure of vendor to submit quotes on five (3) consecutive rotation projects may be cause for removing vendor from the rotation schedule.

Failure of the Contractor(s) to remedy any and all of the above deficiencies may result in the Contractor(s) being in default of the contract and the contract terminated.

**6. NOTIFICATION AND ASSIGNMENT OF RELOCATION PROJECTS:**

- A. Upon award by the Board, the Vendor(s) shall be considered pre-qualified to participate in Relocation Projects that are identified by M-DPCS on an as needed basis.
- B. The Vendor(s) shall receive a quotation package or notification card from Procurement Management via mail, facsimile and/or e-mail whenever a Relocation Project is required. This package will include a bidder qualification form, quote form and scope of work document detailing the requirements of the project. The bidder qualification form, quote form must be returned by the date and time indicated, in a sealed envelope, in order for the quote to be considered. The prices submitted in the quote may be lower prices than awarded, but may not exceed the rates and prices awarded as part of this bid.
- C. The Department of FF&E Operations shall notify the Vendor(s) in writing, via facsimile, whenever additional services projects, emergency projects or rotation projects are required. Quotes for additional services, emergency projects or rotation projects will be submitted via facsimile to Department of FF&E Operations with a copy to Procurement Management.
- D. The quote for additional services projects, emergency projects and/or rotation project must be submitted by the date and time indicated on the quote request form in order for the quote to be considered valid and thus be authorized.
- E. The Vendor(s) will be invited to submit a written LUMP SUM (flat rate) or Hourly Rate project price quote based on the labor rate, time required to complete the project, personnel requirement, etc., including accessory items. The LUMP SUM shall apply to ALL and/or ANY phases of a relocation project as designated by M-DPCS-FF&E Operations Department. Only hourly rate shall apply to request for additional services.
- F. Responses to all proposals and quotes submitted by the successful Vendor(s) shall be clear and legible and must be submitted with the prescribed time frames.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- G. Failure to submit quotes clearly and legibly and within the specified time frames may result in the awarded bidder(s) not being recommended for assignment of the Relocation Project.
- H. Vendor(s) desiring to visit a site for the purpose of familiarizing themselves with the Relocation Project must submit the request in writing to the Department of FF&E Operations Representative. Under no circumstances is the Vendor(s) allowed to visit a site unannounced.
- I. All quotes shall be based on the particular Relocation Project for the school and/or facility.
- J. M-DCPS reserves the right to assign each Relocation Project to the vendor providing the lowest Vendor based on the written price quote or to reject all quotes.
- K. Relocation Project Award Letter/Work Order letters (Purchase Order) may be assigned by FF&E Operations Representative, on the awarded hourly labor rates, based on the requirements of personnel, equipment, etc., including accessory items. M-DCPS may assign Award Letter/Work Order letters (Purchase Order) to Relocation Project Vendor for additional work on a Relocation Project, as may be deemed necessary and required by M-DCPS at the awarded hourly labor rate.
- L. M-DCPS may reimburse the Vendor(s) for any reasonable and documented expenses over bid price for any action or inaction on the part of M-DCPS based on the quoted hourly labor rates. Any and all additional expenses shall be documented in writing and have M-DCPS written approval prior to the work being performed.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- M. On Relocation Projects where the hourly rate is being applied, the starting time for the project is the time of arrival at the school and/or facility of the whole crew and/or majority of the crew assigned.
- N. Whenever possible, M-DCPS will give a minimum lead time of five (5) business days to the Vendor(s) prior to the desired starting date for any specific assignment. Notification of Emergency relocation projects will be given with the longest possible lead-time.
- O. If M-DCPS cancels the scheduled and confirmed Relocation Project and fails to provide the Vendor(s) with five (5) business days notice, the Vendor (s) may assess M-DCPS a charge equivalent to up to four (4) hours at the hourly rate of the crew size required for the cancelled Relocation Project.
- P. Access to any portion of the site for the delivery of any and all material, equipment and supplies by the Contractor(s) shall be permitted in compliance with their requirements of M-DCPS, as coordinated through the FF&E Operations representative.

**7. PERFORMANCE:**

- A. The Vendor(s) shall comply with the requirements of the Relocation Project and must provide documented experience in relocating and installing various types of systems of equipment and furniture. Failure to comply with the performance and specifications terms of the contract will result in the Vendor(s), not being recommended for the assignment of future Relocation Projects and may be subject to default proceedings in accordance with Section 4 of these specifications.
- B. Lunch: Crew should take lunch from 12 noon to 1 p.m. The procedure of "NO LUNCHES" is to be utilized in an emergency only and they are not to be used to release the crew early from the Relocation Project.
- C. The Vendor(s) shall be evaluated by the FF&E Operations representative on all Relocation Projects. See **Attachment C**.
- D. Proper attire must be worn at all times, by all employees of the Vendor(s) while performing Relocation Projects in schools and/or facilities of M-DCPS. Proper attire will include company shirts. Bermuda shorts are allowed however, all pants and shorts must be worn securely at the waist. Sleeveless shirts and tank tops are not considered proper attire.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- E. It is the responsibility of the Vendor(s) to ensure that all employees, while performing Relocation Projects at M-DCPS schools and/or facilities wear proper picture I.D. The FF&E Field Coordinator shall verify proper picture I.D. for each employee. Any employee found not wearing proper ID shall not be permitted to work on project site. It shall be the responsibility of the Vendor to replace employee immediately in order to comply with the crew size required for the project. Failure to do so may result in disciplinary action as describe in Section 4 of these specifications.
- F. The Vendor(s) shall enforce strict discipline and good order among its employees. The Vendor(s) shall not employ unfit persons, persons not skilled in the tasks assigned in the Relocation Projects. M-DCPS reserves the right to request that the Vendor(s) remove any individual violating or not meeting the aforementioned criteria.
- G. Should the Vendor(s) wrongfully cause damage to the Board's property, the Vendor(s) shall assume responsibility and liability for such damage. An insurance claim shall be filed immediately by the M-DCPS – Department of FF&E Operations with our Risk and Benefits Management.
- H. All Relocation Projects are to be completed within the specified time frames and amount of the LUMP SUM or quoted amount of hours in the hourly phase in the Award Letter/Work Order (purchase order) or if the timeline changes, by M-DCPS request, per memo from the Department of FF&E Operations Director. Failure to complete the project on time is considered Non-Compliance.
- I. Cost incurred by Vendor(s) delays or by improperly timed activities or defective workmanship shall be borne by the Vendor(s).
- J. Installers hired to assemble FF&E shall be trained workers, knowledgeable of updates systems and technology and experienced with the items to be assembled and manufacturer's current recommended methods of installation and assembly of Modular and filing systems.
- K. Vendors must also have experienced personnel capable of handling exercise equipment including cardio and weight equipment systems and be able to set up these systems level, properly aligned, assembled, and secured firmly in place.
- L. Vendors must have personnel and equipment capable of handling relocation projects of heavy equipment (machine shops) as well as relocation projects of kitchen equipment.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

**8. COMPENSATION - HOURLY RATE:**

- A. The hourly rate quoted by the Vendor(s) shall include full compensation for labor, equipment use, packing materials, tools, travel time (to/from school/facility), and any other cost associated with the Relocation Project. The hourly rate shall be straight-time for all labor, except as otherwise noted. Projects on a rotation schedule, done exclusively under an Hourly Rate, will be paid at a minimum of no less than four crew hours.
- B. Award Letters/Work Orders and supplementary requests may be assigned on a time and materials basis as per the quoted hourly labor rates.
- C. The hourly rate on each Relocation Project may be lower than the hourly rate awarded, but may not exceed the hourly rate awarded as part of this bid.

**9. PROJECTS ON ROTATION SCHEDULE:**

The Department of FF&E Operations will establish and maintain a schedule of projects on rotation under \$6,000 in order to effectively provide relocation services. The assignment of projects to the Contractors in the rotation will be based on total dollar amount in order to accurately quantify the amount of work assigned to a Contractor(s). Requests for quotes will be issued to Contractors in the rotation in order to ensure that a record is kept of the assignment of projects on rotation schedule.

**10. DAILY WORKING HOURS – WORK SCHEDULES:**

Work schedules are established by Shifts from 7:30 am – 4:00 pm (shift I) and 4:00 pm – 11:00 (shift II). These work schedules (Shifts) will be used as required and the Board shall not incur in additional charges or overtime expenses.

**11. OVERTIME:**

- A. M-DCPS shall allow overtime payment at a maximum rate ONLY ON SUNDAYS and shall not to exceed one and a half (1½) times the awarded hourly rate quoted by the Vendor(s) in its Bid.
- B. The overtime allowance shall only be provided in those instances where expressly authorized by the Capital Improvement Project – Department of FF&E Operations representative prior to the commencement of the overtime work. Furthermore overtime work shall not be allowed during the normal relocation working hours (7:30 am – 4:00 pm and 4:00 pm – 11:00) of scheduled work day.
- C. No overtime shall be allowed to complete the Relocation Project due to the late arrival of the Vendor(s)' crew to the Relocation Project site.
- D. Overtime payment will be designated by a work order number with the letter "O". See Section 18 of these specifications for all work order codes.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

**12. LABOR, MATERIALS, TOOLS AND EQUIPMENT:**

- A. The Vendor(s) must furnish all labor, tools, material and equipment necessary for satisfactory contract performance. Such materials, tools, and equipment shall be of suitable type and grade for the purpose. Under no circumstances shall the Vendor(s) borrow tools, materials or equipment that is the property of the school and/or facility. Should the Vendor fail to supply the proper equipment, materials and tools to the crew, they shall be deemed in non-compliance and may be subject to disciplinary action as outlines in Section 4 of these specifications.
- B. All materials, workmanship, and equipment shall be subject to the inspection and approval of the Department of FF&E Operations Representative. The Vendor(s) must furnish and provide during the Relocation Project all labor, and necessary and equipment such as dollies, hand trucks, pads, mats, ramps (all sizes) tools, packing material, and any other necessary materials, equipment or tools necessary to complete the Relocation Project on schedule. For large projects or special projects such as heavy and kitchen equipment, the quote request will indicate minimum equipment required.
- C. In the case of closed campus/outdoor FF&E, the Vendor(s) are to use thread lock on individual bolts, must use a chisel in assembling the FF&E to prevent the dismantling of the FF&E and a level to ensure the tables are properly assembled and leveled. To prevent damage, under no circumstances are the closed campus/outdoor FF&E to be dragged on the floors (concrete slabs).
- D. New hardware must be used when re-installing all type of shelving in Media Centers, libraries and/or classrooms.

**13. ACCESSORY ITEM CHARGES:**

- A. The Vendor(s) shall provide all accessory items (boxes, rolls of packing tape, labels, etc.) for packing supplies, books, etc. on an as needed basis. Accordingly, the Vendor(s) shall indicate the cost of the accessories and materials on its bid proposal form.
- B. The cost of delivering boxes/tape/labels shall be included in the per 100 cost for boxes/tape/labels. No additional charge for delivery is to assess to the project.
- C. The cost for boxes/labels/tape ordered for each Relocation Projects may be lower prices than awarded, but may not exceed the rates and prices awarded as part of this bid.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

**14. PROTECTION OF FLOORS, WALLS, DOORS, EQUIPMENT AND FURNITURE:**

- A. The Contractor shall be responsible for preventing damage to floors, walls, doors, equipment and furniture and shall be liable for any and all damages to M-DCPS property.
- B. Contractor(s) shall keep the premises and surrounding areas free from accumulation of waste material or rubbish that may potentially damage floors, walls, doors, equipment and furniture, and shall maintain the premises in a clean, safe manner.
- C. Wheels of hand trucks, dollies and other relocation equipment shall be rubber covered. Furniture and equipment being relocated shall be protected with furniture covers. The Contractor(s) shall be held responsible for damage to the physical plant, office equipment of furniture during Relocation Projects.
- D. Damaged furniture, fixtures and equipment shall be tagged and taken to designated area as determined by school/facility administrative staff.

**15. SAFETY/QUALITY CONTROL:**

- A. The Contractor(s) shall hire qualified Installers to assemble FF&E. These installers should be trained and experienced workers, knowledgeable with the items to be assembled and manufacturer's current recommended methods of installation and assembly.
- B. The Contractor(s) shall be responsible for, and have control over relocation means, methods, techniques, sequences and procedures and for coordinating all portions of the Relocation Project under this bid, unless the Department of FF&E Operations representative gives other specific instruction concerning these matters.
- C. Upon completion of work, rooms should be set in accordance with architectural drawings for the project. In the absence of these drawings, rooms shall be set based on the instructions of the FF&E Operations representative.
- D. Contractor(s) shall be responsible for inspection of portions of the Relocation Project already performed to determine that such portions are in proper condition to receive subsequent work.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

- E. The overall FF&E operation is performed at construction sites, where in some cases the facility is not 100 % completed. Therefore, Contractor(s) shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Relocation Project. Contractor(s) shall take reasonable precautions for safety (hard hats, boots, etc) of, and shall provide reasonable protection to prevent damage, injury or loss to all employees working at a construction site on the Relocation Project in order to be in compliance with OSHA safety regulations.
  
- F. Prior to completion of the Relocation Project the Crew Chief shall inspect all items assembled for proper assembly and/or installation, safety and for evidence of damage.

**16. CLAIMS AND DISPUTES:**

A claim is a demand or assertion by one of the parties seeking, as a matter of right, adjustment, or interpretation of contract terms, payment of money, and extension of time, or other relief with respect to the terms of the contract.

The term 'claims" also includes other disputes and matters in question between the Board and the Contractor(s) arising out of or relating to the contract.

Contractor(s) understands and agrees that any claims must be made by written notice. The responsibility to substantiate claims shall rest with the party making the Claim.

Claims of any kind by either party must be made in writing within seven (7) days after occurrence of the event giving rise to such Claim or within seven (7) days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

The FF&E Operations Representative shall handle claims disputes with the Contractor(s). In the event the claim dispute cannot be resolved, the matter will be referred to the Procurement Management representative, who will make a final determination.

The Board reserves the right to suspend, delay, or interrupts the Relocation Project in whole or in part, for just cause, and to secure services to finish the project in whichever manner it deems necessary.

**BID #044-LL10  
RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT  
SPECIFICATIONS  
ATTACHMENT A**

**17. ADDITIONAL GENERAL REQUIREMENTS AND INFORMATION:**

- A. Access to any portion of the site for the delivery of any and all material, equipment and supplies by the Contractor(s) shall be permitted in compliance with the requirements of The Board, as coordinated through the Department of FF&E Operations representative.
- B. The Contractor(s) shall afford The Board and separate contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities and shall coordinate their operation with separate contractors through the Department of FF&E Operations representatives for:
  - 1. Use of staff restrooms.
  - 2. Truck/vehicle parking.
    - a. Relocation Project staging and proper storage and protection of equipment and materials.
    - b. Protection of life and property.
- C. All communications impacting the performance and requirements of this bid and subsequent quotes shall be confirmed in writing.
- D. The Contractor(s) shall submit to the FF&E representative, at the end of each workday, a daily work report ("Time Sheets") for work completed during the workday.
- E. The Time Sheets shall show the date, full name of each worker by category, (i.e. Crew Chief, Installer, Movers, and Technicians), the actual number of hours worked on the Relocation Project and the character of the work that is being done.
- F. Student bathrooms are not to be utilized while students occupy school and/or facility and the no-smoke zones shall be adhered to.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

**18. DEFINITIONS:**

**ADDITIONAL SERVICES:**

A written Award Letter/Work Order prepared by the FF&E Operations representative, approved & executed authorizing the Contractor(s) to perform additional relocation services.

**AWARD LETTER/WORK ORDER:**

A document originated by the Department of FF&E Operations representative that requests and/or assigns a Relocation Project to a Contractor(s).

The document shall include the basic project requirements covering opening of quotes, instruction to Contractor(s) and general conditions, special and other conditions.

**CODES:**

The following codes will be at the end of the work order number to define what type of work is being performed:

D = DUMP FEES	A = ADDITIONAL SERVICES
B = BOXES	P = MAJOR PROJECT
E = EMERGENCY	O = OVERTIME
R = ROTATION	H = HARWARE
X = CANCELLATION OF PROJECT	

**CONTRACT:**

This bid, including all documents and attachments shall serve as the contract between the Vendor and Miami-Dade County Public Schools. Vendor agrees to abide by all conditions of this bid by affixing the signature of its authorized representative to the Bidder Qualification Form.

**CREW CHIEF:**

The Crew Chief is the Contractor(s) on-site representative responsible for the Relocation Project and for directing all members of the crew; responsible for recording and verifying FF&E assignments as recorded in the FF&E Inventory book (Blue Book); verifying FF&E set up for delivered and/or assembled FF&E; responsible for safety of the Relocation Project; performing Quality Control inspections. This person may not be one of the movers/installers.

**BID #044-LL10**  
**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT**  
**SPECIFICATIONS**  
**ATTACHMENT A**

**EMERGENCY SERVICES:**

A written Award Letter/Work Order prepared by the Capital Improvement Projects Department of FF&E Operations representative, approved & executed, authorizing the Contractor(s) to perform emergency relocation services.

**FF&E:**

Furniture, Fixtures & Equipment

**COORDINATOR I, FF & E FIELD OPERATIONS (M-DCPS):**

A M-DCPS employee who is responsible for the entire field operation of coordination and supervision of a FF&E Installation or Relocation project. Supervises and coordinates the relocation of administrative staff, students and teachers to a new facility or an existing facility/building. Supervises all assigned relocation or moving company staff. He/She is responsible for providing assistance, guidance/directives to Moving Contractor(s) regarding the receiving, distribution and installation of FF&E in a facility.

**FIELD ORDER:**

A change in the Relocation Project which does not amend or alter the contract sum or time

**FURNITURE, FIXTURES AND EQUIPMENT ASSEMBLY & INSTALLATION:**

Handle, install, assemble, connect, secure, clean and adjust FF&E according to manufacturer's instructions and specifications.

**HOURLY RATE:**

Is the contractual rate of paid specified in the agreement, and it should include travel time as required.

**INSTALLER:**

A crew member having primary responsibility for the assembly and installation of FF&E and if required may also be responsible for assisting the mover in the relocation of FF&E.

**BID #044-LL10  
RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT  
SPECIFICATIONS  
ATTACHMENT A**

**M-DCPS:**

Miami-Dade County Public Schools

**MOVER:**

A crew member having primary responsibility for the relocation of FF&E; and the packing and relocation of books, records, and supplies from the Relocation Project.

**PURCHASE ORDER:**

Document issued by Procurement and Materials Management, which is the official Board instrument authorizing the purchase of goods and services.

**RELOCATION CREW – THREE (3) CREW MEMBERS:**

- One (1) crew chief
- One (1) installer/assembler
- One (1) mover
- One (1) 25' truck with tailgate

**RELOCATION CREW – FIVE (5) CREW MEMBERS:**

- One (1) crew chief
- Two (2) installers/assemblers
- Two (2) movers
- One (1) 25' truck with tailgate

**RELOCATION CREW – SEVEN (7) CREW MEMBERS:**

- One (1) crew chief
- Three (3) installers/assemblers
- Three (3) movers
- One (1) 25' truck with tailgate

**RELOCATION CREW – NINE (9) CREW MEMBERS:**

- One (1) crew chief
- Four (4) installers/assemblers
- Four (4) movers
- One (1) 25' truck with tailgate

**BID #044-LL10  
RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT  
SPECIFICATIONS  
ATTACHMENT A**

**RELOCATION CREW – ELEVEN (11) CREW MEMBERS:**

- One (1) crew chief
- Five (5) installers/assemblers
- Five (5) movers
- One (1) 25' truck with tailgate

**RELOCATION CREW – THIRTEEN (13) CREW MEMBERS:**

- One (1) crew chief
- Six (6) installers/assemblers
- Six (6) movers
- One (1) 25' truck with tailgate

**RELOCATION PROJECT:**

The relocation services required and includes all labor, materials, tools and equipment and services provided or to be provided by the Contractor(s) to fulfill its obligations. It includes additional services, rotation projects and emergency projects.

**ROTATION PROJECT:**

A Relocation Project under \$6,000.00 which is assigned on a rotation basis of all pre-qualified Contractor/Vendor(s).

**THE BOARD:**

The School Board of Miami-Dade County, Florida or any of its authorized representatives

**TAILGATE TRUCK:**

A 25 foot vehicle with tailgate to be used in all Relocation Projects

**SELECTIVE DEMOLITION:**

As part of the scope of a Relocation Project, the Contractor(s) may be required to selectively remove and properly dispose of portions of the existing library/classroom shelving.

**BID #044-LL10  
RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT  
SPECIFICATIONS  
ATTACHMENT A**

**SELECTIVE INSTALLATION/RE-INSTALLATION:**

As part of the scope of a Relocation Project, the Contractor(s) may be requested to selectively re-install portions of previously removed library/classroom shelving, as well as the new installation of library/classroom shelving. New hardware must be used at the time of reinstallation.

**VENDOR(S):**

It is the lowest responsive, responsible bidder(s) who have been awarded the bid and are pre-qualified.

**RELOCATION & INSTALLATION OF FURNITURE FIXTURES & EQUIPMENT  
SPECIFICATIONS**

**EVALUATION FORM**

**(ATTACHMENT C)**

**CONTRACTOR'S NAME:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**EVALUATION DATE:** \_\_\_\_\_

**WORK ORDER NUMBER:** \_\_\_\_\_

1. Demonstrate due diligence during start up of project. \_\_\_\_\_
  2. Adequate staffing: \_\_\_\_\_
  3. Adequate equipment/tools: \_\_\_\_\_
  4. Takes responsibility to ensure that work is done correctly: \_\_\_\_\_
  5. Enforcing strict discipline and dress code: \_\_\_\_\_
  6. Contractor maintains site clean, safe and workman like condition: \_\_\_\_\_
  7. Complies with project timelines and time commitment: \_\_\_\_\_
  8. Submits claims and disputes in the time frame reference in the Award Letter/Work Order: \_\_\_\_\_
  9. Properly and timely submission of time sheets and invoices: \_\_\_\_\_
  10. Project completed on schedule: \_\_\_\_\_
- OVERALL EVALUATION:** \_\_\_\_\_

Items 1 through 7 to be completed by evaluator.

Items 8 through 11 to be completed by reviewer.

Each evaluation shall provide a score for each applicable criteria shown above, on the bases of the following scale:

- |   |   |                    |
|---|---|--------------------|
| 1 | = | UNSATISFACTORY     |
| 2 | = | BELOW EXPECTATIONS |
| 3 | = | SATISFACTORY       |
| 4 | = | ABOVE EXPECTATIONS |
| 5 | = | EXEMPLARY          |

Evaluated by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
NAME NAME

\_\_\_\_\_  
SIGNATURE/DATE SIGNATURE/DATE

# Vendor Information Sheet

ATTACHMENT D



**1A.**

Federal Employer Identification Number

Or

Owner's Social Security Number

**1B.**

Name of Firm, Individual(s), Partners or Corporation

Street Address

City State Zip Code

**STORAGE FACILITY ADDRESS**

Street Address

**2. Telephone/Fax/Contact Person**

Telephone number

Fax number

Contact Person

E-mail address

**STORAGE FACILITY ADDRESS**

City State Zip Code

**3. Ownership Disclosure**

If the contract or business transaction is with a corporation, partnership, sole proprietorship, or joint venture, the full legal name and business address shall be provided for the chief **officer**, director, or owner who holds, directly or indirectly the majority of the stock or ownership. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. **Post Office addresses are not acceptable.**

Name	Title	Address	Gender	Race-ethnicity	Stock Ownership

**NOTE:** The information provided by the vendor on this form should be consistent with that provided on the "Vendor's Application". All vendors must have a current vendor's application on file with M-DCPS, and have provided information and/or be familiar with M-DCPS' policy regarding the following: (a) Employment Disclosure, (b) Drug Free Workplace, (c) Family Leave Policy, (d) Code of Business Ethics, (e) Conflict of Interest, (f) Perception, (g) Gratuities, and (h) Business Meals. **Failure to provide M-DCPS a current vendor application may cause the vendor not to be awarded any new business with M-DCPS.** Vendor applications can be downloaded at: <http://procurement.dadeschools.net>

# "Reference Sheet"

044-LL10  
Relocation of Furniture, Fixtures and Equipment



Proposer: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Firm Representative: \_\_\_\_\_

Fax: \_\_\_\_\_

URL: \_\_\_\_\_

Years in Business: \_\_\_\_\_

\_\_\_\_\_ Street Address  
 \_\_\_\_\_  
 \_\_\_\_\_ City State Zip Code

	License Number	Date
Occupational License		

Please list below 3 of your most recent references and indicate the type of service provided for each client. References will be verified.

Company	Contact	Address	Phone	Fax	Scope of services provided