



**BIDDER QUALIFICATION FORM**

**BID NO.** \_\_\_\_\_

**BID TITLE** \_\_\_\_\_

Bids will be accepted until 2:00 PM on \_\_\_\_\_ 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 Bids may not be withdrawn for \_\_\_\_\_ days after opening.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 Policy 6460)
- 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 Policy 6460, 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.

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

# 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 item is presented by the Superintendent to the appropriate Board committee immediately prior to the Board meeting at which the Board will award or approve a contract, reject all bids or responses, or take any other action that ends the solicitation and review process. All provisions of School Board Policy 6325 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 Policy 6320. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing 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 Policies 6320 and 0133.

**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 Policy 6320. The School Board reserves the right to reject any and all bids from a Vendor who is currently debarred or in default of any bid, purchase order or contract with the School Board or any other private or governmental entity, pursuant to School Board Policy 6320.04.

**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 Policy 6320.04 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 Policy 6320.

#### 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 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

This agreement, contains the entire understanding of the Parties with respect to the subject matter hereof and incorporates and supersedes any and all prior agreements and commitments with respect thereto. There are no other oral understandings, terms or conditions, and neither Party has relied upon any representation, express or implied, not contained in this Agreement. General or special conditions included in any of vendors' price lists, invoices, tickets, receipts or other such documents presented to School Board shall have no applicability to School Board with respect to this Agreement.

**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(I) 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 Policies 6320 and 8475 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 Policies 6320 and 8475 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 Policies 1129, 3129, 4129 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 Policy 8150, delineates the policy regarding lobbyists. Pursuant to this rule, lobbyists shall complete annually, a Lobbyist Registration Form, and pay the annual registration fee.

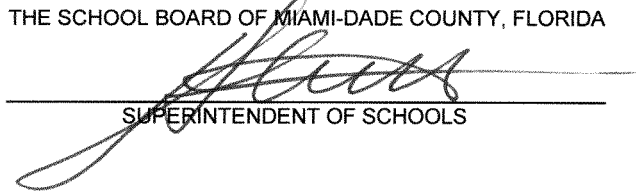
Pursuant to this rule, every person required to register shall list all individuals who may make a presentation when the person appears as a representative for an individual or firm for an oral presentation before a site administrator, or instructional personnel, or certification, evaluation, selection, 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.

**XXVI. LOCAL-VENDOR PREFERENCE**

The School Board of Miami-Dade County, Florida adopted School Board Policy 6320.05 which gives local preference to businesses located in Miami-Dade County, Florida when evaluating the lowest responsible, responsive bid or submittal for the purchase of goods and services, professional and construction-related services, in excess of \$50,000 dollars or the current formal bidding threshold set by statute.

Bidders claiming local vendor preference for any bid or submittal must submit an Affidavit of Eligibility for Local Preference and a copy of its business license with their bid, quote, proposal, reply or response. Bids which fail to include the approved affidavit at the time of bid submittal will not be considered for local vendor preference.

Board policies may be accessed at: <http://www.neola.com/miamidade-fl/>

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
  
SUPERINTENDENT OF SCHOOLS

## INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of **Bid# 010-NN09**

### INDEMNIFICATION

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

### DUTY TO DEFEND

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

### INSURANCE

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



1. Commercial General Liability Insurance in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.
2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operations of the Vendor, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.
3. Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.

The School Board of Miami-Dade County, Florida and its members, officers and employees" shall be an additional insured on all liability coverages except Workers' Compensation insurance.

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

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

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

or

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

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

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

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

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

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

The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions regarding these requirements should be directed to Muriel Saenz at 305-995-7113

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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.: \_\_\_\_\_  
BID TITLE: \_\_\_\_\_  
\_\_\_\_\_  
BID OPENING DATE: \_\_\_\_\_  
\_\_\_\_\_

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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)** \_\_\_\_\_

\_\_\_\_\_

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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 \_\_\_\_\_

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**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>



Miami-Dade County Public Schools
Local Business Affidavit of Eligibility

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

THIS AFFIDAVIT IS SUBMITTED IN REFERENCE TO THE FOLLOWING SOLICITATION:
RFQ/RFP/BID/CONTRACT/PROJECT # (as applicable):
BUSINESS NAME:
CONTACT PERSON:
ADDRESS: (Include City State & Zip Code)
FEIN (Federal Employer Identification Number):
Length of Time at Address Provided:
Length of Time Located within the legal boundaries of Miami-Dade County:
BUSINESS STRUCTURE: Corporation, LLC, Partnership, Sole Proprietorship, Other (Specify):
PHONE: ( ) FAX: ( )
E-MAIL ADDRESS:
ATTESTATION - I understand that:
• In accordance with School Board Policy 6320.05; local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address.
• To be considered for local preference, a vendor must attach a copy of its business license (Local Business Tax Receipt) to this affidavit of eligibility with a bid or proposal.
• The preference does not apply to goods or services exempted by statute as reflected in Policy 6320, or prohibited by Federal or State law, or other funding source restrictions.
• The application of local preference to a particular purchase, contract, or category of contracts for which the Board is awarding authority may be waived upon written justification and recommendation by the Superintendent.
• The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, from giving preference permitted by law in addition to the preference authorized in this policy.
• The preference established in this policy does not prohibit the right of the Board, or other authorized purchasing authority, to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals.
• The above information may be subject to verification.
• A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarment in accordance with Policy 6320.04.

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

SWORN AND SUBSCRIBED BEFORE ME

SIGNATURE OF NOTARY PUBLIC
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_
My Commission Expires: \_\_\_\_\_
NOTARY SEAL

PRINTED NAME OF AFFIANT
SIGNATURE OF AFFIANT DATE
TITLE
COMPANY NAME

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
**BID PROPOSAL FORM (FORMAT A)** TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 010-NN09	BUYER O. Houser, C.P.M., CPPB	PAGE SC 1
Security Camera Systems – Furnish and Install		

**SPECIAL CONDITIONS**

- PURPOSE:** The purpose of this bid is to establish a pool of vendors, to furnish complete turnkey Security Camera Systems (SCS), which shall include installation and all labor, supervision, equipment, materials, testing, related items, and training on the installed systems. Vendors must possess a State of Florida Electrical Contractor (EC), Alarm System Contractor I (EF), or Alarm System Contractor II (EG) license. Additionally, they must hold a valid Miami-Dade County Public Schools, Certificate of Contractor Prequalification, or become certified within six (6) months subsequent to a contract award. Non-certified vendors cannot compete for work until fully-certified within the six (6) months certification allowance period. Failure to certify within six (6) months subsequent to the initial award may result in a non-extension of contract. The term of the bid shall be for one (1) year from date of award, and may, by mutual agreement between The School Board of Miami-Dade County, Florida and the successful bidder(s), be extended for four (4) additional one (1) 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 extending, request a letter of intent to extend from the successful bidder(s), prior to the end of the current contract period. However, Procurement Management Services reserves the right to not extend the contract of an awardee. The successful bidder(s) agrees to this condition by signing its bid.
- 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:

Ms. Oretha Houser, CPPB, Buyer  
Procurement Management  
Fax No. 305-523-2217  
E-mail: [ohouser@dadeschools.net](mailto:ohouser@dadeschools.net)

A copy of this written request must be sent simultaneously to:

Ileana Martinez, School Board Clerk  
Miami-Dade County Public Schools  
The Office of Superintendent of Schools  
1450 N.E. 2<sup>nd</sup> Avenue, Room 268B  
Miami, Florida 33132  
Fax No. 305-995-1448  
E-mail: [martinez@dadeschools.net](mailto:martinez@dadeschools.net)

- 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/>

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 010-NN09	BUYER O. Houser, C.P.M., CPPB	PAGE SC 2
Security Camera Systems – Furnish and Install		

**SPECIAL CONDITIONS (CONTINUED)**

THE **DEADLINE** FOR ANY INQUIRY, CLARIFICATION, OR INFORMATION REGARDING THIS BID IS ONE (1) WEEK PRIOR TO THE DUE DATE FOR BID SUBMITTALS. THIS WILL ALLOW M-DCPS SUFFICIENT TIME TO ADDRESS ALL INQUIRIES.

4. **PRE-BID CONFERENCE:** A non-mandatory pre-bid conference will be held **Wednesday, October 17, 2012 at 10:00 a.m.** in Maintenance Operations Training Center, 12525 NW 28 Avenue, Miami, Florida. Pre-Bid Conference attendance by the bidder or a qualified representative is **HIGHLY** encouraged. Questions regarding the bid contents will be addressed at the Pre-Bid Conference.
5. **BID SUBMITTALS:** Bidders are requested to submit the original bid and proof of all information requested, in accordance with Specification 2.0 VENDOR QUALIFICATION AND REQUIREMENTS.

The following **(Mandatory)** documentation must be turned in with the bid package:

- a. Bidder Qualification Form (please complete) **(Mandatory)**
  - b. Valid M-DCPS Contractor Prequalification Certificate (please include Certificate of Contractor Prequalification or proof of status issued by the Office of Compliance and Business Services) **(Mandatory, if currently certified)**
  - c. Bid Proposal Form (Format B) (please complete) **(Mandatory)**
  - d. Vendor Information Sheet (please complete) **(Mandatory)**
  - e. License Information/Reference Sheet (please complete) **(Mandatory)**
  - f. Disclosure of Employment of Former School Board Employees (please complete) **(Mandatory if applicable)**
  - g. Local Business Tax Receipt (formerly Occupational License) **(Mandatory)**
  - h. State Contractor License(s) **(Mandatory)**
  - i. Proof of a minimum of three (3) years experience in installing Security Camera Systems, Closed Circuit Television as defined in Specification 2.0 VENDOR QUALIFICATION AND REQUIREMENTS. **(Mandatory)**
  - j. List of employees classified as Installer, Technician, Engineer, Cable Splicer, and Electrician.
  - k. A "screen print" of your Florida Corporation record from the Department of Business and Professional Regulations (DBPR), if a registered Florida Corporation ([www.sunbiz.org](http://www.sunbiz.org))
  - l. If you have a current Certificate of Insurance on file with the Office of Risk and Benefits, that meet the insurance requirements for this solicitation, please submit a copy with your bid
  - m. Vendor application if you are not a current M-DCPS vendor. Please download application from <http://procurement.dadeschools.net/>
6. Bidders are requested to submit items j. through m. with its bid, or within five (5) business days upon request. Items a. through i.; **"Mandatory"** items, must be submitted by the bid opening date and time. Vendors who do not currently possess a Contractor Pre-qualification Certificate are exempt from submitting item b. at the time of bid opening. Mandatory items are key documents required for this bid. Failure to submit mandatory documents will rule the vendor bid non-responsive. See Specification 2.0 VENDOR QUALIFICATION AND REQUIREMENTS.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 010-NN09	BUYER O. Houser, C.P.M., CPPB	PAGE SC 3
Security Camera Systems – Furnish and Install		

**SPECIAL CONDITIONS (CONTINUED)**

7. **AWARD:** The School Board of Miami-Dade County may award a contract to all responsive and responsible bidders meeting specifications, in an effort to establish a competitive and diverse pool of vendors to perform work for the School Board.
  
8. **(SCS) PROJECTS GREATER THAN THE QUOTATION THRESHOLD:** Subsequent to the award of this bid to a pool of bidder's, awardees will be in a position to COMPETITIVELY COMPETE for the School Board's business, via a written Request for Quotations (RFQ) process, which solicits proposals for estimated requirements that exceeds the quotation and bid thresholds. Proposals estimated to reach the current bid threshold, shall be solicited by a "sealed proposal" method. Vendors who offer the lowest (SCS) turnkey price as outlined in a (RFQ), and otherwise comply with specifications, shall receive an award for the specific (RFQ). The turnkey price quoted shall remain firm.  
  
(SCS) projects below the quotation threshold may be awarded to pre-qualified participants on a rotating basis.
  
9. **NOTICE OF AGENCY DECISION:** A "Notice of Agency Decision" will be published on Procurement Management Services website, for all Request for Quotations that exceed the current "Invitation to Bid value threshold", pursuant to F.S. 120.57(3).
  
10. **EXPANDING POOLS OF VENDORS:** Additional vendors may be solicited on the anniversary of each extension period, in order to expand the pool of eligible providers. Subject to approval, additional vendors' qualifications will be evaluated and approved in accordance with the initial terms of bid proposal and specifications, and added to the pool as they become eligible.
  
11. **ESTIMATED QUANTITIES:** No guarantee is expressed or implied as to the amount of projects that will be awarded during the contract period. The School Board of Miami-Dade County, Florida is not obligated to utilize these services, subsequent to the award of this bid.
  
12. **UL/CSA/ETL APPROVAL:** All electrical equipment shall bear the approval symbol or name of Underwriters' Laboratories, Inc., The Canadian Standards Association or ETL Testing Laboratories.
  
13. **DELIVERY OF SERVICE:** Delivery and installation of service shall be completed within thirty (30) days after the receipt of purchase order and Notice to Commence (NTC) letter. All deliveries of materials and installation shall be made to schools and departments as indicated on each purchase order.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
**BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA**

BID <p style="text-align: center;">010-NN09</p>	BUYER <p style="text-align: center;">O. Houser, C.P.M., CPPB</p>	PAGE <p style="text-align: right;">SC 4</p>
Security Camera Systems – Furnish and Install		

**SPECIAL CONDITIONS (CONTINUED)**

14. **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 Certificate of Insurance form(s), before being recommended for award. Failure to submit this form(s), as noted, will result in the vendor(s) not being recommended for the bid award. Awarded projects will require a work crew; therefore all Contractors must meet the contract insurance requirements for General Liability, Automobile Liability, and Worker’s Compensation.

A Certificate of Insurance, naming The School Board of Miami-Dade County, Florida as an “additional insured” can be faxed to the Risk and Benefits Management at 305-995-7199 or mailed to:

Miami-Dade County Public Schools Office of Risk and Benefits Management 1500 Biscayne Boulevard, Suite 335 Miami, FL 33132	Phone: 305-995-7133 Fax: 305-995-7199
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15. **CODES AND PERMITS:** All work performed and materials used shall comply with all applicable federal, state and local codes, laws, ordinances and regulations. The successful vendor(s) shall be responsible for, and obtaining all necessary licenses and permits, as may be required.
16. **PROTECTION OF PERSONS AND PROPERTY:** The vendor shall initiate, maintain and supervise safety precautions and programs in performing the work. Protect vendor’s employees, vendor’s materials, equipment and work, M-DCPS property, and building occupants. M-DCPS shall not be responsible for vendor’s failure to protect persons and property.
17. **SITE INSPECTIONS SUBSEQUENT TO AWARD:** Prior to commencing work to correct deficiencies, awardees are required to make site inspections where work will be performed, to familiarize themselves with the unique environment, and to establish work procedures to minimize disruption of the school day, and avoid damage to existing infrastructure. (See Specifications 1.01, C, 1. and 2. and 2.00, B.).

Scheduling of visits (Site Scope Meetings) to the various locations throughout the term of the contract, will be coordinated, to ensure access, and to review specifications regarding normal workload, average job size, problems, safety considerations, or other conditions that are unique to the Miami-Dade County Public School System. Failure to consider these conditions shall not entitle the awarded vendor to additional compensation. All Site Scope Meetings (SSM) scheduled for individual projects are “mandatory”. Failure to attend scheduled SSM’s will result in the rejection of proposal, if submitted for a project.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 010-NN09	BUYER O. Houser, C.P.M., CPPB	PAGE SC 5
Security Camera Systems – Furnish and Install		

**SPECIAL CONDITIONS (CONTINUED)**

18. **SPECIAL WARRANTY:** The warranty for equipment, installation, service and repairs is defined 15.0, Special Warranty, of the attached Specifications.

19. **VENDOR INFORMATION SHEET & LICENSE INFORMATION/REFERENCE SHEET:** All bidders are requested to complete the attached Vendor Information Sheet and License Information/Reference Sheet. In addition, other documentation requested for this bid, as mentioned below, shall be consistent with both of the above-mentioned documents:

- Bidder Qualification Form
- Vendor application
- E-mail address to receive purchase orders via electronic transmittal
- Florida Contractor License
- Local Business Tax Receipt
- Certificate of Insurance
- Florida Corporation Registration

Failure to comply with this condition may cause the Bidder(s) not be awarded any new business. Vendor applications, if required, can be downloaded at <http://procurement.dadeschools.net>.

20. **LOCAL BUSINESS TAX RECEIPT:** Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida code. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license should be submitted with the Bid. 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 bidder to not to be considered for award.

21. **NEW EQUIPMENT:** Equipment purchased by contractors for projects shall be new equipment only. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, used; shopworn, demonstrator or prototype equipment is not acceptable and will be rejected.

22. **REFERENCES:** Bidder(s) are required to submit three (3) references from past or present companies they have contracted with, for similar work performed within Florida. See (License Information / Reference Sheet).

References may be from other school districts or large commercial establishments within the past three (3) 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. Unsatisfactory performance reports provided by references may result in the bidder not being awarded a contract.

MIAMI-DADE COUNTY PUBLIC SCHOOLS  
BID PROPOSAL FORM (FORMAT A) TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

BID 010-NN09	BUYER O. Houser, C.P.M., CPPB	PAGE SC 6
Security Camera Systems – Furnish and Install		

**SPECIAL CONDITIONS (CONTINUED)**

**Important References Notes:**

1. Bidders must provide the names of three (3) different references, from three (3) different agencies or companies. A person or company referenced cannot be entered on the License Information/Reference Sheet more than once.
  2. The Buyer of this solicitation, **Oretha Houser**, shall not be listed as a reference. However, other M-DCPS employees may be listed as a reference, but item 1. referenced above applies.
  3. Please be sure to list references we are able to reach by phone or fax, inasmuch as the person you listed will be sent an evaluation form to complete.
23. **CONTRACTOR PRE-QUALIFICATION CERTIFICATION:** Contractors, who have been prequalified pursuant to State Requirements for Educational Facilities (SREF [1999]), Chapter 6-2, Section 4.1(8), Florida Statute 1013.47(2), and M-DCPS' Board Policy [6334](#), will be permitted to perform work classified under this bid.
- More information on M-DCPS Contractor Prequalification Certification process can be reviewed at the Office of Compliance and Business Services website: <http://facil.dade.k12.fl.us/prequal/>.
24. **FEDERAL FUNDS:** Projects greater than the quotation threshold, utilizing Davis-Bacon Act and/or other federal funds, will be solicited by a Request for Quotation. Bidders shall consider and/or comply with all applicable laws governing federal funds; including pricing, wages, and reporting, when submitting quotes and performing work.
  25. **LOW AND HIGH VOLTAGE:** Bidders will be required to perform low and high voltage work.
  26. **NON-EXCLUSIVITY:** M-DCPS reserves the right to perform, or cause to be performed, the work and services herein described in any manner it sees fit, including, but not limited to, awarding of other contracts, use of other government agency contracts, or to perform the work with its own employees. MDCPS reserves the right to bid or quote separately any item(s) if the awarded vendor(s) fail to perform or for any other reason deemed to be in the best interest of The School Board.
  27. **INVOICING:** Invoices are requested to contain the purchase order number, contract number, quantity, unit description, quote number (if applicable) and price. Any deviation from this requirement may be grounds for termination of the contract. Vendor may be requested to provide electronic submission of invoices in a format to be determined by the District. See Specification 13.0.

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**SPECIAL CONDITIONS (CONTINUED)**

28. **SITE INSPECTION:** Prospective bidders are encouraged to make site inspections of some typical M-DCPS schools to familiarize themselves with the unique environment where the work is to take place and to establish work procedures to minimize disruption at schools and other locations. Bidders must contact Facilities Operation / Maintenance Tasks Force (FO/MTF), at (305) 995-7870, Dwayne K. Mingo, to schedule site inspections. Scheduling of visits to the various locations will be coordinated to insure access and to review specifications regarding normal workload, average job size, problems, safety considerations, or other conditions that are unique to the Miami-Dade County Public School System. Failure to consider these conditions shall not entitle the awarded vendor to additional compensation after the bid has been awarded.

REVISED - BID PROPOSAL FORM (FORMAT B)

Type or print the complete name of the bidder:	PLEASE COMPLETE ALL AREAS NAME OF BIDDER:
Bid # 010-NN09	NAME OF BIDDER:
Security Camera Systems - Furnish and Install	
Buyer: O. HOUSER, C.P.M., CPPB	
Vendors must provide all documentation requested per Special Conditions and Specifications attached hereto. Failure to provide documentation with the bid may result in the bid not to be considered for award. See Special Condition 5. BID SUBMITTALS.	
REQUIRED DOCUMENTS:	<input checked="" type="checkbox"/>
A. Bidder Qualification Form (MANDATORY)	
B. Valid M-DCPS Contractor Prequalification Certificate (MANDATORY, if certified at the time of bid opening)	
C. Bid Proposal Form (Format B) (MANDATORY)	
D. Vendor Information Sheet (MANDATORY)	
E. Completed License Information/Reference Sheet (MANDATORY)	
F. Disclosure of Employment of Former School Board Employee (MANDATORY, if applicable)	
G. Local Business Tax Receipt (MANDATORY)	
H. State Contractor License(s) (MANDATORY)	
I. Proof of a minimum of three (3) years experience in installaing SCS, CCTV (MANDATORY)	
J. List of Employees classified as Installer, Technician, engineer, Cable Splicer, and Electrician	
K. A "Screen Print" of your Florida Corporation Record from <a href="http://www.sunbiz.org">www.sunbiz.org</a>	
L. Certificate on Insurance if currently available	
M. M-DCPS Vendor Application & Category List if you are not currently a vendor. Go to <a href="http://procurement.dadeschools.net/">http://procurement.dadeschools.net/</a>	
Please provide the following information:  Company Name: _____  Company Representative: _____  Phone Number: _____  Fax Number: _____  Local/Toll-Free Phone Number: _____  Universal Resource Locator (URL): _____  E-Mail Address: _____	

**The School Board of Miami-Dade County, Florida**  
**Bid No. 010-NN09**  
**Security Camera Systems – Furnish and Install**

**1.0 GENERAL**

- 1.1. This bid is intended to establish a contract with Surveillance/Security Camera Systems (SCS) vendors, to furnish equipment, materials and labor to install turnkey surveillance/security camera systems in schools and other facilities for Miami-Dade County Public Schools (M-DCPS). Work will be identified on an ongoing, school-by-school basis.
  - a) The SCS projects could include installation of various types and sizes of multi-conductor cables, fiber optic cables, and various types of cameras, recording devices, and related components. Installation may be indoor or outdoor, underground or aboveground, wireless, and may or may not be in conduit.
- 1.2. All communications, including but not limited to specification of the scope of work, instructions, permissions, proposals, quotes, warranties and any clarifications thereof, between M-DCPS and the Vendor(s) shall be in writing.
- 1.3. Additional Services/Maintenance service on existing systems and other low-voltage “security systems,” such as Intrusion Alarm, P.A., and Access Control may be quoted as the need arises.
- 1.4. Terms and Conditions of the bid shall apply for all individual projects assigned by The Miami-Dade County School Board.

**2.0 VENDOR QUALIFICATION AND REQUIREMENTS**

- 2.1. The Vendors shall have in operation a business adequate for the installation of SCS equipment, wiring/cablings and associated hardware and software. The intent of this section is to ensure single source responsibility for all equipment, material, and labor proposed.
- 2.2. Vendors shall have an established business with a minimum of three (3) years experience as a State of Florida Electrical Contractor (EC), Alarm System Contractor I (EF), or Alarm System Contractor II (EG), installing SCS using the appropriate wires/cables and SCS equipment components. Public records such as Miami-Dade County Local Business Tax Receipt and/or the Florida Department of Business and Professional Regulation (DBPR) records will be utilized to validate the number of years in business.

Vendors shall provide proof of their experience in their bid by submitting a work history showing current projects and projects completed within the past three (3) years, with dates, clients' names, addresses and phone numbers, number of cameras, type of video transmission systems and manufacturers utilized. Work history shall include at least five (5) projects over ten thousand dollars (\$10,000.00), of which only two of them can be for Miami-Dade County Public Schools. Bids, which do not include such proof, may be considered non-responsive.

- 2.3. A minimum of three (3) references within Florida. Please list references on the “License Information/Reference Sheet. The references shall be from customers where work has been performed, that is similar in scope and size.
- 2.4. Technicians provided by the Vendor shall be qualified personnel. Technicians' certification, qualifications and training shall be for the type of systems being installed or serviced. The Vendor's technicians shall be full-time employees or approved subcontractor. If needed, sub-contractors are permitted but must be approved by M-DCPS **prior to commencing work**.

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- 2.5. Vendor shall maintain offices, facilities, and personnel within the State of Florida. Vendor shall be accessible by a local or toll free telephone number, and is able to receive calls during regular business hours.
- 2.6. Vendor shall possess or have immediate access to all necessary tools, repair parts, materials, ladders/scaffolding and test equipment needed to perform the installation or services required.
- 2.7. Throughout the duration of this contract and warranty period, the Vendor shall possess, or have immediate access to all information, updates, fixes, parts for repairs, and necessary trained personnel for all equipment installed.
- 2.8. It is the responsibility of the Vendors to comply with all codes and regulations having jurisdiction for work to be performed under this contract including but not limited to the Florida Building Code, National Electric Code, M-DCPS Design Criteria, Master Specifications and the Federal Communications Commission
- 2.9. M-DCPS may at its option, visit the operational facilities of the Vendors to evaluate the capabilities of the Vendors, prior to award. Awarded Vendors shall maintain an operational facility throughout the term of the contract and all subsequent extension term(s). The Vendors shall at the request of M-DCPS, supply the location where a typical installation of the proposed SCS is available for evaluation. It is preferred that the location be in Miami-Dade or Broward counties.
- 2.10. Vendors shall be pre-qualified at the time of bid or have six (6) months subsequent to the initial bid award to obtain a certification. Contractor Prequalification Certification is a requirement for the type of work being solicited, pursuant to State Requirements for Educational Facilities (SREF [1999]), Chapter 6-2, Section 4.1(8), Florida Statute 1013.47(2), and M-DCPS School Board Policy 6334. Failure to obtain a Contractor Prequalification Certification within six (6) months subsequent to award will preclude the Vendor from receiving any work under this contract until such status is obtained. Vendors must maintain a pre-qualification certification to receive solicitations and submit quotes. A valid Contractor Prequalification Certification shall be maintained throughout the term of the contract and all subsequent extension term(s). Should a Vendor commence work on a project, and the certification lapse, the vendor will be issued a cease and desist notice, and shall be subject to default proceedings. Vendors, who fail to secure the required certification, will not be offered a contract extension. To obtain an application, please go to <http://prequalification.dadeschools.net/>.

**3.0 DETERMINATION OF APPROVED VENDORS**

- 3.1. M-DCPS reserves the right to award to approve Vendors, on a rotating basis, any individual project with a cost below the threshold established by Miami-Dade County Public Schools' Policies, or any amendment thereof.
- 3.2. It is the intent of The School Board of Miami-Dade County to select approved Pre-Qualified Vendors to perform work under this bid. Each Vendor shall have the opportunity to quote on pending work, on a project by project basis. Each project will be awarded on a total low quote basis, meeting specifications. To begin the certification or re-certification process, please go to <http://facilities.dadeschools.net/>.



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**4.0 EXAMINATION OF SPECIFICATIONS**

- 4.1. Each Vendor is required to examine carefully the specifications, and be informed regarding all conditions and requirements that may affect the work to be performed.
- 4.2. Scheduling of visits to the various schools and facilities shall be coordinated with the site administrator and/or designee in order to ensure adequate access for the visitors and to minimize disruptions at the schools. The SCS Vendors must contact the M-DCPS Project Manager or authorized representative ONLY, and NOT the site administrators, regarding questions or concerns related to that facility.

**5.0 QUOTATION SUBMISSIONS FOR INDIVIDUAL PROJECTS:**

- 5.1. For projects greater than the quotation threshold, a copy of the quote and all supporting documentation is requested to be submitted with the quote.
  - a. Site plans for projects in schools and non-school site facilities will be made available for viewing by the M-DCPS Project Manager or authorized representative. Prospective Vendors are encouraged to inspect typical school sites to familiarize themselves with the unique environment where the work is to take place and to establish work procedures that minimize disruption of the school day. M-DCPS Project Manager or authorized representative shall be available to answer questions regarding normal workload, average job size and special conditions.
  - b. Vendors shall clearly list in their quotation any labor; equipment and material they require to be furnished by the Board, if the scope of work does not delineate the requirement. Requests shall be reviewed and accepted or rejected. M-DCPS Reserves this right. No allowances shall be made because of lack of knowledge of these conditions unless they are the result of additions or changes requested by the Board's representative. If additional items or services are required after award of the quote, the Vendor shall submit the change order to the Project Manager for acceptance or rejection, prior to performing the change order work. All approved change orders will be communicated by way of a revised or additional purchase order.
- 5.2. Failure or omission of the Vendor to receive or examine any instructions or document, or any part of the specifications, or to visit the site and become acquainted with the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the Vendor of any obligation to perform as specified herein. Failure to address site conditions, safety considerations or other conditions unique to this school system shall not entitle the awarded Vendor to additional compensation after notice to proceed is issued.

**6.0 EXECUTION / PROJECT SITE SCOPE MEETING**

- 6.1. When notified in writing via e-mail, facsimile or other documented method, of an upcoming pre-quote meeting, approved Vendors shall R.S.V.P to the M-DCPS Project Manager indicating their intent to attend. Vendors must R.S.V.P. within three (3) working days to the M-DCPS Project Manager by any of the above stated methods.

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- 6.2 **During the term of the bid, if a vendor fails to participate in three (3) consecutive requests for quotation; no matter how large or small, the vendor status will be considered non-participating, and the Contractor may be subject to not receiving future invitations to quote projects. In order to regain participating status, the vendor must submit to the Procurement Management Services, Buyer, and a notice requesting a change in status. The Vendor may also be subject to a non extension of contract if status remains non-participating prior to bid renewal.**
- 6.3 The Vendors shall submit a detailed quotation to Procurement Management Services by the date and time indicated on the quotation package. If signed and sealed plans are required, the Vendors shall submit them within 15 working days of the Project Site Scope Meeting. By submitting a quotation, the Vendors are agreeing to accomplish the work defined at the Project Site Scope Meeting, and it is the Vendors' responsibility to include all necessary items prior to submission of the proposal to Procurement Management Services. The quotation shall contain, at a minimum, the firm-fixed price to complete the work, a list of materials, equipment, and labor hours and subcontractors information, if any. The quotation shall also contain the relative project schedule and estimated period for completion as mutually agreed upon during the Project Site Scope Meeting or with 60 calendar days from the date of purchase order.
- 6.4 The Vendor submitting the lowest responsible quotation meeting specifications shall be awarded the project on a lump sum basis or as delineated in the solicitation.
- 6.5 As a result of the Vendor(s) being awarded the project to install a SCS at an M-DCPS facility, the M-DCPS Project Manager shall issue a Notice-To-Proceed letter with a 10 (Ten) calendar day notice, which shall state the date of commencement and the number of calendar days after commencement that the work will be completed. The time of completion for each installation and/or project shall be determined by this procedure and may be adjusted by mutual agreement of the Vendor and the School Board of Miami-Dade County, Florida.
- 6.6 The District, by requesting quotations, does not by implication commit itself to commencement or completion of any project.

**7.0 M-DCPS FURNISHED EQUIPMENT AND/OR MATERIALS**

- 7.1. M-DCPS reserves the right to supply its own materials and/or equipment or to purchase independently parts and equipment directly from manufacturers, or any other source, for any project. In those cases, Procurement Management Services will issue a "Certificate of Entitlement" for the purchase, and the Vendor may be required, as part of the defined scope of work, to provide transportation of any Owner furnished equipment and/or materials anywhere within Miami Dade County. The Vendor shall be responsible for the loss or damage of such property until duly received and inspected by the Facilities Operation / Maintenance Task Force (FO/MTF). Projects requiring Vendor to transport and store Board owned materials may be subject to the posting of a performance and payment bond to include coverage of Board owned materials in the Vendor custody. This method of project deployment will be predetermined and included in the Request for Quotation (RFQ).
- 7.2. All furnished equipment and/or materials property not consumed in performance of the project shall remain the property of M-DCPS.

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**8.0 PERMITS AND LICENSES**

- 8.1. Work will generally be accomplished under the school site or facility where work is to be performed, annual construction permit. The Vendors shall be responsible for obtaining this Permit from Miami-Dade County Public School's Building Code Compliance Office.
- 8.2. The Vendors shall be responsible for obtaining any other necessary licenses or permits, and shall comply with all federal, state, and local codes and ordinances without any additional cost to the Board.

**9.0 DESIGN/DRAWING REQUIREMENTS**

- 9.1. If it is determined by the M-DCPS Project Manager or authorized representative that signed and sealed drawings by a Florida Registered design professional are required for any work under this contract, such shall be considered incidental to the work, and shall be provided by the Vendors. The requirement for these services shall be made a part of the scope of work, and the cost shall be included in the proposal.
- 9.2. Said services shall include, but not be limited to, the provision of all design and construction documents as specified, calculations, shop drawings, record drawings, and submittals. All design and construction documents, calculations, shop drawings, and record drawings shall be required to be signed and sealed by a design professional. The Vendors, through a responsible design professional, shall also provide, if necessary, the executed forms, studies, and other documentation required by applicable codes and agencies having jurisdiction.
- 9.3. The Vendors shall make any corrections required by the Facilities Operation / Maintenance Task Force (FO/MTF), M-DCPS authorized representative and/or design professional, and shall resubmit the required number of corrected copies until approved. The Vendors shall direct specific attention in writing or on resubmitted documents to revisions other than the corrections requested by the FO/MTF or M-DCPS authorized representative on previous submission(s).
- 9.4. All drawings and specifications produced by the design professional(s) shall become the property of the Board at the completion of the work. The Vendors shall provide four (4) sets of prints and technical specifications; these sets must be signed and sealed.
- 9.5. For each proposal that requires design services, the Vendors shall submit the name, address and current Florida registration for all design professionals. The Board reserves the right to approve or disapprove the design professional. If disapproved, the Vendor shall be required to provide an alternate.
- 9.6. For projects, which do not require signed and sealed documents, the Vendors shall furnish shop drawings, record drawings, and any other documents and/or information as may be required in support of the work. The Board reserves the right to approve all drawings and submittals.
- 9.7. For projects which the Board provides design documents, the Vendors shall review the plans and identify any discrepancies, inconsistencies, mistakes, etc. prior to preparation of signed and sealed drawings.

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**10.0 COMPLETION OF WORK, TESTING OF EQUIPMENT AND FINAL ACCEPTANCE BY M-DPCS**

- 10.1. The SCS Vendors shall provide equipment riser diagrams and as-built drawings in CAD format, and shall be inserted as a layer on the diskette containing the design drawings provided by M-DCPS, at the time of final inspection. The equipment riser diagrams and as-built CAD drawings are intended to provide final configuration information on each facility site project. The riser diagrams and as-built CAD drawings are intended to be records for existing and new systems and shall show the following:
- a) The location of all SCS equipment, central control room, wiring termination closets, backboards, terminal blocks, power supply locations, and junction boxes
  - b) Routing of CCTV cabling to the control room, to each wiring termination closet, backboard, and terminal block
  - c) Location and the identifying number assigned to each camera
  - d) Detail of each cross-connect and punch down block identifying UTP/video/data/security pairs, with termination points
- 10.2. The date of acceptance for any SCS project is defined as the date when a SCS project passes a Quality Inspection conducted by M-DCPS authorized personnel, and the final inspection conducted by an M-DCPS Trades Masters Inspector/Building Code Consultant. In addition, the Vendor is required to submit a letter of completion, a letter of warranty, and sign School Board form 5463, Certificate of Occupancy and/or Completion.
- 10.3. Concurrently, the Vendor shall deliver as-built and riser diagrams in CAD format to the M-DCPS Project Manager. The Vendors shall provide a copy of these diagrams in a CD/DVD. Handbooks and warranty documentation shall also be required. Representatives of FO/MTF and the Vendors shall mutually agree to schedule these inspections. This shall be done on a per location basis. A successful acceptance and testing of the SCS shall be understood to be as follows:
- a) Camera and Peripheral Operation
    - i. quality image (resolution, true color display, degree of illumination)
    - ii. field of vision (view of targeted surveillance area)
    - iii. focus (clear and recognizable images)
    - iv. directional control (shall perform all operational features that are provided by the manufacturer)
    - v. programming (PTZ and Zoom cameras working desired tours and schedules)
    - vi. camera housings, brackets and mounts installed in accordance with manufacturer, SCS and Master Specification installation guidelines.
  - b) Recording and peripheral devices shall perform all operational features that are provided by the manufacturer.
  - c) Power supplies/UPSs/Data transmission shall meet and demonstrate they meet or exceed system/equipment/material load and/or transmission rate requirements
  - d) Cabling installation shall meet FCC, NEC, M-DCPS Master Specifications, and SCS installation guidelines
  - e) Systems support software must meet and demonstrate all features of operation provided by the manufacturer
  - f) All installed cables shall be tested to demonstrate cable integrity.
- 10.4. Automatic testing that gives results in terms of pass or fail criteria is acceptable if the criteria is clearly stated, and conforms to FCC, NEC, M-DCPS Master Specifications and SCS installation guidelines.

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- 10.5. It is recognized that until the various items of equipment that utilize the SCS installed, is in operation, various errors and/or problems will not be known. The Vendors shall cooperate fully with the equipment manufacturer to repair any problems that are found during or after the various systems are activated.
- 10.6. Should the Vendor fail to complete the work or obtain acceptance within the time agreed to, and provided the Vendor has not previously obtained an extension from the Board, the vendor shall be considered in default for failure to perform, and subject to default proceeding pursuant to School Board Policy 6320.
- 11.0 **SUBCONTRACTING:**
- 11.1. Subcontracting is permitted under this contract. The Vendors shall submit a list of subcontractors with each individual site proposal. M-DCPS reserves the right to reject any subcontractor. Rejection of subcontractor shall not entitle Vendor to adjustment of quote. The Vendors shall be held fully responsible and liable for the supervision and performance of all work performed by subcontractors. M-DCPS shall not be responsible for resolution of disputes between the Vendor and any subcontractor.
- 11.2. The Vendors shall manage the installation program; provide transportation, storage of equipment, material, and testing and installation of all SCS equipment. The entire SCS shall be on a turnkey basis. Various locations are not able to guarantee a secure storage area for the Vendors' material, tools, and supplies. Therefore, the Vendors shall be responsible for on-site security of his/her equipment, materials, tools, and supplies until final acceptance.
- 11.3. 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.
- 11.4. In the event that the obligations and assets of the Vendor are merged or assumed by some other legal entity, the Vendor agrees to provide written notice to the Board or its designee, and The School Board of Miami-Dade County shall at its sole option allow the contract to continue under the new ownership or to terminate the contract because of non-acceptance of the new entity, principal(s) and/or personnel. Termination of contract may be without penalty if the new entity principal(s) or personnel were not previously employed with a company that was defaulted by the Board and has not been reinstated by M-DCPS. Such election shall be made at the sole discretion of The School Board of Miami-Dade County.
- 11.5. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractors and M-DCPS.
- 11.6. The Vendor shall be as fully responsible to M-DCPS for the acts and omissions of the sub-contractor and of persons employed by them as he/she is for acts and omissions of persons directly employed.

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**12.0 EMPLOYEES OF THE VENDOR, SUB-CONTRACTORS, AND SUPPLIERS**

- 12.1. All employees of the Vendor and sub-contractor shall be considered to be at all times the sole employees of the Vendor or sub-contractor under the Vendor's sole direction and not an employee or agent of The School Board of Miami-Dade County. The Vendor and sub-contractor shall supply competent and physically capable employees, and The School Board of Miami-Dade County may require the Vendor to remove an employee it deems careless, incompetent or insubordinate, and whose continued employment on The Miami-Dade County School Board's property is not in the best interest of The School Board of Miami-Dade County. Each employee shall have and wear proper photo identification on the job. The photo shall be visible.
- 12.2. The Vendor's employees, subcontractors and its employees, and any other personnel, including material suppliers engaged in any activities encompassed by this term bid are strictly forbidden from participating in any manner and form of interaction with students of Miami-Dade County Public Schools. Violation of this provision may result in removal of the individual(s) from the school site, the project, and further, the Vendor may be prohibited from employing the individual in any future work with M-DCPS.
- 12.3. Vendors are requested to provide in their bid a list of the craft persons who may be employed on their contract. The list should provide names, dates of certification and copies of certificates.
- 12.4. The Vendor is requested to provide at the time of the bid, a statement giving the following information regarding the Vendor's support activities:
- a) the number of support persons on duty during the normal workweek and on weekends
  - b) the extent of the technical training and years of experience of personnel
  - c) the location of the Vendor's local facility
- 12.5. The Vendor is responsible for providing all of his or her employees, subcontractors, and suppliers a notice delineating M-DCPS Bid No. 010-NN09, Section 13.0 – EMPLOYEES OF THE VENDOR, SUB-CONTRACTORS, AND SUPPLIERS contract language before engaging employees, subcontractors, and suppliers to perform work or supply materials and/or service on Board owned property.

**13.0 PRICES AND PAYMENTS**

- 13.1. All prices shall be F.O.B. (Freight On Board) destination, delivered, and installed at the site intended in Miami-Dade County, Florida, per specifications, and shall include a one (1) year warranty on servicing of equipment. The one (1) years warranty shall begin on date of acceptance.
- 13.2. The invoice package shall contain at a minimum the following information:
- a) M-DCPS purchase order number
  - b) Description and serial number of equipment purchased
  - c) Scope of work performed
  - d) Start and completion dates and time of work performed
  - e) Work location where services were provided
  - f) Final release of lien and/or consent surety from any subcontractor or supplier if applicable.
  - g) Final release of claim
  - h) Written warranties
  - i) Operation manuals for all equipment

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- 13.3. Invoices, required documents and manuals shall be mailed or delivered to the M-DCPS Project Manager. Acceptance of final payment shall constitute a waiver of all claims by the Vendor except those previously made in writing and unresolved at time of final invoicing. Failure to provide the above documentation may result in delay of payment to Vendor.
- 13.4. The School Board of Miami-Dade County allows payment only for goods and services received; therefore, no advance payment can be made. The district shall not pay for waste or surplus materials.
- 13.5. The following shall be the payment terms on a per location basis: (A) Due to the short duration of each project, a one-time lump sum payment will be made at the completion and acceptance of the project by the M-DCPS Project Manager or authorized representative. (B) **M-DCPS payment terms are Net 30 days from the date of invoice and/or final acceptance of work performed.**
- 13.6. In the event M-DCPS delays a project that has begun, a partial payment may be made on all equipment and material delivered to the intended site, not to exceed 50% of the total quoted price for that location. The material received on site must be verified and accepted by the M-DCPS Project Manager. The Vendor assumes all responsibility for all equipment and material delivered to the intended site.
- 13.7. The remaining balance will be paid upon completion, inspection and final acceptance by the M-DCPS Project Manager.
- 14.0 FINAL ACCEPTANCE:** Services work that has been fully commissioned, inspected and approved by Facilities Operation / Maintenance Task Force (FO/MTF), and as having been completed in accordance with the defined scope of work, design drawings and punch list, and shall include receipt of all required equipment, materials, training, manuals, diagrams/drawings, CD's, warranties, and releases of lien and claim.
- 15.0 SPECIAL WARRANTY**
- 15.1. All SCS equipment and materials purchased or provided shall be guaranteed by the Vendor against any defects for a minimum period of one (1) year. Manufacturer's warranties in excess of one (1) years shall be provided to M-DCPS at no additional cost. In the event defects become evident within the one-year warranty period after date of acceptance, the Vendor shall furnish all replacement parts, equipment, materials and labor at no cost other than those agreed upon in accordance with manufacturer warranties and extended warranty provisions as indicated in the equipment/materials/labor listing provided for bidding purposes to M-DCPS. Additionally, Vendors shall include one (1) year warranty on workmanship. Warranty shall begin at system acceptance.
- 15.2. This warranty shall be provided to the Board, in writing, at time of final invoicing.
- 15.3. Vendor shall remedy any work which fails to conform to the requirements of the contract and which appears during the progress of the work, within five (5) business days. All work, material and hardware shall be free from defects and shall be structurally and operationally sound during the entire warranty period. Upon written notice, the Vendor shall initiate remedy any defects due thereto and pay all expenses for any damage to other work resulting there from. Unless otherwise specified, warranty repairs shall be corrected immediately upon receipt of the written notice or not to exceed five (5) business days. Should the Vendor fail to respond to the written notice within the time frame specified, M-DCPS may affect warranty repairs by any means necessary, and the Vendor may be held responsible for reimbursement of all associated costs.

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- 15.4. Failure by the Vendor to honor warranty obligations, shall subject the vendor to Default or Debarment proceedings, and no contract extension. Should the contract term expire and SCS equipment and materials purchased or provided are legitimately still covered under warranty, the Vendor is still obligated to address warranty issues or will be subject to Default or Debarment Proceedings Pursuant to School Board Policy, inasmuch as warranty is attached to this contract until warranty expire.
- 15.5. Neither the final payment nor any provision in the contract documents shall relieve the Vendor of the responsibility for negligence, defects of manufacture, latent defects, faulty materials and/or workmanship to the extent of and within the period provided by law.
- 15.6. The warranty on operation shall be that the system meets the performance standards of the M-DCPS Master Specifications and Design Criteria (FCC, UL, NEC, guidelines, rules, and regulations).
- 15.7. During the warranty period for each facility, the Vendor shall maintain the ability to adequately supply replacement or spare materials/equipment, and provide temporary equipment if system is down for more than 48 hours.
  - a) Not allowing any system failures to exceed five (5) business days after initial notification from M-DCPS.
  - b) Prior authorization is required from an M-DCPS administrator for removal of any property.
  - c) Extenuating circumstances that prevent the completion of warranty repairs in a timely manner must be documented to M-DCPS staff.
  - d) Failure to address inoperable equipment or workmanship issues within five (5) business days will subject the vendor to default pursuant to School Board policy.

**16.0 LIMITATION OF VENDOR'S LIABILITIES**

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

**17.0 MATERIALS AND WORKMANSHIP**

- 17.1. All cameras, cabling, multiplexers, DVRs, video transmission systems, UPSs, power supplies, and related SCS equipment and materials shall be guaranteed to be new, meet all requirements of this bid, and be in Original Equipment Manufacturer (OEM) operating condition at the time of delivery. No equipment or materials shall be substituted or applied contrary to the manufacturer's recommendations and standard practices.

**18.0 TERMINATION OF CONTRACT**

- 18.1. The Board reserves the right to terminate this contract pursuant to Instructions To Bidders VI., D. TERMINATION FOR CONVENIENCE.



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- 18.2. Should the Vendor fail or neglect to execute the work properly and diligently in substantial accord and compliance with the schedule or schedules agreed upon, or, if the Vendor shall fail or refuse to perform any requirement or provision of the Contract specified to be performed by the Vendor, the following may occur:
- a) The Board may immediately take over the work, or any portion thereof as may be in default or arrears, and correct the fault and make good the deficiency.
  - b) The cost thereof may be deducted from the contract price and may be withheld from any amount then due or that may become due the Vendor from the Board.
  - c) The Vendor may be held in default. The Board may complete the work by any means the Board may deem necessary or expedient.

**19.0 EFFECT OF BOARD APPROVAL**

- 19.1. The Vendor's entire responsibility for the correctness and suitability of the work shall not be affected by the grant to, or the exercise or non-exercise by, the Board of its right to inspect, test, review, comment on and approve the work, including, without limitation, drawings, data, and other documents or work provided by Vendor.
- 19.2. No failure or delay by the Board to insist on strict performance or observance by the Vendor(s) of any of the terms or conditions of the Contract, or to exercise any right or remedy under the Contract shall operate as a waiver thereof by the Board; nor shall any single or partial exercise of any such right or remedy preclude any other further exercise thereof or the exercise of any other right or remedy under the contract.
- 19.3. INDULGENCE: Indulgence by The School Board of Miami-Dade County of any nonconformance by the Vendor does not constitute a waiver of any rights under this agreement.

**20.0 SEVERABILITY AND COUNTERPARTS**

- 20.1. If any part of the contract is held to be invalid, void or otherwise unenforceable, the other parts of the contract shall continue in full force and effect unless the severance of the portion held unenforceable would render impossible performance in accordance with the purposes of the contract.

**21.0 INSURANCE**

- 21.1. Prior to commencing work under this bid, the Vendors shall obtain and maintain without interruption the insurance as outlined in the Special Conditions. The Vendors agree to furnish a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage. If Vendor is engaged in work and the insurance lapse, the vendor shall cease work immediately.

**22.0 PATENTS AND ROYALTIES**

- 22.1. The Vendors, without exception, shall indemnify and save harmless, M-DCPS and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted or unpatented invention, process or articles manufactured or used in the performance of the contract, including its use by M-DCPS. If the Vendor uses any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the proposed prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

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**23.0 PROJECT MANAGER**

- 23.1. The Vendors shall designate an individual as Project Manager acceptable to M-DCPS to perform the Vendor's project management function. The Project Manager shall provide a single point interface between M-DCPS and the Vendor on all matters concerning the contract.
- 23.2. He/She shall provide status/progress reports throughout the contract period as required by M-DCPS.
- 23.3. After award of contract, the Vendor's Project Manager shall be available to M-DCPS' M-DCPS Project Manager upon being notified within 24 hours, and shall be available to the School Board on a schedule that shall be mutually agreed to by M-DCPS Project Manager and the Vendor.
- 23.4. The School Board of Miami-Dade County FO/MTF Supervisor shall designate a Project Manager to manage and supervise the contract for The School Board of Miami-Dade County.
- 23.5. The Project Manager shall inspect all installation materials, equipment and workmanship and ensure contract compliance for final acceptance. The Vendor's Project Manager shall interface with and cooperate with The School Board of Miami-Dade County Project Manager and the construction Project Manager.

**24.0 FAMILIARITY WITH LAWS**

- 24.1. The Vendors are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may affect the work in any way. Ignorance on the part of the Vendor(s) shall in no way relieve the Vendor from responsibility. Vendors are advised that The School Board of Miami-Dade County and the Florida Department of Education may have additional requirements beyond those contained in the locally accepted Building Codes.

**25.0 CONDUIT DESIGN**

- 25.1. The basic design for SCS for new and existing school and non-school site buildings shall be as follows:
  - a) A central control room shall be identified by the M-DCPS Project Manager in conjunction with the site administrator
  - b) There may be satellite cable termination rooms and/or closets in each building as determined by the camera layout
  - c) The locations of the satellite cable terminal rooms and/or closets shall be such that the maximum lineal cable distance from a cable terminal room or closet to an associated camera is 300 feet
  - d) The SCS equipment rack shall be located in the central control room
  - e) Supply and install camera infrastructure raceways as required. All raceway strapping shall be in accordance with National Electrical Code and M-DCPS Specs
  - f) Not all cabling installations require conduit
  - g) All cabling shall be supported as prescribed by M-DCP Master Specifications
  - h) Raceways will be determined by the camera layout. FO/MTF shall review for adequacy, the actual quantities and sizes of the conduit during the design phases of the project
  - i) There shall be a minimum of one conduit of a minimum of a 2" diameter from the control room to each satellite room and closet

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- j) Exposed raceway shall be painted to match existing structure, junction box covers shall be painted in gold color; underground raceway shall be painted to meet Master Specification requirements
  - k) Contractor should install necessary conduit and boxes to complete installation.
- 25.2. Design for laying out conduit systems for the central control room and the various satellite cable termination rooms and closets shall be based on the following requirements:
- 25.3. Every satellite cable termination room may have:
- a) Voice jack and data jacks that shall be connected to a satellite room or closet using 4-pair category 5e cable. It is intended that five of the seven data jacks be used for 100 MB data. Fiber optic cable shall be used between the main equipment room and satellite rooms and closets for 100 MB data. Multi-pair copper cable shall be used between the main telephone room and satellite rooms and closets for the jack and one data jack.
  - b) There shall be no daisy chaining of outlet boxes except where approved by the M-DCPS Project Manager.
- 25.4. Wire termination at the various cable termination rooms and/or closets shall be as follows:
- a) All SCS junction boxes/punch-down blocks must be labeled "SCS" and shall be painted in gold coloring
  - b) All SCS punch-down blocks located in the central control room shall be installed on a designated CCTV punch-down board
  - c) All SCS cable punch-down blocks located within cable termination closets shall be enclosed inside junction boxes
  - d) Location of all punch-down blocks will be determined by the M-DCPS Project Manager
  - e) All SCS power supplies shall be wired with flexible A/C outlet cords not to exceed twelve (12) inches in length. Exceptions to the twelve (12) inch cord length must be approved in writing by the M-DCPS Project Manager
  - f) Fiber optic cable shall be terminated in a suitable interface unit that provides for fan-out of the strands and termination in ST-type connectors. The number of strands and arrangement of separation and fan-out shall be approved by FO/MTF.
  - g) All SCS cable terminations shall be labeled and punched-down neatly into the following distinctly identifiable groups:
    - i. Power
    - ii. Video
    - iii. Data
    - iv. Security
- 25.5. Installation and configuration of video transmission devices, hubs, switches and network management stations shall be installed as directed by the M-DCPS Project Manager
- 25.6. The types of conduit and the locations where each type may be used shall be governed by the Miami-Dade County Public Schools Master Specifications.

**26.0 INSTALLATION PRACTICES**

- 26.1. All SCS cabling and terminations shall be installed according to the best industry practices and manufacturer's specifications. Cable not in conduit shall be plenum rated and meet fire code requirements. All cable shall be neatly run and have proper mechanical protection. Cables shall be supported by bridle rings and/or J hooks. The M-DCPS Project Manager prior to installation must approve all other support methods and/or materials. Cables shall be tied to permanent supports.
- 26.2. Normally in new construction, the conduit with pull-strings and backboards for SCS and terminal cabinets for SCS video data will be installed by the electrical subcontractor(s) to the general contractor. In existing facilities, this work may be performed by M-DCPS electricians

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or by authorized Vendors. The SCS Vendor(s) shall carefully inspect the conduit work for adequacy and inform the M-DCPS Project Manager of any needed changes or missing conduit, terminal cabinets or backboards. In the event that conduit, terminal cabinets and backboards are required but have not been supplied, the SCS Vendor(s) may also be responsible for installing conduit and backboards along with the additional wiring, upon receiving prior written approval from the M-DCPS Project Manager.

- 26.3. The Vendors that will install the various SCS components shall inspect the raceway infrastructure and report any required changes to the M-DCPS Project Manager. The SCS Vendor, the equipment Vendor, and the M-DCPS Project Manager and construction Project Manager shall cooperate with each other to resolve any problem involving raceway infrastructure.
- 26.4. It is agreed and understood that the installation work may require mechanical work such as removal of ceiling tiles, drilling holes in walls and floors and similar changes to an existing building. Vendors shall restore such disturbed areas to original condition conforming to M-DCPS Master Specifications. The Vendor, at no cost to the Board, shall replace ceiling tiles damaged by the Vendor.
- 26.5. All SCS cabling shall be concealed to the maximum extent practical. When retrofitting existing systems, existing conduits, floor ducts and poles shall be used where possible, when authorized to do so by the M-DCPS Project Manager. The Vendor shall remove existing cabling and raceway as directed by the M-DCPS Project Manager during the project site scope meeting.
- 26.6. At retrofit locations, the existing systems shall be maintained in operation to the maximum extent possible while the new systems are being installed. It is understood that there may be reductions in service and that various locations may be out of service while they are being replaced. It will be necessary to cooperate with the building personnel to reduce interruptions to a minimum.
- 26.7. Prior to performing any work, the Vendors and the Board's representative shall determine if any hazard exists. If, during the course of the work, any unforeseen hazards are encountered, the Vendor is to immediately:
  - a) Render the work area safe
  - b) Cease all other work
  - c) Contact the M-DCPS Project Manager
- 26.8. No PVC conduit shall be used above ground but may be installed underground (see M-DCPS Master Specifications). If PVC is installed underground, it shall be no smaller than 1" diameter and shall be schedule 40 type. Metal conduit shall be used at the end of underground PVC where the run leaves the earth and enters a building if it enters through an outside wall and is exposed. i) Conduit shall be mounted ten feet above the floor or as high as practical if the ten feet height is not possible.
- 26.9. The types of conduit and the locations where each type may be used shall be governed by Miami-Dade County Public Schools Master Specifications.
- 26.10. Supply and install EMT throated connectors, raceway bushings or bonding bushing as required by SCS installation guidelines in each raceway terminations. All raceway bushings shall be in accordance with the National Electrical Code and M-DCPS Master Specifications.
- 26.11. All trenching must be coordinated with the M-DCPS Project Manager and meet M-DCPS Master Specification requirements.
  - a) Trenching will be twelve (12") inches wide and covered with compacted fill where required.
  - b) Trenching will be at a minimum depth of eighteen (18) inches to the top of rigid conduit.

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- c) Trenching will be at a minimum depth of twenty-four (24) inches to the top of PVC conduit.
- 26.12. Wall and floor penetrations shall be sealed and ensure fireproofing meets M-DCPS Master Specifications.
- 26.13. Hollow concrete poles shall be installed to have a minimum of twenty (20) feet from the finished grade to the top of the pole, and shall meet Florida Building Code wind resistance requirements, M-DCPS Master Specifications, National Electric Code requirements and manufacturer's installation specifications. A copy of wind load calculations and soil conditions must be furnished to M-DCPS for approval prior to commencement of project.
- 26.14. All raceways shall be inspected prior to filling in the trench.

**27.0 DEFINITIONS**

- 27.1. **Cabling:** shall be considered to mean: data, low voltage Class II power and video transmission cabling, and shall include all copper wires, copper multi conductor cables, fiber optic strands and multi strand fiber optic cable. The words wire and cable are intended to have the same meaning and are used interchangeably.
- 27.2. **Conduits:** Shall be construed to include all metal and plastic tubing, all cable trays and ducts in which SCS-CTV camera and/or low voltage Class II cabling may be installed. These items are also referred to as raceways.
- 27.3. **Contract Effective Date:** As determined by the Board Award.
- 27.4. **Emergency Service:** Immediate response by the Vendor to a situation or occurrence of a serious nature that develops due to system failure, power loss, acts of nature or any life threatening situation for building occupancy, or as declared by the M-DCPS authorized representative.
- 27.5. **Facility:** All building structures at a single location which are designated as a school, an administrative or ancillary site.
- 27.6. **Full-time Employees:** Qualified personnel employed by the Vendor and working for said Vendor a minimum of thirty-five (35) hours per week.
- 27.7. **M-DCPS/OWNER:** Miami-Dade County Public Schools. This term is used interchangeably with The School Board of Miami-Dade County, Florida.
- 27.8. **M-DCPS authorized representative:** The M-DCPS authorized representative from the Office of Facilities Operation / Maintenance Task Force (FO/MTF), or their designee.
- 27.9. **OEM:** Original Equipment Manufacturer
- 27.10. **School Board:** The Board of elected officials that is directly responsible to the public for the enforcement of all policies and procedures for Miami-Dade County Public Schools.
- 27.11. **SCS:** Security Camera System
- 27.12. **SCS Contract:** This contract is an agreement between the Vendor and Miami-Dade County Public Schools (M-DCPS) for the Vendor to provide required equipment, materials and labor to install turnkey security camera systems in schools and other buildings for Miami-Dade County Public Schools.

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- 27.13. **Site Administrator:** The senior administrator, or designee, at the facility where services are being provided.
- 27.14. **Sub-contractor:** A Subcontractor is a person or entity other than a material supplier or laborer who enters into a subcontract with the Vendor for the performance of any part of the Vendor's work.
- 27.15. **Written Notice:** The delivery of a certified or registered letter, facsimile or E-Mail transmission (with confirmation notice). The delivery of the certified or registered letter to the last known business address shall constitute proper notice to the Vendor. Unless otherwise specified, all communications, including but not limited to instructions, permissions, proposals, quotes, and any clarifications thereof, between M-DCPS and the Vendor shall be in writing.
- 27.16. **Vendor:** Vendor shall be the contractor or company awarded this contract.

**The School Board of Miami-Dade County, Florida  
"License Information / Reference Sheet"**

Bidder: \_\_\_\_\_

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

Service Representative: \_\_\_\_\_

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

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

Street Address \_\_\_\_\_

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

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

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



	License Number	Effective/Expiration Date	Check here if attached
Local Business Tax Receipt (formerly Occupational License): Effective Date/Number:			
If applicable for this Trade, State or Miami-Dade County License(s) (Provide copy of Drivers License if picture is not displayed on certificate)			
Please provide (3) References.			
Have you completed the Vendor Information Sheet inside the bid package?			
Did you enclose the "ORIGINAL" copy of the BIDDER QUALIFICATION FORM?			

OTHER OPPORTUNITIES	
Office of Economic Opportunity - 305-995-3003 and 305-995-1174 Contractor Pre-qualification - 305-995-4565	
	(Y) - YES or (N) - NO
<i>Are you interested in becoming a M-DCPS Certified Pre-qualified Contractor?</i>	
<i>Are you interested in becoming a M-DCPS Certified Minority/Women Business Enterprises (M/WBE) vendor?</i>	

**Please list below (3) of your most recent references. Indicate the type of service provided for each client. References will be verified.**

Company	Contact	Address	Phone	Fax	Type of service or repair work provided
<b>1</b>					
<b>2</b>					
<b>3</b>					

**PLEASE RETURN WITH THE BID**

**STATE OF FLORIDA**  
**ELECTRICAL CONTRACTORS' LICENSING BOARD**

**Definition of Occupation and Class Codes**

**General Terms**

In general an "**alarm system contractor**" means a person whose business includes the execution of contracts requiring the experience and skill to lay out, fabricate, install, maintain, alter, repair, monitor, inspect, replace, or service any electrical device, signaling device, or combination of electrical devices used to signal or detect a burglary, fire, robbery, or medical emergency.

A "registered contractor" means any contractor who has registered with the department pursuant to fulfilling the competency requirements in the jurisdiction for which the registration is issued. Registered contractors may contract only in such jurisdictions.

**Definitions including the occupation codes and class codes, where applicable.**

**EC** - An "**electrical contractor**" means a person who conducts business in the electrical trade field and who has the experience and knowledge install, repair, alter, add to, or design electrical wiring, fixtures, appliances, apparatus, raceways, and conduit, including the electrical installations and systems within plants and substations and ALL alarm systems and specialty categories.

**EF** - An "**alarm system contractor I**" means an alarm system contractor whose business includes all types of alarm systems for all purposes.

**EG** - An "**alarm system contractor II**" means an alarm system contractor whose business includes all types of alarm systems other than fire, for all purposes.

**EY (EH)\*** - A "**registered alarm system contractor I**" means an alarm system contractor whose business includes all types of alarm systems for all purposes. A registered "alarm system contractor I" may contract only in the cities and/or counties for which his or her registration is issued.

\*EY and EZ are the alpha letters currently being used. No new licenses are issued with EH and EI, however old licenses with these designation can be renewed.

**EZ (EI)\*** - A "**registered alarm system contractor II**" means an alarm system contractor whose business includes all types of alarm systems, other than fire, for all purposes. A "registered alarm system contractor II" may contract only in the cities and/or counties for which his or her registration is issued.

\*EY and EZ are the alpha letters currently being used. No new licenses are issued with EH and EI, however old licenses with these designations can be renewed.

**EJ** - A "**registered residential alarm system contractor**" means an alarm system contractor whose business is limited to burglar alarm systems in single-family residential, quadruplex housing, and mobile homes of a residential occupancy class. A "registered residential alarm system contractor" may contract only in the cities and/or counties for which his or her registration is issued.

**ER** - A "**registered electrical contractor**" means an electrical contractor who has registered with the department pursuant to fulfilling the competency requirements in the jurisdiction for which the registration is issued. A "registered electrical contractor" may contract for electrical systems, including all specialty categories, only in the cities and/or counties for which his or her registration is issued. A "registered electrical contractor" MAY NOT contract for any alarm system.

**ES** - A "**specialty contractor**" means a contractor whose scope of practice is limited to a specific segment of electrical or alarm system contracting, including, but not limited to: elevator specialist (class code 066), utility line electrical specialist (class code 068), low voltage system specialist (class code 069), residential electrical contracting (class code 043), maintenance of electrical fixtures (class code 065), and fabrication, erection, installation, and maintenance of electrical advertising signs (class code 067).

**ET** - A "**registered electrical specialty contractor**" elevator specialist (class code 066), utility line electrical specialist (class code 068), low voltage system specialist (class code 069), residential electrical contracting (class code 043), maintenance of electrical fixtures (class code 065), and fabrication, erection, installation, and maintenance of electrical advertising signs (class code 067). A "registered electrical specialty contractor" may contract only in the cities and/or counties for which his or her registration is issued.