



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 · TEL 754-321-0505 · FAX 754-321-0936

## PROCUREMENT & WAREHOUSING SERVICES

**MARY CATHERINE COKER, DIRECTOR**

[www.BrowardSchools.com](http://www.BrowardSchools.com)

**The School Board of  
Broward County, Florida**

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9/11/2019

### ADDENDUM NO. 1

ITB # FY20-016

BID NAME: Audio Visual Equipment Installation, Products and Computer Peripherals (Catalog)

TO ALL BIDDERS:

This Addendum amends the above referenced ITB in the following particulars:

Delete: Section 5 on pages 9-12

Delete: Section 9 on page 17-18

Delete: Attachment A on pages 20-21

Delete: FY20-016 ITB Section 8 – Bid Summary Excel

Insert: Section 5 on Pages 9-12 (Revised)

Insert: Section 9 on page 17-18 (Revised)

Insert: Attachment A on pages 20-21 (Revised)

Insert: FY20-016 ITB Section 8 REVISED Bid Summary Excel

Attached are the responses to the questions received and revised documents.

This Addendum is for informational purposes only and need not be returned with your bid. By virtue of signing the "Bidder Acknowledgement", Section 1 of ITB FY20-016 Bidder certifies acceptance of this Addendum.

Sincerely,

Harmoni Clealand  
Purchasing Agent III



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- **QUESTION #1:** I am working on Epson pricing and they asked me for any expected quantity/expected timing of purchase information as that does influence the amount of discount they allow. Even if it's just an estimate, it would give them something to work with (especially if any projects involving new schools or multiple rooms are involved).

**ANSWER TO QUESTION #1:** SBBC does not have any forecast data or date information available.

- **QUESTION #2:** I see on the FY20-016 solicitation in the bid summary section 8: You have listed our Promethean part numbers and also Epson Part numbers. SMART is listed under the Brand Sections. Are we able to provide you with the part numbers and description?

**ANSWER TO QUESTION #2:** Revised Bid Summary Excel spreadsheet is included with this Addendum.

- **QUESTION #3:** In reference to 6.2.1: Is subcontracting voluntary or optional?

**ANSWER TO QUESTION #3:** The Affirmative Procurement Initiative in section 6.2.1 is for Group 1 (Installation, Service) is MANDATORY. Failure of Bidder to complete and include Form 470 and 475 (see Attachment A, which contains screen shots of forms and links to forms) may result in rejection of their bid for that group.

- **QUESTION #4:** I am reaching out in regards to Group 2: Will you allow me to substitute promethean panels for newline panels?

**ANSWER TO QUESTION #4:** See Section 4 - General Conditions, Item 27 Substitutions and Section 5 - Special Conditions, Item 5.14 Unauthorized Substitutions.

- **QUESTION #5:** On Page 17, Bid Section 8, Bid Summary Sheet, Group 2, it is asking for Cost plus markup %, but normally we would list MSRP less discount %. Would that be acceptable?

**ANSWER TO QUESTION #5:** See revised Page 17, Section 8 – Bid Summary Sheet attached and retrieve revised Bid Summary Excel document.

- **QUESTION #6:** Is it okay to submit a bid for only Group 1 or only Group 2 items and not both?

**ANSWER TO QUESTION #6:** Yes. Bidders are not required to bid on both groups.



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- **QUESTION #7:** How will dealer cost be confirmed? We believe that this is a contract between Legrand AV and our dealers and will not be sharing this contracted information. Will the dealer be requested to provide a dealer price list, an invoice, or their dealer contract with the brand in question?

**ANSWER TO QUESTION #7:** See revised Section 5 – Special Conditions and Scope, Item 5.6 Pricing Offered included with this addendum.

- **QUESTION #8:** The bid also states that “margin” must be held for 3 years. Can dealer cost increase?

**ANSWER TO QUESTION #8:** Yes, the cost to the dealer or reseller can increase, however the dealer’s price to SBBC is now discount off of MSRP (see Section 5 – Special Conditions and Scope, Item 5.6 Pricing Offered) therefore, SBBC’s net price only increases if the MSRP increases.

- **QUESTION #9:** We have seen several price increases over the last two years due to tariffs. If there is an increase in dealer cost can the reseller pass this cost increase on but not increase their margin?

**ANSWER TO QUESTION #9:** See answer to question 8.

- **QUESTION #10:** How is the award determined if more than one vendor provides the same pricing?

**ANSWER TO QUESTION #10:** See Section 5 – Special Conditions and Scope, Item 5.5 Award.

- **QUESTION #11:** Would Broward Schools consider utilizing the FL State Contract?

**ANSWER TO QUESTION #11:** See Section 4 – General Conditions, Item 40 Use of Other Contracts.

- **QUESTION #12:** Would Broward Schools consider piggy backing off of one of their current contracts?

**ANSWER TO QUESTION #12:** No, SBBC is not considering piggyback on their own contracts.

- **QUESTION #13:** Will Broward Schools consider minor revisions in the terms and conditions.

**ANSWER TO QUESTION #13:** Any revisions to terms or conditions made by a bidder will result in bid rejection.

- **QUESTION #14:** Will the questions be delayed as well due to the meeting being held today?

**ANSWER TO QUESTION #14:** See Notice of Delay, posted on September 6, 2019 on DemandStar



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- **QUESTION #15:** I assume you are going to require that the awarded vendor for labor is a licensed contractor, correct?

**ANSWER TO QUESTION #15:** See Section 5 – Special Conditions and Scope, Item 5.16 Installation.

- **QUESTION #16:** I assume that we will have to approve that we are an authorized dealer for any manufacturer we are awarded, Correct?

**ANSWER TO QUESTION #16:** See Section 5 – Special Conditions and Scope, Item 5.23 Manufacturer's Certification.

- **QUESTION #17:** The two Sony models you have listed are EOL.

**ANSWER TO QUESTION #17:** Revised Bid Summary Excel spreadsheet is included with this Addendum.

- **QUESTION #18:** Where on this page can I add the other manufacturers that I have been selling for the last three years?

**ANSWER TO QUESTION #18:** Additional lines are available on Tab 2 – Group 2 of the Bid Summary Excel Sheet

- **QUESTION #19:** There are many audio, video and broadcast manufacturers that I have been selling the School Board for years that are not listed on this bid.

**ANSWER TO QUESTION #19:** See Answer #18.

- **QUESTION #20:** What am I supposed to base my cost on? Dealer cost price sheet? Cost from distributor price sheet?

**ANSWER TO QUESTION #20:** See revised Section 5 – Special Conditions and Scope, Item 5.6 Pricing Offered included with this addendum.

- **QUESTION #21:** Different subsections of the same manufacturer have different cost schedules. Consumer camera vs. Pro camera, vs. Pro Display.

**ANSWER TO QUESTION #21:** This is not a question.



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- **QUESTION #22:** It costs less to ship a small camcorder vs. a 75" TV. How do I reconcile the freight difference in the quote? Where 8% up from cost will cover the camcorder, where the 8% up from cost will be a loss for the 75" TV if I have to cover the freight. How do I give you on percentage to cover all segments from this one manufacturer?

**ANSWER TO QUESTION #22:** This is a business decision for the bidder and not something that SBBC can answer.

- **QUESTION #23:** How will SBBC confirm what a dealers cost is? I thought this was confidential information between the dealer and the manufacturer. Not all dealers are on the same price structure, so everyone's cost will not be the same.

**ANSWER TO QUESTION #23:** See revised Section 5 – Special Conditions and Scope, Item 5.6 Pricing Offered included with this addendum.

- **QUESTION #24:** I see that Section 5.7 states that an audit will be performed - can you please supply specific details of what the audit will require from the dealer as proof of their cost?

**ANSWER TO QUESTION #24:** SBBC reserves the right to audit.

- **QUESTION #25:** I would strongly suggest that you revise this bid, eliminating the "cost plus percentage" and changing it to "MSRP less a percentage" with an additional line for accessories. For example, two lines for each manufacturer: SMART products, SMART accessories, Yamaha products, Yamaha accessories, etc. SBBC will receive the most competitive pricing if accessories are listed separately!

**ANSWER #25:** This is not a question.

- **QUESTION #26:** To be a responsive and responsible bidder, are we required to bid both Group 1 and Group 2?

**ANSWER TO QUESTION #26:** See Answer #6.

- **QUESTION #29:** I don't understand what is needed for 5.9 on page 10. Are you providing the form for this? Since it is a cost plus percentage, why is MSRP needed? For example, Dalite alone has 20,374 SKU'S. This is going to be a tremendous amount of information to provide by Sept 20 for all the manufacturers requested. The sample sheet gives an example using list price and SBBC price, not cost plus a percentage.

**ANSWER TO QUESTION #29:** See revised Item 5.9 for clarification.



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- **QUESTION #30:** Many of the manufacturers will be experiencing price increases 12-15-19 due to tariffs. If our cost increases, but we keep the margins the same, are we allowed for the SBBC price to increase? Section 5.28 states that prices must remain firm for 3 years, but we as a dealer are not in control of price increases from the manufacturer.

**ANSWER TO QUESTION #30:** See Answer #8.

- **QUESTION #31:** A new tariff is expected to be imposed on December 15<sup>th</sup> of this year that will affect about eighty percent of our product line. Based on the bid due date of 9/20 we reluctantly must pass on the price increase, if the event the tariff does not go thru we offer the price reduction as outlined in 5.29

**ANSWER TO QUESTION #31:** This is not a question.

- **QUESTION #32:** What method will be used to verify a dealers cost?

**ANSWER TO QUESTION #32:** See revised Section 5 – Special Conditions and Scope, Item 5.6 Pricing Offered included with this addendum.

- **QUESTION #33:** Item # 5.28 limits price increases for three years. Historically raw goods and freight go up each year not to mention any new pending tariffs that may arise. What documentation will be required> Assuming prices increase greater than 3% what provision is offered to opt out of the bid.

**ANSWER TO QUESTION #33:** Utilize Section 10 – Statement of “No Bid” to opt out of the bid.

- **QUESTION #34:** Would you consider making an amendment to the current bid requirement for such uncontrollable circumstances that will increase our cost and hurt our resellers' bottom line if they have to fix their markup percentage for the next three years.

**ANSWER TO QUESTION #34:** See Answer #8.

## SECTION 5 – SPECIAL CONDITIONS AND SCOPE

**5.1 INTRODUCTION AND SCOPE:** The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires bids on Audio Visual Equipment Installation, Products and Computer Peripherals as specified herein. This bid contains two (2) groups: Group 1 is Installation and/or Service and Group 2 is Products. Prices quoted shall include inside delivery to various schools, departments and centers within Broward County, Florida. The Awardee shall receive individual Purchase Orders specifying the name and "ship to" address of the various schools, departments and centers. Normal business hours vary by school, center and department, the Awardee is responsible for confirming with each location prior to attempting delivery or installation. Refer to the following definitions to ensure clarity.

**5.1.1 Installation:** Defined as Audio Visual equipment that is ceiling mounted or wall mounted and is a complete solution. Requires communication with SBBC's **Information & Technology (I&T) Department** to conduct walk through to ensure SBBC technology standards are followed, providing quote with written scope of work, and compliance with SBBC Building Department processes, guidelines and requirements in obtaining permits required for installation.

**5.1.2 Assembly:** Defined as Audio Visual equipment that when components assembled is a complete standalone solution.

MUST BE SUBMITTED IN TIME FOR BID OPENING:

- One (1) signed hard copy of the ITB including a printed copy of the Bid Summary Sheet.
- One (1) flash drive containing identical electronic version of the bid (pdf format preferred), Bid Summary Spreadsheet as a separate Excel (.xls) document and Excel document containing complete catalog price file.

NOTE: If there is a discrepancy between the hard copy and the electronic copy, the original hard copy shall govern.

**5.2 INFORMATION:** Any questions by prospective Bidders concerning this Invitation to Bid should be addressed to Harmoni Clealand, Procurement and Warehousing Services, via e-mail at [harmoni.clealand@browardschools.com](mailto:harmoni.clealand@browardschools.com) who is solely authorized to direct the attention of prospective Bidders to various portions of the bid so they may read and interpret such for themselves. Neither Harmoni Clealand, nor any employee of SBBC, is authorized to interpret any portion of the bid or give information as to the requirements of the bid in addition to that contained in the written bid document. Questions should be submitted in accordance with General Condition 5. Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to Bidders only by written Addendum. Any verbal or written information, which is obtained other than by information in this ITB document or by Addenda, shall not be binding on SBBC.

**5.3 TERM:** The term of the bid shall be for three (3) years, and may, by mutual agreement between SBBC and the Awardee(s), be renewed for two additional one-year periods and, and if needed, 90 days beyond the expiration date of the final renewal period. Bids shall not be considered for a shorter period of time. If only one bid is received, the term of the contract shall be reduced to one year.

**5.4 CONTRACT RENEWAL:** The term of the bid shall be for three (3) year(s), and may, by mutual agreement between SBBC and the Awardee(s), be renewed for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. Procurement and Warehousing Services, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee shall be notified when the recommendation has been acted upon by the School Board. All prices shall be firm through the period stated in Special Condition 5.24 - Price Adjustments for the term of the contract. The Bidder(s) agrees to this condition by signing its bid.

**5.5 AWARD:** Bid shall be awarded by **GROUP** to all responsive and responsible Bidders to establish a pool of vendors meeting all specifications, terms and conditions, offering a firm-fixed hourly rate for Group 1 and firm-fixed minimum percentage discount from manufacturer's suggested retail pricelist (MSRP) for Group 2. Hourly rate for Group 1 and Percentage discount for Group 2 offered must be stated in the spaces provided on the Bid Summary Sheet (see Section 8 for additional details). Hourly rate for Group 1 and percentage discount from MSRP for Group 2 offered must remain firm throughout the contract period. All Awardees should be in a favorable position to compete for SBBC's business, however, those who offer the lowest hourly cost and/or greatest discount shall obtain the largest volume of business.

After award of this bid, any Awardee who violates any specification, term or condition of this bid can be found in default of its contract, have its contract canceled, be subject to the payment of liquidated damages, and be removed from the bid list and not be eligible to do business with SBBC for two years, as described in General Conditions 21 and 58.

**5.6 PRICING OFFERED:** Bidder should indicate in all spaces provided on the Bid Summary Sheet their firm-fixed hourly rate for Group 1 and **fixed minimum percentage discount from (MSRP) for Group 2. Fixed hourly rate and minimum percentage discount offered must be stated in the spaces provided on the Bid Summary Sheet (see Section 8 for more information) and must remain firm throughout the contract period.**



Awardee may offer SBBC additional educational discounts at any time and invoice SBBC at a lower price. Supplies and equipment for the purpose of this bid shall be defined as:

**5.6.1 ACCESSORY:** Any catalog item whose net price is under \$1,000.00.

**5.6.2 EQUIPMENT:** Any catalog item whose net price is \$1,000.00 or more.

- 5.7 PRICE AUDIT:** SBBC reserves the right to audit. Awardee shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this bid to analyze and verify the satisfactory performance of the terms and conditions of this bid and to evaluate, analyze and verify the applicable business records of Awardee directly relating to this Agreement and to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year, but SBBC retains the right of audit for five (5) years after the final payment by SBBC to Awardee pursuant to this bid. Failure by Awardee to permit audit shall constitute grounds for termination of their award and shall be grounds for SBBC's denial of some or all of Awardee's claims for payment.
- 5.8 OVERCHARGES AND UNAUTHORIZED CHARGES:** If an audit conducted in accordance with section 5.7 reveals overcharges or unauthorized charges to SBBC by Awardee, the actual audit shall be paid by Awardee, refund of overcharge amount plus penalty. Awardee shall pay said sum to SBBC within twenty (20) days of receipt of written demand, unless otherwise agreed to in writing by both parties.
- 5.9 CATALOG / PRICE LIST (GROUP 2):** Bidders shall include an electronic catalog price list indicating all items Bidder can furnish. Price list shall include MSRP or list price, manufacturer's name, manufacturer's part number and item description. An Excel file is the preferred format for this catalog/price list. If Bidder does not submit catalog/price list with the Bid, a communication will be sent to Bidder notifying of non-compliance. Bidder must submit the catalog/price list within the timeframe indicated in the communication to be considered for award. Failure of the Bidder to furnish with the bid or upon request may result in disqualification of bid.
- 5.10 ADDITIONAL PRICING / BALANCE OF LINE (GROUP 2):** Bidders should indicate in the spaces provided on the Bid Summary Sheet the discount off MSRP percentage that will be used for the term of the contract for products from manufacturers otherwise not listed on the Bid Summary Sheet.
- 5.11 PRODUCT ACQUISITION (GROUP 2):** SBBC intends to establish an electronic price book capable of importing catalog/price list from Awardee. Price list shall include manufacturer name, manufacturer's part number, item description, Awardee's part number, MSRP, discount off MSPR and SBBC's net price based on discount off MSRP as defined within this bid. Awardee shall provide data to SBBC electronically, in a format to be determined by SBBC, from which SBBC can create requisitions and Purchase Orders. If MSRP changes, it is the Awardee's responsibility to supply an updated price list file.
- 5.12 NEW EQUIPMENT:** This bid shall be for new equipment only. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, used, shopworn, demonstration or prototype equipment is not acceptable and will be rejected.
- 5.13 DELIVERY & FREIGHT:** Awardee shall provide inside delivery, F.O.B. Destination to the various SBBC locations within Broward County, Florida within thirty (30) days after receipt of a purchase order. SBBC's definition of "F.O.B. Destination" is Awardee retains title and control of goods and selects the carrier and is responsible for the risk of transportation; title passes to SBBC upon delivery and ownership by SBBC. Prices shall include all delivery, handling or other costs necessary to complete an order. Delivery or freight collect shall not be allowed. SBBC may, at their option, pick-up items from Awardee's place of business. Catalog items which are picked up shall be priced in accordance with the percentage quoted in this bid or at a lower price.
- 5.14 UNAUTHORIZED SUBSTITUTIONS:** All substitutions must be reviewed and approved by SBBC's Information & Technology Department; in addition to a change purchase order being issued prior Awardee proceeding with order.
- 5.15 RE-STOCKING:** SBBC will not pay a restocking charge for items returned in new, unused condition within thirty (30) days after delivery.
- 5.16 INSTALLATION (GROUP 1):** It shall be the responsibility of the Awardee to include on-site, inside delivery, installation and placement of all audio visual products and to assure satisfactory operation of all features. Installation and/or placement cost must be included in the quote with written scope describing specific installation service work to be performed by Awardee. All installation work shall be scheduled with the school, center or department and the Awardee shall provide all necessary items for a complete and functional installation. All installation work must be performed by SBBC Pre-Qualified Contractors pursuant to the Florida State Requirement for Educational Facilities (SREF) and SBBC policy 7003.1. To become a SBBC Pre-Qualified Contractor, follow the process located at: <http://schoolboardofbrowardcounty.supplier.ariba.com/register>


Although being a SBBC Pre-Qualified Contractor is not a requirement to submit a bid for this ITB, only Awardees who are also SBBC Pre-Qualified Contractors shall perform installation. Throughout the term of the bid, any Awardee who becomes a SBBC Pre-Qualified Contractor will be added to the list of vendors awarded for Group 1 (if such pricing was included with their bid). Likewise, any Awardee who fails to maintain their Construction Pre-Qualified status or fails to comply with all construction requirements will be removed from the list of vendors awarded for Group 1.



- 5.17 NOT IN SCOPE:** Electrical installation is not included as part of the scope of work for this bid. Bidders should be aware that electrical work must be provided by SBBC Physical Plant Operations (PPO) Department or SBBC awarded electrical vendor. Network data cabling is not included as part of the scope of work for this bid. Bidders should be aware that network data cabling work must be provided by SBBC awarded cabling infrastructure vendor.
- 5.18 PERMITS (GROUP 1):** Awardee shall comply with SBBC Policy 7001 including obtaining permits from SBBC's Building Department. Awardee must follow all SBBC Building Department processes, guidelines and requirements. Additional information may be found at: <https://webappe.browardschools.com/buildingdepartment/>. Completed work must be inspected by SBBC Building Department. Any work completed by Awardee that fails inspection may be subjected to a re-inspection fee, which is the sole responsibility of the Awardee.
- 5.19 BUILDING CODES (GROUP 1):** Awardee shall comply with SREF, Florida Building Codes and SBBC building codes. For more information about SBBC building design standards, please use the following link:  
<http://www.broward.k12.fl.us/constructioncontracts/DivisiononeDesignStandards.html>
- 5.20 AS-BUILT DRAWINGS (GROUP 1):** Awardee must provide As-Built drawings required by the SBBC Building Department and shall charge a single, flat rate which will not increase if additional drawings are required.
- 5.21 ADDITIONAL LABOR (GROUP 1):** SBBC reserves the right to add labor and/or services not itemized on the Bid Summary Sheet (Group 1) during the term of the contract as it deems necessary. SBBC reserves the right to negotiate a total dollar amount or a non-to-exceed amount for a specific project rather than pricing based per hour. The cost of the additional services will be based upon a specific scope of work. The scope of this bid shall also include service labor alone; where no product is being purchased with installation.
- 5.22 ACCEPTANCE OF MATERIALS:** The material delivered under this bid shall remain the property of the Awardee until a physical inspection and actual usage of this material is made and thereafter accepted to the satisfaction of SBBC and must comply with the terms herein and be fully in accordance with specifications. In the event the material supplied to SBBC is found to be defective or does not conform to specifications, SBBC reserves the right to cancel the order upon written request to the Awardee and return the product to Awardee, at Awardee's expense. Awardee will be responsible for pick-up of defective/rejected materials. After 30 days notification to the Awardee, if the materials are not removed, they become the property of SBBC. Awardee will be responsible for any disposition charges.
- 5.23 MANUFACTURER'S CERTIFICATION:** Awardee shall supply certification from the product manufacturer confirming that Awardee is an authorized dealer to sell, warranty and service that manufacturer's product, upon request from SBBC. Any Awardee who fails to provide certification at any time during the course of the contract within 72-hours of request shall be prohibited from providing products impacted until certification is provided.
- 5.24 BRAND STANDARDIZATION:** In the event that any item supplied does not prove satisfactory, that item shall be removed from the approved list until such time as correction is made to the satisfaction of SBBC.
- 5.25 BIDDING PREFERENCE LAWS: ALL BIDDERS MUST COMPLETE AND SUBMIT SECTION 9, ATTACHMENT D TO BE CONSIDERED FOR AWARD.** The State of Florida provides a bidding preference for Bidders whose principal place of business is within the State of Florida for the purchase of personal property. The local preference is five (5) percent. Bidders whose principal place of business is outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "Legal Opinion of Bidding Preference" form, Section 9, Attachment D, and must submit this form with submitted bid. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Florida Statute 287.084. Florida Bidders are not required to have an Attorney render an opinion, however, the Florida Bidder must complete its portion of this form. Failure to submit and execute this form, with bid, shall result in bid being considered "non-responsive" and bid rejected.
- 5.26 MINIMUM ORDER:** The actual quantity ordered may be as low as one each or unit which Awardee shall be expected to fill. Orders shall be filled as received and are not to be delayed in order to process in a "batch". Therefore, the minimum order quantity shall be one unit which shall be shipped at the bid price and shall include all shipping charges for inside delivery to various schools, departments and centers within Broward County, Florida.
- 5.27 VALUE:** No guarantee as to the dollar amount of this bid is implied or given. SBBC is not obligated to place any orders with any Awardee participating in this bid. However, all SBBC locations will be urged to refer to catalogs and fixed percentage to fill their orders at the lowest price.
- 5.28 PRICE ADJUSTMENTS:** Hourly prices (Group 1) or percentage discount (Group 2) offered shall remain firm through the first three years of the contract. A request for price adjustment, with proper documentation justifying the adjustment, may be submitted, in writing, 30 days prior to the third anniversary date of the contract. Price adjustment requests shall be evaluated on an annual basis thereafter. Unit price adjustments must have written approval from SBBC prior to invoicing. Any unit price adjustment invoiced without written approval from SBBC shall not be paid and the invoice returned to the Awardee for correction. Requests for price adjustments shall not exceed 3% per adjustment.
- 5.29 PRICE REDUCTIONS:** If the Awardee either bids the same products at a lower price than offered to SBBC or reduces the price of the bid product, the lowest of these reduced prices shall be extended to SBBC.


- 5.30 FORCE MAJEURE:** Except for the provisions of this bid, each party shall be excused from performance under this bid only for such period of time as the failure to perform is caused by or attributable to any event or circumstance beyond the direct control of such party. It is further provided that if either party shall fail to make any delivery or perform any service required by this bid as a result of any such event or circumstances beyond its own direct control, it shall have the right to make such delivery or perform such service within a reasonable time after the cause of such delay has been removed, and the other party shall accept such deferred delivery or performance.
- 5.31 INSTRUCTION MANUALS:** Awardee shall furnish instruction manuals, if requested. Manuals shall contain definition of equipment capabilities, technical description of equipment operation, description of malfunction identification and troubleshooting procedures. Electronic manuals or links to electronic pdfs are acceptable.
- 5.32 INVOICES:** Delivery copies, packing slips and invoices to SBBC **MUST** include the following to permit SBBC to verify prices with this contract and expedite the use of material. **FAILURE OF AN AWARDEE TO PROVIDE THIS INFORMATION SHALL RESULT IN EITHER THE INVOICE BEING RETURNED FOR CLARIFICATION OR A DELAY IN PROCESSING SAID INVOICE FOR PAYMENT:** Purchase Order number, Complete description of the items, Serial numbers (if applicable), Itemized in same method as Purchase Order, Total dollar amount shall be net, Back-ordered items should be clearly indicated on the packing slip. Schools, departments and centers reserve the right to cancel back-orders at any time and purchase from another vendor.
- 5.33 KIT INVOICES:** SBBC may develop standard "kits" containing the most commonly ordered items or services as a kit that includes all necessary items and components for purchases such as: wall mounted display, ceiling mounted projector, etc. Kits would be assigned a SAP Material number (six (6) digit code) by SBBC with detailed description describing all components contained in the kit. Awardee shall invoice all kits complete as single line item with lump total price for entire kit to mirror how the purchase order will be generated. Invoice to be generated upon SBBC approval and acceptance of installed products.
- 5.34 LEAD-FREE STATEMENT:** All material supplied to SBBC must be 100% lead free. Bidder, by virtue of signing bid, certifies that only materials or equipment that are 100% lead free shall be supplied to SBBC. **No bid shall be considered unless this is agreed to by the Bidder.**
- 5.35 ADDITIONAL VENDORS:** SBBC reserves the right to increase the pool of vendors during the term of the contract, if deemed necessary by SBBC. Procurement & Warehousing Services will release a new ITB for new vendors to submit a bid. Bids will have to be submitted, evaluated, and approved under the same terms and conditions as the original ITB. Those vendors who have already been awarded under this ITB will not need to resubmit a bid; they will already be in the pool of Awarded vendors. Regardless as to the year a vendor is added, all awards will be terminated at the end of the ITB term stated herein.
- 5.36 PROTECTION OF WORK, PROPERTY AND PERSONNEL:** The Awardee shall at all times guard against damage and/or loss to the property of SBBC and shall replace and/or repair any loss or damages unless caused by SBBC. SBBC may withhold payment or make such deductions, as it might deem necessary, to insure reimbursement for loss and/or damages to the property through negligence of the Awardee. The Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress.
- 5.37 WARRANTY (GROUP 1):** The Awardee shall fully guarantee the cost of parts and labor (except for abusive or operator incurred damage which could have been avoided by referring to instructional manual) for a minimum period of **one year for all items** after date of delivery and installation to provide SBBC with an "on-site" warranty. In the event a dispute on requested repairs between SBBC and the Awardee, the decision of SBBC shall be final and binding on both parties.
- 5.38 WARRANTY (GROUP 2):** Warranty shall begin after delivery and acceptance by SBBC's end user. Manufacturers that offer SBBC longer warranty periods supersedes the standard warranty term. Awardee shall provide manufacturer's standard warranty, SBBC's special warranty offer from manufacturer or one year (1), which ever period is greater, on all bid items. Awardee is responsible for repairing each unit during the warranty period, at no cost to SBBC. All warranty work shall be complete within fifteen (15) days from receipt of request or a temporary replacement provided.
- 5.39 W-9 FORMS:** All Bidders are requested to complete a W-9 form, it can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and submit with their bid.
- 5.40 SUPPLIER REGISTRATION:** To become a registered vendor for SBBC, vendors must access, complete and submit a Supplier Profile Questionnaire (SPQ) through SBBC's new eProcure Online Supplier Portal, powered by Ariba which can be located at: <http://schoolboardofbrowardcounty.supplier.ariba.com/register> Purchase Orders or payments cannot be issued to the Awardee without an SAP Vendor number, which is issued after completion of the Online Supplier Portal registration process. Training materials are available via our website at <https://www.browardschools.com/PWS> (if needed).

**TAB 3 = GROUP 2 - PRODUCTS:** Complete all fields. If additional information is needed, see ITB Section 5, item 5.10. Screen shot of tab follows:

A	B	C	D
 <b>Procurement &amp; Warehousing Services</b> Broward County Public Schools			
Bid #FY20-016			
AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG			
<b>COMPANY NAME:</b>			
<b>BID SECTION 8 - BID SUMMARY SHEET</b> <b>GROUP 2 - PRODUCTS</b>			
<b>Instructions to Bidder:</b> 1. Enter the discount off MSRP percentage as indicated below. 2. Blank rows provided below for bidder use, if needed. 3. Submit electronic (.xls) and printed copy with your bid.			
<b>BALANCE OF LINE ITEMS (SEE ITB SECTION 5, ITEM 5.10)</b>		<b>Minimum Discount off MSRP</b>	
Equipment from any other brand or manufacturer not listed below			
Accessory from any other brand or manufacturer not listed below			
<b>BRAND OR MANUFACTURER</b>		<b>Discount off MSRP</b>	
AmpliVox Equipment			
AmpliVox Accessory			
Anchor Audio Equipment			
Anchor Audio Accessory			
Audio Technica Equipment			
Audio Technica Accessory			
Boxlight (Mimio) Equipment			
Boxlight (Mimio) Accessory			
Bretford Equipment			
Bretford Accessory			
C2G (Cables To Go) Accessory			
Califone Equipment			
REPRESENTATIVE		GROUP 1 - SERVICES	
		<b>GROUP 2 - PRODUCTS</b>	
		CATALOG PRICE LIST	

Continue to the next page additional screen shots of Excel tabs.

**TAB 4 = CATALOG PRICE LIST:** See **Section 5, item 5.11** above regarding this tab. Bidder can use **this tab or can use their own list.**  
 Screen shot of tab follows:

A	B	C	D	E	F	G	H	I
 <b>Procurement &amp; Warehousing Services</b> Broward County Public Schools								
Bid # FY20-016								
AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG								
<b>COMPANY NAME:</b>								
<b>BID SECTION 8 - BID SUMMARY SHEET</b> <b>GROUP 2 - CATALOG PRICE LIST</b>								
* See Section 5, item 5.11 - Bidder's can use this form, or any other electronic file they prefer.								
<b>Instructions to Bidders:</b> 1. SBBC intends to create an internal AV pricing tool and needs all Bidder's Enter the cost plus percentage as indicated below. 2. This form may be used, but is not required.								
	<b>MFG PART #</b>	<b>BIDDER PART #</b>	<b>MFG NAME</b>	<b>ITEM DESCRIPTION</b>	<b>MSRP</b>	<b>DISCOUNT OFF MSRP</b>	<b>SBBC NET PRICE</b>	<b>BIDDER COMMENTS</b>
	ABC123456	900090001	SAMPLE MANUFACTURER	SAMPLE DESCRIPTION	\$100.00	65.0%	\$35.00	
REPRESENTATIVE		GROUP 1 - SERVICES		GROUP 2 - PRODUCTS		CATALOG PRICE LIST		

## ATTACHMENT A – SUPPLIER DIVERSITY OUTREACH PROGRAM FORMS

Refer to Section 6 for more information about the Supplier Diversity Outreach Program (SDOP). Some forms below **MUST** be submitted with bid. Forms referenced below can be obtained on our website at: <https://www.browardschools.com/Page/32118>

### 1. FORM 00485 - UTILIZATION REPORT

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00485%20SMWBE%20MonthlySubcontractorUtilizationReport%20082017\\_Finalv2.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00485%20SMWBE%20MonthlySubcontractorUtilizationReport%20082017_Finalv2.pdf)

Document Preview:

Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools				Document Number 00485 Attachment _____				
S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT								
<b>SECTION I - GENERAL INFORMATION</b>								
Project Name:				Contract Number and Work Order Number (if applicable):				
Report #:		Reporting Period:		S/M/WBE Contract Goal:		Contract Completion Date:		
		to						
Prime Contractor Name:				Project Manager (PM) Name:				
Prime Contractor Street Address:								
Prime Contractor Phone #:		Prime Contractor Email Address:		PM Phone #:		PM Email Address:		
<b>SECTION II - UTILIZATION INFORMATION</b>								
Prime Contractor must list ALL Certified and non-certified subcontractors that will be utilized for the entire contract period. For assistance in completing this form, please call the Supplier Diversity Outreach Program at (754) 321-0505.								
ROLE	FEDERAL IDENTIFICATION NUMBER	BUSINESS NAME	S/M/WBE CERTIFIED BY SBBC (Y/N)	DESCRIPTION OF WORK	TOTAL PROJECT AMOUNT	AMOUNT PAID DURING REPORTING PERIOD	INVOICE #	TOTAL PAID TO DATE
PRIME CONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$

### 2. FORM 00475 - PARTICIPATION FORM SCHEDULE **\* MANDATORY FOR GROUP 1 \***

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/ParticipationSchedule\\_082017\\_Final.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/ParticipationSchedule_082017_Final.pdf)

Document Preview:

Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools				Document Number 00475 Attachment _____			
SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE SUBCONTRACTOR PARTICIPATION SCHEDULE							
DATE <input type="text"/>							
<b>SOLICITATION INFORMATION</b>							
Contract #:				Project Start Date:			
Project Name:							
Project Location:							
Bidder/Proposer:							
Address:							
Contact Person:		Email Address:		Phone #:			
<b>ORGANIZATION STATUS</b>							
Business Association	Business Name	Business Address	Business Phone #	Type of Work to be Performed	% of Work	\$ Amount	
Prime Bidder/Proposer					%	\$	
Non S/M/WBE Subcontractor					%	\$	
S/M/WBE Subcontractor					%	\$	

3. FORM 00470 – STATEMENT OF INTENT TO PERFORM **\* MANDATORY FOR GROUP 1 \***

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00470%20StatementofIntent\\_082017\\_Final.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00470%20StatementofIntent_082017_Final.pdf)

Document Preview:



**Procurement & Warehousing Services**  
Supplier Diversity Outreach Program  
Broward County Public Schools

Document Number 00470  
Attachment \_\_\_\_\_

**STATEMENT OF INTENT TO PERFORM  
AS AN S/M/WBE SUBCONTRACTOR**

SOLICITATION #: \_\_\_\_\_

CONTRACT #: \_\_\_\_\_

A signed *Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor* form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the *S/M/WBE Subcontractor Participation Schedule*.

STATEMENT OF INTENT			
The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity Outreach Program: <input type="checkbox"/> Yes <input type="checkbox"/> No			
_____ (Name of S/M/WBE Subcontractor) agrees to perform work on the above contract as a (check one):			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
The S/M/WBE subcontractor will enter into a formal agreement with _____ (Name of Bidder/Proposer) conditioned upon the Bidder/Proposer executing a contract with SBBC.			
DESCRIPTION OF WORK & VALUE			
Please provide the details and value of the work to be performed:			
Item No.	Type of Work	Agreed Upon Price	% of Work

4. S/M/WBE PARTICIPATION GOOD FAITH EFFORT FORM

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/GoodFaithEffortForm\\_101119\\_v5.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/GoodFaithEffortForm_101119_v5.pdf)

Document Preview:



**Procurement & Warehousing Services**  
Supplier Diversity Outreach Program  
Broward County Public Schools

**S/M/WBE PARTICIPATION  
GOOD FAITH EFFORT FORM**

DATE: \_\_\_\_\_

CONTACT INFORMATION			
Solicitation Title:	_____		
Solicitation #:	_____		
Prime Contractor:	_____		
Contact Person:	_____		
Phone #:	_____	Email:	_____

GOOD FAITH EFFORT DOCUMENTATION
The purpose of this form is to demonstrate good faith efforts in meeting the required subcontracting goal. Respondents must obtain a total of <b>seventy (70) or more points in order to pass</b> , indicating that good faith efforts were

- For information on S/M/WBE Certified Vendors, please contact the Supplier Diversity Outreach Program Office (754) 321-0550, or online at: <https://www.browardschools.com/Page/32544>
- SBBC Diversity Policy 1.5 & Supplier Diversity Outreach Policy 3330 can be seen at website URL: <https://www.browardschools.com/Page/37754>
- SDOP website with list of Certified S/M/WBE Vendors: <https://www.browardschools.com/Page/32119>





**COMPANY NAME:**

## BID SECTION 8 - BID SUMMARY SHEET GROUP 2 - PRODUCTS

**Instructions to Bidder:**

1. Enter the discount off MSRP percentage as indicated below.
2. Blank rows provided below for bidder use, if needed.
3. Submit electronic (.xls) and printed copy with your bid.

BALANCE OF LINE ITEMS (SEE ITB SECTION 5, ITEM 5.10)	Minimum Discount off MSRP
Equipment from any other brand or manufacturer not listed below	
Accessory from any other brand or manufacturer not listed below	
BRAND OR MANUFACTURER	Discount off MSRP
AmpliVox Equipment	
AmpliVox Accessory	
Anchor Audio Equipment	
Anchor Audio Accessory	
Audio Technica Equipment	
Audio Technica Accessory	
Boxlight (Mimio) Equipment	
Boxlight (Mimio) Accessory	
Bretford Equipment	
Bretford Accessory	
C2G (Cables To Go) Accessory	
Califone Equipment	
Califone Accessory	
Canon Equipment	
Canon Accessory	
Chief Equipment	
Chief Accessory	
Da-Lite Equipment	
Da-Lite Accessory	
Draper Equipment	
Draper Accessory	
Earthwalk (peripheral carts) Equipment	
Earthwalk (peripheral carts) Accessory	
Elmo Equipment	
Elmo Accessory	
Epson Equipment	
Epson Accessory	
Extron Equipment	
Extron Accessory	
LocknCharge (peripheral carts) Equipment	
LocknCharge (peripheral carts) Accessory	
Jar Systems LLC (peripheral carts) Equipment	
Jar Systems LLC (peripheral carts) Accessory	
Kensington Accessory	
Logitech Accessory	
Manfrotto Equipment	
Manfrotto Accessory	
NewTek (TriCaster) Equipment	
NewTek (TriCaster) Accessory	

Nikon Equipment	
Nikon Accessory	
Peavey Equipment	
Peavey Accessory	
Promethean Equipment	
Promethean Accessory	
Recordex Equipment	
Recordex Accessory	
SanDisk Accessory	
Shure Equipment	
Shure Accessory	
Smart Equipment	
Smart Accessory	
Sony Equipment	
Sony Accessory	
Varitronics (VariQuest) Equipment	
Varitronics (VariQuest) Accessory	
Vivitek (NovoPro) Equipment	
Vivitek (NovoPro) Accessory	
Yamaha Equipment	
Yamaha Accessory	
Zeus IPTV Equipment	
Zeus IPTV Accessory	



COMPANY NAME:

**BID SECTION 8 - BID SUMMARY SHEET  
GROUP 2 - CATALOG PRICE LIST**

\* See Section 5, item 5.11 - Bidder's can use this form, or any other electronic file they prefer.

**Instructions to Bidders:**

1. SBBC intends to create an internal AV pricing tool and needs all Bidder's Enter the cost plus percentage as indicated below.
2. This form may be used, but is not required.

MFG PART #	BIDDER PART #	MFG NAME	ITEM DESCRIPTION	MSRP	DISCOUNT OFF MSRP	SBBC NET PRICE	BIDDER COMMENTS
ABC123456	900090001	SAMPLE MANUFACTURER	SAMPLE DESCRIPTION	\$100.00	65.0%	\$35.00	



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 · TEL 754-321-0505 · FAX 754-321-0936

## PROCUREMENT & WAREHOUSING SERVICES

**MARY CATHERINE COKER, DIRECTOR**

[www.BrowardSchools.com](http://www.BrowardSchools.com)

**The School Board of  
Broward County, Florida**

**Heather P. Brinkworth, Chair**  
**Donna P. Korn, Vice Chair**

Lori Alhadeff  
Robin Bartleman  
Patricia Good  
Laurie Rich Levinson  
Ann Murray  
Dr. Rosalind Osgood  
Nora Rupert

**Robert W. Runcie**  
**Superintendent of Schools**

9/20/2019

## ADDENDUM NO. 2

ITB # FY20-016

BID NAME: Audio Visual Equipment Installation, Products and Computer Peripherals (Catalog)

TO ALL BIDDERS:

This Addendum amends the above referenced ITB in the following particulars:

Delete: Page 16

Delete: Page 18

Delete: FY20-016 ITB Section 8 – REVISED Bid Summary Excel

Insert: Page 16 (Revised)

Insert: Page 18 (Revised)

Insert: FY20-016 ITB Section 8 – Bid Summary UPDATED 09.19.2019

Attached are the responses to the questions received and revised documents.

This Addendum is for informational purposes only and need not be returned with your bid. By virtue of signing the "Bidder Acknowledgement", Section 1 of ITB FY20-016 Bidder certifies acceptance of this Addendum.

Sincerely,

Harmoni Clealand  
Purchasing Agent III



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

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- **QUESTION #1:** Is the Group 1 installer expected to receive, store, and deliver inventory that is purchased by the schools or is product delivered directly to the schools.

**ANSWER TO QUESTION #1:** Products are delivered directly to schools.

- **QUESTION #2:** Is a general contractor required for any of the installations, permit pulls?

**ANSWER TO QUESTION #2:** See Section 5 – Special Conditions and Scope, Item 5.16 Installation.

- **QUESTION #3:** Will this contract be a part of any technology refreshes (i.e. projectors, etc.)

**ANSWER TO QUESTION #3:** This contract will be used for AV related purchases, including technology refreshes.

- **QUESTION #4:** Are there any SLA's in regards to the time a product is order until it is installed.

**ANSWER TO QUESTION #4:** See Section 5 – Special Conditions and Scope, Item 5.13 Delivery & Freight.

- **QUESTION #5:** Can ordered items be drop shipped directly to the schools location until installation is scheduled?

**ANSWER TO QUESTION #5:** See answer to question #1.

- **QUESTION #6:** What is an estimated number of units to be installed per year?

**ANSWER TO QUESTION #6:** SBBC does not have any forecast data available.

- **QUESTION #7:** In reference to 5.20 and the Bid Summary Sheet for Group 1; Is Engineering, Drawings, Permits and As-Builts to be included in the single, flat rate charge requested for As-Builts?

**ANSWER TO QUESTION #7:** No, there would be a separate hourly rate charge for Structural Engineered Drawings when required by the SBBC Building Department. There would be a separate single flat rate charge for Permit Plans. There would be a separate single flat rate charge for As-Builts.

- **QUESTION #8:** Does the prime contractor need to be prequalified if not doing any work?



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

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**ANSWER TO QUESTION #8:** Yes - See Section 5 – Special Conditions and Scope, Item 5.16 Installation (Group 1)

- **QUESTION #9:** Do we need to complete and sign the MBE/WBE form in our response or is it simply a sample form?

**ANSWER TO QUESTION #9:** See Attachment A – Supplier Diversity Outreach Program Forms.

- **QUESTION #10:** Does the prime contractor need to be pre-qualified—before responding to this RFP or prior to conducting work on the project, if awarded? If so, how do we learn about the pre-qualification process for prime bidders, including the required paperwork, etc.?

**ANSWER TO QUESTION #10:** See Section 5 – Special Conditions and Scope, Item 5.16 Installation.

- **QUESTION #11:** The following question relates to the S/M/WBE Monthly subcontractor Utilization Report required per the RFP. As this form documents monthly reporting of S/M/WBE use on the proposed contract, how do you want us to fill this form out, please? Would you like us to type in our company name and project number? Is a signature required, etc.?

**ANSWER TO QUESTION #11:** Directions for completing the Utilization Report are included on the form, available via the link within Attachment A.

- **QUESTION #12:** Regarding the Statement of Intent Form – we have a S/M/WBE subcontractor which is in the process of being pre-qualified for the AV project. Should we fill out this form with the contractor and project information --though our contractor is not pre-qualified at this time?

**ANSWER TO QUESTION #12:** The S/M/WBE subcontractor must be an SBBC certified S/M/WBE firm at the time of bid opening. Only bidders who utilize SBBC certified S/M/WBE firms to meet the subcontracting requirement for Group 1 will be considered responsive and responsible. Listing a firm whom is in the process of applying to become an SBBC certified S/M/WBE will not meet the subcontracting requirement.

- **QUESTION #13:** Do we need to complete the S/M/WBE Good Faith Effort Form if we have a S/M/WBE subcontractor that is in the process of being pre-qualified by the School Board of Broward County to work on the AV Equipment and Installation contract? This form seems to relate to bidders that do not have a S/M/WBE subcontractor engaged.





## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

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**ANSWER TO QUESTION #13:** See answer #12 and utilize the link to retrieve the actual form, noting that the form states that the purpose of the form is to demonstrate good faith efforts in meeting the required subcontracting goal.

- **QUESTION #14:** We just wanted to check and make sure bid is discount % off?  
Below (Group 2 Catalog price list in Excel) states cost plus %. This may just be the SBBC formula.

**ANSWER TO QUESTION #14:** Updated Excel Bid Summary sheet included with this Addendum.

- **QUESTION #15:** In regards to Group 2, will partners/vendors be allowed to bid manufacturer spec'd equipment in the bid?

**ANSWER TO QUESTION #15:** This catalog bid is requesting discount off MSRP.

- **QUESTION #16:** Regarding Section 5.20 (As built drawings): Are you required to provide a room layout reflecting equipment placement as well as system flows as part of the As Built package?

**ANSWER TO QUESTION #16:** Yes - See Section 5 – Special Conditions and Scope, Item 5.1 Introduction and Scope, 5.1.1 Installation and Item 5.16 Installation (Group 1)

- **QUESTION #17:** Regarding Section 5.20 (As built drawings): Do you require Cad Format for the As built drawings?

**ANSWER TO QUESTION #17:** Yes - See Section 5 – Special Conditions and Scope, Item 5.1 Introduction and Scope, 5.1.1 Installation, Item 5.18 Permits (Group 1) and Item 5.19 Building Codes (Group 1).

- **QUESTION #18a:** Is a structural engineer's approval required to calculate the load bearing capability prior to mounting new equipment?

**ANSWER TO QUESTION #18a:** Yes, when required by the SBBC Building Department - See Section 5 – Special Conditions and Scope, Item 5.1 Introduction and Scope, 5.1.1 Installation, Item 5.18 Permits (Group 1) and Item 5.19 Building Codes (Group 1).

- **QUESTION #18b:** If so, is that cost included as part of the As Built cost?

**ANSWER TO QUESTION #18b:** No, this would be a separate hourly rate charge when the SBBC Building Department requires a structural engineer's approval



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

- **QUESTION #19:** Are you required to pull a permit for all new installs?

**ANSWER TO QUESTION #19:** Yes - See Section 5 – Special Conditions and Scope, Item 5.1 Introduction and Scope, 5.1.1 Installation and Item 5.18 Permits (Group 1)

- **QUESTION #20:** Would you consider allowing exceptions to some items on the catalog price list? For example, the MSRP is not always in proportion to our cost. If we could make a note and state: Excludes SMART product XYZ, as an example.

**ANSWER TO QUESTION #20:** Yes

- **QUESTION #21:** On Bid Section 8 Bid Summary Sheet / Group 2 / catalog price list, it says that bidders may use this form or any other electronic file we prefer. In keeping with the exception question above- if there were an item(s) that we could not honor at the minimum discount, we could simply not include these items on the spreadsheet that we submit to SBBC, meaning you would then be aware of all the specific items that we can supply, correct? In other words, if Model XYZ is not on the spreadsheet that we supply, it would be considered an exception to the manufacturer MSRP and net price?

**ANSWER TO QUESTION #21:** Yes, Bidders may omit items from their catalog. Omitting items is not the same as stating an exception.

- **QUESTION #22:** Typically accessory items are 100.00 net or less (cables, remotes, carry cases, etc). Would you consider changing accessories to 100.00 or less net price and Equipment to 100.01 and above? Accessory items don't have much of a discount attached to them and you are not getting your best pricing by keeping accessory items at 1000.00 or less, which is how the bid is now written.

**ANSWER TO QUESTION #22:** No. Additionally, per section 5, item 5.6 – the percentage off is a minimum. Awardee may offer SBBC additional educational discounts at any time and invoice SBBC at a lower price.

- **QUESTION #23:** To obtain the best net price for SBBS, would you consider adding additional categories for the following? Draper electric screens, Draper manual screens, Draper portable screens, Draper accessory, Dalite electric screens, Dalite manual screens, Dalite portable screens, Dalite accessory, Panasonic flat screen displays, Panasonic projectors, Panasonic broadcast /pro video, Panasonic lenses, Sony flat screen displays, Sony projectors, Sony lenses, Sony audio, Sony PTZ cameras

**ANSWER TO QUESTION #23:** SBBC will not add additional categories however, Bidders may populate empty lines or add additional lines, if needed.



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

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- **QUESTION #24:** On Bid Section 8 Bid Summary Sheet / Group 2 / catalog price list, it says that bidders may use this form or any other electronic file we prefer. In keeping with the exception question above- if there were an item(s) that we could not honor at the minimum discount, we could simply not include this item on the spreadsheet to SBBC, meaning you would then be aware of all the specific items that we can supply correct? In other words, if Model XYZ is not on the spreadsheet that we supply it would be considered an exception to the manufacturer MSRP and net price?

**ANSWER TO QUESTION #24:** Yes, Bidders may omit items from their catalog. Omitting items is not the same as stating an exception.


- **QUESTION #25:** If the installation subcontractor (who will be pulling the permits, and doing 100% of the labor and support) is pre-qualified, does that meet your pre-qualification requirements?

**ANSWER TO QUESTION #25:** No – see Section 5 – Special Conditions and Scope, Item 5.16 Installation (Group 1)

- **QUESTION #26:** We have a S/M/WBE subcontractor which is in the process of being Re-Certified with the district for the AV project and is also already certified by an entity recognized by your school district for reciprocity. Should we fill out this form with the contractor and project information?

**ANSWER TO QUESTION #26:** See answer #12.

TAB 2 = GROUP 1 – SERVICES: Complete all fields. Screen shot of tab follows:

A	B	C	D	E	F	G	H
1	 <b>Procurement &amp; Warehousing Services</b> Broward County Public Schools		Bid # FY20-016 AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG				
3	COMPANY NAME:						
5	<b>BID SECTION 8 - BID SUMMARY SHEET</b> <b>GROUP 1 - HOURLY LABOR RATE &amp; AS-BUILT RATE</b>						
6	<b>Instructions to Bidder:</b> 1. Enter your <b>FLAT PERMIT PLAN RATE</b> and <b>FLAT AS-BUILT RATE</b> followed by <b>HOURLY LABOR RATES</b> as indicated below. 2. Submit electronic (.xls) and printed copy with your bid.						
8	<b>PERMIT PLANS - FLAT RATE:</b> * See item 5.20 for additional details		\$0.00		<b>AS-BUILT DRAWINGS - FLAT RATE:</b> * See item 5.20 for additional details		\$0.00
10	<b>SERVICE TYPE</b>		<b>REGULAR HOURLY RATE</b>	<b>OVERTIME HOURLY RATE</b>	<b>OVERNIGHT HOURLY RATE</b>	<b>HOLIDAY HOURLY RATE</b>	<b>WEEKEND HOURLY RATE</b>
11	General Installation or Service: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	General Installation or Service: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Advanced Installation or Service: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Advanced Installation or Service: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	Audio Engineer: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Audio Engineer: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Lighting or Stage Engineer: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	Lighting or Stage Engineer: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Emergency Service (Onsite within 2 hours): One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		REPRESENTATIVE	GROUP 1 - SERVICES	GROUP 2 - PRODUCTS	CATALOG PRICE LIST	+	

Continue to the next page additional screen shots of Excel tabs.

[illegible]



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 · TEL 754-321-0505 · FAX 754-321-0936

## PROCUREMENT & WAREHOUSING SERVICES

**MARY CATHERINE COKER, DIRECTOR**

[www.BrowardSchools.com](http://www.BrowardSchools.com)

**The School Board of  
Broward County, Florida**

Heather P. Brinkworth, Chair  
Donna P. Korn, Vice Chair

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Ann Murray  
Dr. Rosalind Osgood  
Nora Rupert

Robert W. Runcie  
Superintendent of Schools

9/20/2019

### ADDENDUM NO. 3

ITB # FY20-016

BID NAME: Audio Visual Equipment Installation, Products and Computer Peripherals (Catalog)

TO ALL BIDDERS:

This Addendum amends the above referenced ITB in the following particulars and attached are answers to questions received:

**Delete:** FY20-016 ITB Section 8 – Bid Summary UPDATED 09.19.2019

**Insert:** FY20-016 ITB Section 8 – Bid Summary UPDATED 09.20.2019

REMEMBER: Retrieve Excel document from Demandstar to correctly complete pricing (Section 8). The screen shots contained in the ITB are for reference only to help Bidders identify the different tabs within the Excel spreadsheet. Complete the Excel document and submit both a printed copy with your bid and electronic copy (on flash drive) in Excel format (ie: .xls)

Additionally, Bidders do not need to submit bids in binders or bindings. Staples or binder clip is sufficient and will reduce waste.

This Addendum is for informational purposes only and need not be returned with your bid. By virtue of signing the "Bidder Acknowledgement", Section 1 of ITB FY20-016 Bidder certifies acceptance of this Addendum.

Sincerely,

Harmoni Clealand  
Purchasing Agent III





## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

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- **QUESTION #1:** Should we add the brands from 16-168E to this FY20-016 bid request excel? Or is the AV equipment staying under a separate bid (16-168E)/ not being bid on, at this time?

**ANSWER TO QUESTION #1:** This bid will replace 16-168E. Retrieve and review all Addendums, as this question is covered there.

- **QUESTION #2:** Also, at the pre-bid meeting, we discussed the cost up pricing; I am now seeing a discount from MSRP on the updated summary sheet- did this change? Please clarify.

**ANSWER TO QUESTION #2:** Correct. This revision was made on Addendum No. 1.



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Robert W. Runcie  
Superintendent of Schools

9/30/2019

### ADDENDUM NO. 4

ITB FY20-016

**BID NAME** Audio Visual Equipment Installation, Products and Computer Peripherals (Catalog)

#### TO ALL BIDDERS:

PLEASE NOTE: The School Board of Broward County, Florida is closed on Monday, September 30, 2019.

The Bid due date is extended to Friday, October 4, 2019. The Recommendation Tabulation date will be delayed to October 11, 2019.

Below are questions and answers.

This Addendum is for informational purposes only and need not be returned with your bid. By virtue of signing the "Bidder Acknowledgement", Section 1 of ITB FY20-016, Bidder certifies acceptance of this Addendum.

If you have already submitted your bid and want to change it as a result of the changes above or questions below, clearly indicate on the resubmitted bid that it replaces the previously submitted bid and remember that all bids must be received before the deadline.

Sincerely,

Harmoni Clealand  
Purchasing Agent III



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

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- **QUESTION #1 (a):** If I read the bid correctly, I will need to supply a letter from the manufacturer stating that I am an authorized dealer (reseller).

**ANSWER TO QUESTION #1 (a):** Per section 5.23: MANUFACTURER'S CERTIFICATION: Awardee shall supply certification from the product manufacturer confirming that Awardee is an authorized dealer to sell, warranty and service that manufacturer's product, upon request from SBBC.

- **QUESTION #1 (b):** However, you are requiring an excel price sheet for every vendor I am bidding on. In section 5.9, catalog, you are asking for a price catalog and or excel price sheet to be submitted with the bid.

**ANSWER TO QUESTION #1 (b):** The Excel price sheet is available on DemandStar and contains pre-filled brand names for Group 2 followed by blank lines which can be populated (if desired) by Bidders. An Excel price sheet for every vendor you are bidding on is not required.

You are correct, in addition, an electronic catalog is requested which lists all items available including specifics including: Brand Name, Manuf. Part Number, Bidder Part Number, SBBC's Price etc as stated in the bid.

- **QUESTION #1 (c):** Wouldn't it make more sense to get the letter of authorization and the updated price sheet for each awarded vendor at the same time?

**ANSWER TO QUESTION #1 (c):** No.

- **QUESTION #2:** What if we were already prequalified. Do I still need to fill the reference sheets for prequalification?

**ANSWER TO QUESTION #2:** This ITB does not contain a reference sheet section.

- **QUESTION #3:** That you don't want us to fill out the Supplier Diversity Utilization Report. I understand one would need to have an executed contract in order to report data and fill out the form, but just wanted to check if you wanted us to fill out our company name and our MWBE partner inf. on the form.

**ANSWER TO QUESTION #3:** Section 6 addresses the use of the Utilization Report as follows: Awardee scheduling SBE subcontracting participation will be required to submit a SBE Monthly Subconsultant/Subcontractor Utilization Report (Utilization Report) (see Attachment A) to the Supplier Diversity Outreach Program Office which will track payments to SBEs.

- **QUESTION #4:** That we don't have to fill out the Good Faith Effort form if we have a MWBE supplier. It says in the RFP that all forms have to be filled out- that's why I'm worried.



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

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**ANSWER TO QUESTION #4:** Please ensure that you have retrieved ALL ADDENDUMS from DemandStar and then review revised Attachment A which specifies which forms are MANDATORY for Group 1. Additionally, Attachment A (introduction) states: "Some forms below **MUST** be submitted with bid."

- **QUESTION #5:** Several manufacturers have many divisions all with different price structures. The Canon, you have listed is that for: Canon, DSLR cameras, Pro Camcorders Consumer Camcorders.... ?

**ANSWER TO QUESTION #5:** The Excel pricing spreadsheet contains the ability for a Bidder to add options, if needed. If a Bidder wishes to breakdown Canon or any other brand into multiple categories, then they would follow instruction 2 on the second tab (Group 2-Products) of the Excel Bid Summary Sheet: "Blank rows are provided below for use, if needed." If additional rows are needed, Bidders may add them – the Excel document is not locked. Of course, this is not needed if the Bidder wishes to extend the same discount across multiple. In other words, it makes no sense for a Bidder to manually add Brand A, Brand B and Brand C at the same discount level as the catch-all bucket "ANY BRAND NOT LISTED" line (Balance of Line items, section 5.10).

- **QUESTION #6:** Are manufacturers able to bid on this?

**ANSWER TO QUESTION #6:** Yes.

- **QUESTION #7:** If Manufacturers are able to bid, can we name resellers under bid/contract so orders and payments go through them, us as a manufacturer would manage the contract?

**ANSWER TO QUESTION #7:** Yes.



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Robert W. Runcie  
Superintendent of Schools

10/2/2019

### ADDENDUM NO. 5

ITB FY20-016

**BID NAME** Audio Visual Equipment Installation, Products and Computer Peripherals (Catalog)

#### TO ALL BIDDERS:

REMINDER: The Bid due date is Friday, October 4, 2019 with bid opening at 2 p.m. The Recommendation Tabulation date will be delayed to October 11, 2019 by 5 p.m.

Additionally, remember that it is not necessary to submit bids in binders - staples or clips are fine.

Below are questions and answers.

This Addendum is for informational purposes only and need not be returned with your bid. By virtue of signing the "Bidder Acknowledgement", Section 1 of ITB FY20-016, Bidder certifies acceptance of this Addendum.

If you have already submitted your bid and want to change it as a result of the changes above or questions below, clearly indicate on the resubmitted bid that it replaces the previously submitted bid and remember that all bids must be received before the deadline.

Sincerely,

Harmoni Clealand  
Purchasing Agent III



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### PROCUREMENT & WAREHOUSING SERVICES

- **QUESTION #1:** Can we submit our bid electronically?

**ANSWER TO QUESTION #1:** No.

- **QUESTION #2:** Can you extend the due date?

**ANSWER TO QUESTION #2:** Having extended the dates for this bid twice, we are unable to further extend the due date.

- **QUESTION #3:** If you do not require pricelists for the manufacturers listed in Group 2, how will you confirm that offered discount percentages are from the same "MSRP" or "list" prices? From our experience on similar bids, there can be quite a bit of variance between supposed "MSRP" and/or "list" prices used. Ultimately we feel that providing these pricelists upfront will allow SBBC the opportunity to better assess which vendors' pricing is truly cheaper.

**ANSWER TO QUESTION #3:** In addition to a discount schedule list for Group 2, an electronic catalog is requested which contains all items Bidder can provide.

The electronic price list is separate from the discount off list. Addendum 4 is conveying that the electronic catalog should contain specifics for all products that the Bidder offers and one large file is desired.

Let's use cereal as an Example.

Discount Schedule list:

Any cereal brand not listed below	30% off MSRP
Post brand	38% off MSRP
Kellogg's brand	65% off MSRP
General Mills brand	10% off MSRP

An Electronic Catalog would contain every specific cereal that the Bidder offers:

Brand	Product Description	MSRP	SBBC	Mfg Part#	Bidder Part#
Post	Raisin Bran	\$10	\$6.20	123-456	POST-456
Post	Alpha-Bits	\$12	\$7.44	123-555	POST-456
Malt-o-Meal	Apple Zings	\$10	\$7.00	333145	MALT-333145
General Mills	Honey Cheerios	\$6	\$5.40	GM864	GENM-864
Quaker Oats	Crunch Berries	\$10	\$5	99713	QUAK-99713

- **QUESTION #4:** Is the bid opening at 2 on Friday, October 4 ?

**ANSWER TO QUESTION #4:** Yes, bid opening is at 2 p.m. (Eastern Standard Time)





# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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## PROCUREMENT & WAREHOUSING SERVICES

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Dr. Rosalind Osgood  
Nora Rupert

Robert W. Runcie  
Superintendent of Schools

Revised 09/11/2019

8/26/2019

Dear Prospective Bidders,

**SUBJECT: Instructions to Bidders**  
**Invitation to Bid: FY20-016 Audio Visual Equipment Installation, Products and Computer Peripherals (Catalog)**

The School Board of Broward County, Florida (SBBC) is interested in receiving bids in response to the attached Invitation to Bid (ITB) for **Audio Visual Equipment Installation, Products and Computer Peripherals Catalog**. Any questions regarding this ITB should be addressed to me, in writing via e-mail to [harmoni.clealand@browardschools.com](mailto:harmoni.clealand@browardschools.com). No other School Board staff member should be contacted in relation to this ITB. Any information that amends any portion of this ITB, which is received by any method other than an Addendum issued to the ITB, is not binding on SBBC.

In order to assure that your bid is in full compliance with all requirements of the ITB, carefully read all portions of the ITB document, paying particular attention to the following areas:

### SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP)

SBBC has implemented a Supplier Diversity Outreach Program (SDOP) as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 3330 Supplier Diversity Outreach Program. The purpose of the program is to remedy the ongoing effects of identified marketplace discrimination that the School Board has found continue to adversely affect the participation of Small/Minority and/or Women Business Enterprises ("S/M/WBE") in School Board contracts. S/M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity Outreach Program Office prior to submission of bid proposal. For information on S/M/WBE Certification or Policy 3330, contact SBBC's Supplier Diversity Outreach Program at 754-321-0550 or visit <http://www.browardschools.com/sdop>.

- **NON-MANDATORY BIDDERS' CONFERENCE**

A Bidders' Conference will be held on September 6, 2019, beginning at 4 p.m. Eastern Time (ET), in the Technology and Support Services Center, Procurement and Warehousing Services, Bid Rooms 1-4, 7720 West Oakland Park Boulevard, Sunrise, Florida 33351-6704. Representatives from all interested companies are encouraged to attend.

- **SECTION 2, SUBMITTAL REQUIREMENTS**

Section 2, Submittal Requirements, is a listing of all submittals that are required to be part of your bid package. Please make sure that all required submittals have been included as part of your bid package.

- **COMPLETION OF BIDS**

The Bid Summary Sheets upon which the Bidder submits its prices shall be completed in excel. The Bidder Acknowledgement Section should be completed in full and fully executed by an authorized representative of the Bidder. SBBC reserves the right to reject any bid which is not completed in full.

- **PRICING CORRECTIONS**

If a price correction is necessary on the Bid Summary Sheet, update the excel spreadsheet. SBBC reserves the right to not tabulate any illegible entries, pencil bids or price corrections not initialed and to reject any bid containing any of these errors.

- **DUE DATE**

Bids are due in Procurement and Warehousing Services on the date and time stated on Page 1 of the ITB. In order to have your bid considered, it must be received on or before the date and time due. Bids received after 2:00 p.m. ET on date due will not be considered.

- **STATEMENT OF "NO BID"**

If you are **not** submitting a bid in response to this ITB, please complete Section 10, Statement of "No Bid" and return via e-mail to [harmoni.clealand@browardschools.com](mailto:harmoni.clealand@browardschools.com). Your response to the Statement of "No" Bid is very important to Procurement and Warehousing Services when creating future ITBs.

Thank you for your interest in SBBC. Again, if you have any questions, please contact me at the telephone number or email address stated above.

Harmoni Clealand  
Purchasing Agent III

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	The School Board of Broward County, Florida <b>PROCUREMENT AND WAREHOUSING SERVICES</b> 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 754-321-0505	<b>INVITATION TO BID</b> <b>(ITB)</b>	

**DUE DATE:** Bids due on or before 2:00 p.m. Eastern Time (ET) at Procurement & Warehousing Services:

**10/2/2019**

Check Addenda for any revised opening dates before submitting your bid. **Bid(s) received, after the date and time stated above, shall not be considered for award.** Faxed and/or emailed bids are not allowed and will not be considered for award.

ITB NO.:

**FY20-016**

RELEASE DATE:

**8/26/2019**

PURCHASING AGENT:

Harmoni Clealand  
754-321-0539

BID TITLE:

**AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS AND COMPUTER PERIPHERALS CATALOG**

## SECTION 1 – BIDDER ACKNOWLEDGEMENT

**IN ACCORDANCE WITH GENERAL CONDITION 1, THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE WHERE INDICATED BELOW AND SUBMITTED WITH THE BID. FAILURE TO PROVIDE THIS DOCUMENT, WITH THE BID, WILL RESULT IN BID BEING CONSIDERED NON-RESPONSIVE.**

Bidder's Name and state "Doing Business As", where applicable:

**"REMIT TO" ADDRESS FOR PAYMENT:** If payment(s) is/are to be mailed to address other than as stated on left, please complete section below. ☐ Check this box if address is the same as stated on the left.

Address:

P.O. Box:

City:

City:

State:

Zip Code:

State:

Zip Code:

Telephone Number:

Sales Contact:

Sales E-Mail Address:

**E-mail Address to Send Purchase Orders:**

Federal Tax Identification Number:

I hereby certify that: I am submitting the following information as my firm's (Bidder) bid and am authorized by Bidder to do so. Bidder agrees to complete and unconditional acceptance of the contents of all pages in this Invitation To Bid (ITB), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms and conditions contained in the ITB, and any released Addenda and understand that the following are requirements of this ITB and failure to comply will result in disqualification of bid submitted; Bidder has not divulged, discussed, or compared the bid with other Bidders and has not colluded with any other Bidder or party to any other bid; Bidder, its principals, or their lobbyists has not offered campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Bidder is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. Bidder acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this bid are true and accurate.

*I agree that this bid cannot be withdrawn within 90 days from date due.*

\_\_\_\_\_  
*Signature of Authorized Representative (Manual)*

\_\_\_\_\_  
*Name of Authorized Representative (Typed or Printed)*

\_\_\_\_\_  
*Title of Authorized Representative*

\_\_\_\_\_  
*E-Mail Address of Authorized Representative*

## SECTION 2 – SUBMITTAL REQUIREMENTS

In order to assure that your bid is in compliance with bid requirements, please verify that the items indicated by the ☒ below are included with your bid.

<input checked="" type="checkbox"/> Bidder Acknowledgement *See General Condition 1	<input checked="" type="checkbox"/> Conflict of Interest Form *See General Condition 11	<input checked="" type="checkbox"/> Certificate of Debarment *See General Condition 45	<input checked="" type="checkbox"/> Bidder Preference Form *See General Condition 1 (d)
<input type="checkbox"/> Manufacturers Authorization *See Special Condition 5.23	<input checked="" type="checkbox"/> One Printed, Hard Copy of Bid	<input checked="" type="checkbox"/> Electronic Copy of Bid on Flash Drive	<input checked="" type="checkbox"/> S/M/WBE Participation Forms *See Section 6

**Note: If your firm wishes to not submit a bid in response to the ITB, please complete and return, via mail or fax, the Statement of No Bid attached as the last page of this ITB.**

## SECTION 3 – CALENDAR

Monday, August 26, 2019

Release of ITB FY20-016

**Friday, September 6, 2019 \***

Non-Mandatory Bidder's Conference @ **4 p.m.** ET  
in Procurement & Warehousing Services Department at:  
7720 West Oakland Park Blvd. Suite 323  
Sunrise, Florida 33351-6704

**Friday, September 13, 2019**

Bidder's written questions due on or before 5 p.m. ET  
via email to [harmoni.clealand@browardschools.com](mailto:harmoni.clealand@browardschools.com)

**Friday, September 20, 2019**

SBBC answers to questions will be posted (on DemandStar)

**Wednesday, October 2, 2019 \***

Bids due on or before 2 p.m. ET  
in Procurement & Warehousing Services Department at:  
7720 West Oakland Park Blvd. Suite 323  
Sunrise, Florida 33351-6704

**Tuesday, October 8, 2019**

Posting of Recommendation

*\*These are public meetings. SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.*

*Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158*

## SECTION 4 – GENERAL CONDITIONS

1. **SEALED BID REQUIREMENTS:** The "Bidder Acknowledgement Section" must be completed, signed and returned with the bid. The Bid Summary Sheet pages on which the Bidder actually submits a bid, and any pages, upon which information is required to be inserted, must be completed and submitted with the bid. **The School Board of Broward County (SBBC) reserves the right to reject any bid that fails to comply with these submittal requirements.**
    - a) **BIDDER'S RESPONSIBILITY:** It is the responsibility of the Bidder to be certain that all numbered pages of the bid and all attachments thereto are received and all Addendum released are received prior to submitting a bid without regard to how a copy of this ITB was obtained. All bids are subject to the conditions specified herein on the attached bid documents and on any Addenda issued thereto.
    - b) **BID SUBMITTED:** Completed bid must be submitted in a sealed envelope with bid number and name clearly typed or written on the front of the envelope. Bids must be time stamped in Procurement and Warehousing Services **on or before 2:00 p.m. ET on date due** for bid to be considered. Bids shall be opened at 2:00 p.m. ET on date due. Bids submitted by telegraphic or facsimile transmission shall not be accepted.
    - c) **EXECUTION OF BID:** Bid must contain an original manual signature of an authorized representative in the space provided above. All bids must be completed in ink or typewritten. **If a price correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All price corrections must be initialed by the person signing the bid even when using opaque correction fluid. SBBC reserves the right to reject any bid or bid item completed in pencil or any bid that contains illegible entries or price corrections not initialed.**
    - d) **BIDDING PREFERENCE LAWS: ALL BIDDERS MUST COMPLETE AND SUBMIT THE LEGAL OPINION OF BIDDING PREFERENCE FORM IN ORDER TO BE CONSIDERED FOR AWARD.** The State of Florida provides a Bidder's preference for Florida vendors for the purchase of personal property. The local preference is five (5) percent. Bidders outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Section 2, Chapter 287.084, Florida Statutes, execute the "Legal Opinion of Bidding Preference" form and must submit this form with the submitted bid. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Chapter 287.084, Florida Statutes. Florida Bidders must also complete its portion of the form. Failure to submit and execute this form, with the bid, shall result in bid being considered "non-responsive" and bid rejected.
  2. **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. Prices must be stated in units to quantity specified in the bidding specification. In case of discrepancy in computing the amount of the bid, the **Unit Price** quoted shall govern.

All prices quoted shall be F.O.B. destination and freight prepaid (Bidder pays and bears freight charges). Awardee owns goods in transit and files any claims. Discounts for prompt payment: Award, if made, shall be in accordance with terms and conditions stated herein. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. **Cash or quantity discounts offered shall not be a consideration in determination of award of bid(s).** If an Awardee offers a discount or offers terms less than Net 30, it is understood that a minimum of 30 days shall be required for payment, and if a payment discount is offered, the discount time shall be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

    - a) **TAXES:** SBBC does not pay Federal Excise and State taxes on direct purchase 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 SBBC owned real property as defined in Chapter 192, Florida Statutes.
    - b) **MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so shall be at Bidder's risk.
    - c) **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of this bid) unless otherwise specified. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.
    - d) **UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the Bid, all manufactured items and fabricated assemblies shall be UL listed where such has been established by UL for the item(s) offered and furnished. In lieu of the UL listing, Bidder may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.
- e) **BIDDER'S CONDITIONS:** Bid conditions and specifications **shall not** be changed, altered or conditioned in any way. SBBC specifically reserves the right to reject any conditional bid.
  3. **SAMPLES:** Samples of items, when required, must be furnished free of expense within five (5) working days of request unless otherwise stated and, if not destroyed, will, upon request, be returned at the Bidder's expense. Bidders shall be responsible for the removal of all samples furnished within 30 days after bid opening. All samples shall be disposed of after 30 days. Each individual sample must be labeled with Bidder's name, bid number and item number. Failure of Bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid item. Unless otherwise indicated, samples should be delivered to Procurement and Warehousing Services, The School Board of Broward County, Florida, 7720 West Oakland, Park Boulevard, Suite 323, Sunrise, Florida 33351-6704.
  4. **DELIVERY:** All deliveries shall be F.O.B. destination point. Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of Purchase Order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, excluding state holidays and days during which SBBC administration is closed.
  5. **INTERPRETATIONS:** Any questions concerning conditions and specifications must be submitted in writing and received by Procurement and Warehousing Services no later than **ten working days, or as stated in the Special Conditions**, prior to the original bid opening date. If necessary, an Addendum shall be issued.
  6. **AWARDS:** In the best interest of SBBC, SBBC reserves the right to: 1) withdraw this ITB at any time prior to the time and date specified for the bid opening; 2) to reject any or all bids received when there are sound documented business reasons that serve the best interest of SBBC; 3) to accept any item or group of items unless qualified by Bidder; and 4) to acquire additional quantities at prices quoted on this ITB unless additional quantities are not acceptable, in which case, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." All awards made as a result of this bid shall conform to applicable Florida Statutes and shall be governed by the laws of the State of Florida, and must have venue established in the 17<sup>th</sup> Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
  7. **BID OPENING:** Shall be public, on the date and at the time specified on the bid form. All bids received after that time shall not be considered.
  8. **ADVERTISING:** In submitting a bid, Bidder agrees not to use the results there from as a part of any commercial advertising without prior approval of SBBC.
  9. **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance shall be at destination unless otherwise provided. Title to/ or risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by the buyer unless loss or damage resulting from negligence by the buyer. If the materials or services supplied to SBBC are found to be defective or not conform to specifications, SBBC reserves the right to cancel the order upon written notice to the seller and return product at Awardee's expense.
  10. **PAYMENT:** Payment shall be made by SBBC after the items awarded have been received, inspected, found to comply with award specifications and free of damage or defect and properly invoiced. All payments shall be made by ACH (Automated Clearing House) for automatic deposits (credits).
  11. **CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP:** Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Bidder is to disclose any employees it has who are also SBBC employees by submitting Attachment 1, Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship, with its Bid. Any employees identified by the Bidder when completing Attachment 1 should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
  12. **INSURANCE:** Bidder, by virtue of submitting a bid, shall be in full compliance with paragraph 20: LIABILITY INSURANCE, LICENSES AND PERMITS of the General Conditions. Insurance Requirements are shown in FORMS AND ATTACHMENTS Section of this ITB. Bidder shall take special notice that SBBC shall be named as an additional insured under the General Liability policy including Products Liability.

The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service. All policies must remain in effect during the performance of the contract.

13. **LICENSES, CERTIFICATIONS AND REGISTRATIONS:** As of the Bid Opening Date, Bidder must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for Bid to be considered a responsive and responsible Bid. Licenses, Certifications and Registrations required for this Bid shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to time; by the State Requirements for Educational Facilities (SREF), latest version; and by Broward County, Florida. Bidder must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its Bid or within five working days of notification.  
*An Awardee who has any License, Certification or Registration either suspended, revoked or expired after the date of the Bid Opening, shall provide notice to the Director of Procurement & Warehousing Services within five working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the Bid Opening shall not relieve the Awardee of its responsibilities under this ITB.*
14. **PATENTS & ROYALTIES:** The Awardee, without exception, shall indemnify and save harmless SBBC and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by SBBC. If the Awardee uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
15. **OSHA:** The Awardee warrants that the product supplied to SBBC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition shall be considered as a breach of contract.
16. **SPECIAL CONDITIONS:** The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual bids. Any and all Special Conditions that may vary from these General Conditions shall have precedence.
17. **ANTI-DISCRIMINATION:** SBBC, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits, Employment Services and EEO Compliance at 754-321-2150 or Teletype Machine TTY 754-321-2158.
18. **QUALITY:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new unless otherwise specified. The items bid must be new, the latest model, of the best quality and highest grade workmanship.
19. **LIABILITY INSURANCE, LICENSES AND PERMITS:** Where Awardees are required to enter or go onto SBBC property to deliver materials or perform work or services as a result of a bid award, the Awardee agrees to The Hold Harmless Agreement stated herein and shall assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The Awardee shall be liable for any damages or loss to SBBC occasioned by negligence of the Awardee (or agent) or any person the Awardee has designated in the completion of the Contract as a result of their bid.
20. **BID BONDS, PERFORMANCE BONDS AND CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the bid in the amount specified in Special Conditions. Bid bonds shall be returned to non-Awardees. After acceptance of bid, SBBC shall notify the Awardee to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. Upon receipt of the performance bond, the bid bond shall be returned to the Awardee.
21. **CANCELLATION:** In the event any of the provisions of this bid are violated by the Awardee, the Superintendent shall give written notice to the Awardee stating the deficiencies and unless deficiencies are corrected within five days, recommendation shall be made to SBBC for immediate cancellation.
22. **IRREVOCABILITY OF BID:** A bid may not be withdrawn before the expiration of 90 days from the date of bid opening.
23. **INFORMATION NOT IN ITB:** No verbal or written information which is obtained by a Bidder other than by information within this document or Addenda to this ITB shall be binding on SBBC.
24. **EXPENDITURE:** No guarantee is given or implied as to any sums payable or the quantity or scope of any award under this ITB. SBBC is not obligated to place any order for goods/services as a result of this award. Order placement shall be based upon the needs and best interest of SBBC.
25. **BILLING INSTRUCTIONS:** Invoices, unless otherwise indicated, must show Purchase Order numbers and shall be submitted in duplicate to The School Board of Broward County, Florida, Accounting and Financial Reporting Department, Attn: Accounts Payable, 600 S.E. 3<sup>rd</sup> Avenue, 7<sup>th</sup> Floor, Fort Lauderdale, Florida 33301. (Unless otherwise stated in the Special Conditions) Payment shall be made a minimum of 30 days after delivery, authorized inspection and acceptance. When vendors are directed to send invoices to a school, the school shall make direct payments to the vendor.
26. **NOTE TO VENDORS DELIVERING TO CENTRAL WAREHOUSE:** Receiving hours are Monday through Friday (excluding state holidays and days during which SBBC administration is closed) **7:00 a.m. to 2:00 p.m. ET.**
27. **SUBSTITUTIONS:** SBBC *SHALL NOT* accept substitute shipments of any kind. Awardees are expected to furnish the brand quoted in their bid once awarded by SBBC. Any substitute shipments shall be returned at the Awardee's expense.
28. **FACILITIES:** SBBC reserves the right to inspect the Awardee's facilities at any time with prior notice. SBBC may use the information obtained from this in determining whether a Bidder is a responsible Bidder.
29. **ASBESTOS AND FORMALDEHYDE STATEMENT:** All building materials, pressed boards, and furniture supplied to SBBC shall be **100% asbestos free. It is desirable that all building materials, pressed boards and furniture supplied to SBBC also be 100% formaldehyde free.** Bidder, by virtue of bidding, certifies by signing bid that, if awarded this bid, only building materials, pressed boards, and/or furniture that is **100% asbestos free** shall be supplied.
30. **ASSIGNMENT:** Neither any award of this bid nor any interest in any award of this bid may be assigned, transferred or encumbered by any party without the prior written consent from the Director, Procurement and Warehousing Services. There shall be no partial assignments of this ITB including, without limitation, the partial assignment of any right to receive payments from SBBC.
31. **EXTENSION:** In addition to any extension options contained herein, SBBC is granted the right to extend any award resulting from this bid for the period of time necessary for SBBC to release, award and implement a replacement bid for the goods, products and/or services provided through this bid. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBBC's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six months from (a) the termination date of a contract entered into as a result of this bid or (b) the termination date under any applicable period of extension under a contract entered into as a result of this bid.
32. **OMISSION FROM THE SPECIFICATIONS:** The apparent silence of this specification and any Addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best available units shall be provided and the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.
33. **SUBMITTAL OF INVOICES:** All Bidders are hereby notified that any invoice submitted as a result of the award of this bid must be in the same format as any Purchase Order released as a result of the award of this bid. **Each line of the invoice must reference a corresponding single line shown on the Purchase Order.** A single invoice line must not correspond to or commingle the cost shown on multiple Purchase Order lines. An invoice submitted that does not follow the same format and line numbering as shown on the Purchase Order shall be deemed to be not correct, and may be returned to the vendor by the Accounts Payable Department for correction. Address for submitting invoices is included on Purchase Order.
34. **PURCHASE AGREEMENT:** This bid and the corresponding Purchase Orders shall constitute the complete agreement. SBBC shall not accept proposed terms and conditions that are different than those contained in this Invitation to Bid, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a bid, Awardee agrees to not submit to any SBBC employee, for signature, any document that contains terms and conditions that are different than those contained herein and that in the event any document containing any term or condition that differs from those contained herein is executed, said document shall not be binding on SBBC.
35. **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the Awardee to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from Awardee's equipment and all access privileges must be revoked. Final payment shall be withheld until the Awardee has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.



36. **PROTESTING OF BID CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this ITB, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, within 72 hours after electronic release of the competitive solicitation or Addendum and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays or days during which SBBC administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which SBBC administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday, Sunday, state holiday or day during which SBBC administration is closed. Section 3 b, Chapter 120.57, Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based."**
- Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 3, Chapter 120.57, Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320, within the time allowed for filing a bond, shall constitute a waiver of proceedings. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by SBBC Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing shall not be acceptable for the filing of bonds.
37. **POSTING OF BID RECOMMENDATIONS/TABULATIONS:** ITB Recommendations and Tabulations shall be posted in Procurement and Warehousing Services and on [www.demandstar.com](http://www.demandstar.com) on 10/8/19 by 5 p.m. ET, and shall remain posted for 72 hours. Any change to the date and time established herein for posting of ITB Recommendations/Tabulations shall be posted in Procurement and Warehousing Services and/or at [www.demandstar.com](http://www.demandstar.com) (under the document section for this ITB). In the event the date and time of the posting of ITB Recommendations/Tabulations is changed, it is the responsibility of each Bidder to ascertain the revised date of the posting of ITB Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the ITB tabulation and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays and days during which SBBC administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which SBBC administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday or Sunday, state holiday or days during which SBBC administration is closed. No submissions made after the Bid opening amending or supplementing the Bid shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based"**. Any person who files an action protesting an intended decision shall post with SBBC, **at the time of filing the formal written protest**, a bond, payable to SBBC, in an amount equal to one percent (1%) of SBBC's estimate of the total volume of the contract. SBBC shall provide the estimated contract amount to the vendor within 72 hours, excluding Saturdays, Sundays and other days during which SBBC administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. **All documentation necessary for the protest proceedings shall be provided electronically by SBBC.**
37. (Continued):  
**Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320 within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing shall not be acceptable for the filing of bonds.**
38. **SUBMITTAL OF BIDS:** All Bidders are reminded that it is the sole responsibility of the BIDDER to assure that their bid is time stamped in PROCUREMENT AND WAREHOUSING SERVICES on or before 2:00 p.m. ET on date due. The address for bid submittal, including hand delivery and overnight courier delivery, is indicated as: 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704. The Bidder is fully and completely responsible for the payment of all delivery costs associated with the delivery of their bid or related material. Procurement and Warehousing Services shall not accept delivery of any bid or related material requiring SBBC to pay for any portion of the delivery cost or the complete delivery cost. Prior to bid submittal, it is the responsibility of the Bidder to be certain that all Addenda released have been received, that all Addendum requirements have been completed, and that all submittals required by the Addendum have been timely filed. (See General Condition 1.)
39. **PACKING SLIPS:** It shall be the responsibility of the Awardee to attach all packing slips to the OUTSIDE of each shipment. Packing slip must reference SBBC Purchase Order number/control number. Failure to provide packing slip attached to the outside of shipment shall result in refusal of shipment at Awardee's expense.
40. **USE OF OTHER CONTRACTS:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other school s, other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per SBBC and/or Rule 6A-1.012, Florida Administration Code as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this bid if it is in its best interest to do so.
41. **INDEMNIFICATION:** This General Condition of the bid is NOT subject to negotiation and any bid that fails to accept these conditions shall be rejected as "non-responsive."
- a) SBBC agrees to be fully responsible for its acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by SBBC. Nothing herein shall be construed as consent by SBBC to be sued by third parties in any matter arising out of any contract. Nothing herein shall be construed as a waiver by SBBC of any rights or limits to liability under Section 768.28, Florida Statutes.
- b) AWARDEE agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the AWARDEE, its agents, servants or employees; the equipment of the AWARDEE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of AWARDEE or the negligence of AWARDEE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the AWARDEE, SBBC or otherwise.
42. **PURCHASE BY OTHER PUBLIC AGENCIES:** With the consent and agreement of the awarded contractor(s), purchases may be made under this bid by other agencies. Such purchases shall be governed by the same terms and conditions as stated herein.
43. **GOVERNING LAW:** This ITB, and any award(s) resulting from this ITB shall be interpreted and construed in accordance with the laws of the State of Florida. Any protests arising from this ITB shall be subject to Section 120.57(3), Florida Statutes. Any disputes or controversies arising out of a contract award under this ITB shall be submitted to the jurisdiction of the state courts of the Seventeenth Judicial Circuit Court in and for Broward County, Florida.



44. **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that 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 [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.
45. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION - Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a government-wide system for non-procurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and § 85.215, Exception Provision, debarment or suspension of a participant in a program by one agency shall have government-wide effect. A lower tier covered transaction is, in part, any transaction between a participant [SBBC] and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person shall have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any bid submitted in connection with such lower tier covered transactions.
- CERTIFICATION**
- a) The prospective lower tier participant certifies, by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
- Every time a Bid is submitted that includes reference to this Form, a new Form is required. Any Bid that does not include this required Form shall not be evaluated and shall not be considered for award. **A signature is required on BOTH the Debarment Form AND the Invitation to Bid page.** A signature on one document cannot be substituted for the signature required on the other document. **Failure to complete and sign both documents requiring signature shall result in rejection of bid submitted.**
46. **REASONABLE ACCOMMODATION:** Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine TTY 754- 321-2158.
47. **SEVERABILITY:** In case of any one or more of the provisions contained in this Bid shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Bid shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.
48. **DISTRIBUTION:** DemandStar by Onvia, [www.demandstar.com](http://www.demandstar.com), is the official method approved by Procurement and Warehousing Services for the distribution of all competitive solicitations including ITBs and RFPs. It is the responsibility of all Bidders to assure they have received all necessary documents, including Addenda and have included all necessary information within their response. SBBC is not responsible for Bidder's failure to obtain complete bidding documents from DemandStar. SBBC reserves the right to reject any bid as non-responsive for failure to include all necessary documents or required Addenda. For information regarding the above referenced solicitation, contact the designated Purchasing Agent as stated herein.
49. **LOBBYIST ACTIVITIES:** In accordance with SBBC Policy 1100B, as currently enacted or as amended from time to time, persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.
- a) A lobbyist is defined as a person who for immediate or subsequent compensation, (e.g., monetary profit/personal gain) represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.
- b) A lobbyist is not considered a person representing school-affiliated groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
- c) Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from Official School Board Records, School Board Member's Offices or the Superintendent's Office and shall be recorded on SBBC's website, [www.browardschools.com](http://www.browardschools.com).
- d) The lobbyist must disclose any direct business association with any current elected or appointed official or employee of SBBC or any immediate family member of such elected or appointed official or employee of SBBC.
- e) Senior-level employees (Pay Grade 30 and above) and/or School Board Members are prohibited from lobbying activities for one year after resignation or retirement or expiration of their term of office.
50. **TIE BID PROCEDURES:** When identical prices are received from two or more Bidders and all other factors are equal, priority for award shall be given to Bidders in the following sequence:
- A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of Chapter 287.087, Florida Statutes, as currently enacted or as amended from time to time;
  - The Broward County Certified Minority/Women Business Enterprise Bidder;
  - The Palm Beach County or Miami-Dade County Certified Minority/Women Business Enterprise Bidder;
  - The Florida Certified Minority/Women Business Enterprise Bidder;
  - The Broward County Bidder, other than a Minority/Women Business Enterprise Bidder;
  - The Palm Beach County or Miami-Dade County Bidder, other than a Minority/Women Business Enterprise vendor;
  - The Florida Bidder, whose main office is in the State of Florida, other than a Minority/Women Business Enterprise vendor.
  - If application of the above criteria does not indicate a priority for award, the award shall be decided by a coin toss. The coin toss shall be held publicly in Procurement and Warehousing Services; the tie low bid Bidders invited to be present as witnesses.
- Included as a part of these bid documents is a Form entitled **SWORN STATEMENT PURSUANT TO CHAPTER 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS**. This form shall be used by the Bidder to certify that it has implemented a drug-free workplace program. In order for bid to be considered, the Invitation to Bid form (Page 1 of this bid) must be properly signed in order for the bid to be considered. A Bidder cannot sign this form in lieu of properly signing the Invitation to Bid form.
51. **DISPUTES:** in the event of a conflict between the documents, the order of priority of the documents shall be as follows:
- Addenda released for this ITB, with the latest Addendum taking precedence, then;
  - The ITB; then
  - Bidder's submitted bid.
- In case of any other doubt or difference of opinion, the decision of SBBC shall be final and binding on both parties.

52. **MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION:** SBBC has implemented a Minority/Women Business Enterprise (M/WBE) Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available minority and women businesses within the Board's market area to compete for the award of SBBC construction and purchasing contracts. M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program Office prior to submission of Bid. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or visit [www.browardschools.com/sdop](http://www.browardschools.com/sdop).
53. **SBBC MATERIAL NUMBER:** The seven-digit number shown in parenthesis at the beginning of an item on the Bid Summary Sheet represents SBBC's material number for the item. It does not represent any manufacturer/distributor model/part number.
54. **SBBC PHOTO IDENTIFICATION BADGE:**
- Background Screening:** Awardee agrees to comply with all the requirements of Sections 1012.32 and 1012.465, Florida Statutes, and that Awardee and all its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds shall successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. **Personnel shall include employees, representatives, agents or sub-contractors performing duties under the contract to SBBC, and who meet any or all of the three requirements identified above.** This background screening shall be conducted by SBBC in advance of Awardee or its personnel providing any services. Awardee shall bear the cost of acquiring the background screening required under Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Awardee and its personnel. The Parties agree that the failure of Awardee to perform any of the duties described in this section shall constitute a material breach of this ITB entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. Awardee agrees to indemnify and hold harmless SBBC, its officers and employees of any liability in the form of physical or mental injury, death or property damage resulting in Awardee's failure to comply with the requirements of this section or Sections 1012.32 and 1012.465, Florida Statutes.
- SBBC issued identification badges must be worn at all times when on SBBC property and must be worn where they are visible and easily readable.**
- As of July 1, 2015, Fieldprint, Inc. has been contracted to provide all background and fingerprinting services. All questions pertaining to fingerprinting, photo identification and background check services must be directed to the Project Coordinator at 754-321-1830 or 754-321-2374. **Each individual, for whom a SBBC photo identification badge is requested, must be registered into the Fieldprint, Inc. applicant enrollment website.** A background check shall be conducted for each badge applicant. SBBC reserves the right to require additional information, should it be necessary, and to deny the issuance of a badge to an applicant. Any applicant, that has been denied a badge, is prohibited from entering SBBC property as an employee, sub-contractor or agent of a contract Awardee. **Applicant enrollment and scheduling website is [www.fieldprintflorida.com](http://www.fieldprintflorida.com).** The total fee(s) for the SBBC photo identification badge, fingerprinting and a FBI background check can be found at the following website: [http://www.broward.k12.fl.us/police/pdf/seccl/FIELDPRINT\\_CODES.pdf](http://www.broward.k12.fl.us/police/pdf/seccl/FIELDPRINT_CODES.pdf). Payment options can be made by electronic check (e-check), Visa, MasterCard or use of an established escrow account code. **These fees are non-refundable and are subject to change without notice. Badges are issued for a one-year period and must be renewed annually. The renewal date shall be one year from date of issuance. Failure to renew the badge, at that time, shall result in the Awardee being required to re-apply and pay the going rate for badging and fingerprinting.**
- Awardees shall return expired and/or terminated employee badges to the following location: The School Board of Broward County, Florida, Attn: Fieldprint, Inc., 600 S.E. 3<sup>rd</sup> Avenue, Fort Lauderdale, Florida 33301.**
55. **AUDIT AND INSPECTION OF AWARDEE'S DOCUMENTS AND RECORDS:** The District or its representative reserves the right to inspect and/or audit all the Awardee's documents and records as they pertain to the products and services delivered under this agreement. Such rights shall be exercised with notice to the Awardee to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District or State's representative and may include but are not limited to all correspondence, ordering, payment, inspection, and receiving records, contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Awardee(s).
56. **ORIGINAL DOCUMENT FORMAT:** Only the terms and conditions of this solicitation as they were released by SBBC, or amended via Addendum, are valid. Any modification to any term or condition by a Bidder is not binding unless it is expressly agreed to, in writing, by SBBC.
57. **CREDIT CARDS:** Individual schools and departments may place some orders and utilize, as the form of payment, a District-issued credit card to the extent authorized by SBBC. These orders shall be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e. within 48-72 hours), thereby eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all Awardees must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery. District work locations may request that an Awardee maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual credit card number upon every purchase.
58. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items offered may be tested for compliance with bid conditions and specifications at any time. Items delivered, not conforming to bid conditions or specifications, may be rejected and returned at Awardee's expense. Goods or services not delivered as per delivery date in bid and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Awardee. Any violation of these stipulations may also result in:
- For a period of two years, any bid submitted by Awardee shall not be considered and shall not be recommended for award.
  - All departments being advised not to do business with Awardee.
59. **CONE OF SILENCE:** Any Bidder, or lobbyist for a Bidder, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School District employee after Procurement and Warehousing Services releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated Purchasing Agent unless so notified by Procurement and Warehousing Services. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by SBBC. Further, any Awardee, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Awardee is attempting to sell goods or services to SBBC. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. **Any Bidder or lobbyist who violates this provision shall cause their Bid (or that of their principal) to be considered non-responsive and therefore be ineligible for award.**
60. **TERMINATION:** This contract award may be terminated with or without cause by SBBC during the term hereof thirty (30) days after the Superintendent gives written notice to the other parties that a recommendation shall be made to SBBC for the contract award's termination.
61. **EVALUATION AND BIDS:** SBBC evaluates all Bids in accordance with Chapters 119.071 and 286.0113, Florida Statutes.

62. **MEET OR RELEASE:** If during the contract term, SBBC is offered a lower price from a third party supplier for a product or service awarded under this contract, or offers another item that meets or exceeds the specifications for the item at a lower price than the awarded price, SBBC shall request Awardee to meet the lower price offered by the third party supplier. Awardee shall be required to respond to this request within three (3) days of request. If Awardee is unable to meet the lower price, SBBC shall be released from its contractual obligation to purchase the item under this contract. No response to this request shall indicate that Awardee is unable to offer item at a lower price. This action, purchasing awarded item from third party supplier, shall not hold SBBC in default of contract. Each purchase shall be considered separate and apart from each other.

63. **CONFIDENTIAL RECORDS:** Notwithstanding any provision to the contrary within this Contract, any party contracting with SBBC under this Contract shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; Family Educational Rights and Privacy Act (FERPA), and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

*Awardee agrees that it may create, receive from or on behalf of SBBC, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it shall: (1) hold the Confidential Records in strict confidence and shall not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the SBBC in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the SBBC, Awardee agrees to provide SBBC with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the SBBC to terminate any Agreement with Awardee.*

64. **PROPRIETARY INFORMATION:** Pursuant to Chapter 119, Florida Statutes, bids received as a result of this ITB shall not become public record until thirty (30) days after the date of opening or until posting of the recommendation for award, whichever occurs first. Thereafter, all bid documents or other materials submitted by all Bidders in response to this ITB shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its bid is confidential and exempt, long with specific citations of the Florida Statutes establishing the confidentiality or exemption. Failure to identify the portions of the bid claimed to be exempt or the specific statutory authority establishing the exemption shall be deemed a waiver by the Bidder that any unidentified portion of the bid is confidential or exempt from disclosure under Chapter 119, Florida Statutes.

Should a public records request for bid documents or other materials submitted by a Bidder be submitted, SBBC shall notify the contact person identified in the bid of the request in writing. The notice provided shall indicate that requested materials shall be produced unless, within ten (10) calendar days of the date of the written notification, the Awardee initiated an action in a court of competent jurisdiction to obtain an injunction or protective order prohibiting the release of the requested materials. Awardee shall name the party requesting the materials as a defendant and shall not name SBBC as a party to the action. Awardee agrees to hold SBBC harmless from any award to a plaintiff for damages, costs or attorney's fees based on nondisclosure of information asserted to be confidential and exempt. Failure to timely initiate the action shall be deemed a waiver by the Awardee that the requested information is confidential and exempt. Awardee agrees to waive any cause of action it may have against SBBC for the release of materials pursuant to a public records request except those based on the intentional or grossly negligent conduct of any employee of SBBC. Submission by a Bidder in response to this ITB shall be deemed as Bidder's consent to the foregoing conditions.

## SECTION 5 – SPECIAL CONDITIONS AND SCOPE

**5.1 INTRODUCTION AND SCOPE:** The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires bids on Audio Visual Equipment Installation, Products and Computer Peripherals as specified herein. This bid contains two (2) groups: Group 1 is Installation and/or Service and Group 2 is Products. Prices quoted shall include inside delivery to various schools, departments and centers within Broward County, Florida. The Awardee shall receive individual Purchase Orders specifying the name and "ship to" address of the various schools, departments and centers. Normal business hours vary by school, center and department, the Awardee is responsible for confirming with each location prior to attempting delivery or installation. Refer to the following definitions to ensure clarity.

**5.1.1 Installation:** Defined as Audio Visual equipment that is ceiling mounted or wall mounted and is a complete solution. Requires communication with SBBC's **Information & Technology (I&T) Department** to conduct walk through to ensure SBBC technology standards are followed, providing quote with written scope of work, and compliance with SBBC Building Department processes, guidelines and requirements in obtaining permits required for installation.

**5.1.2 Assembly:** Defined as Audio Visual equipment that when components assembled is a complete standalone solution.

MUST BE SUBMITTED IN TIME FOR BID OPENING:

- One (1) signed hard copy of the ITB including a printed copy of the Bid Summary Sheet.
- One (1) flash drive containing identical electronic version of the bid (pdf format preferred), Bid Summary Spreadsheet as a separate Excel (.xls) document and Excel document containing complete catalog price file.

NOTE: If there is a discrepancy between the hard copy and the electronic copy, the original hard copy shall govern.

**5.2 INFORMATION:** Any questions by prospective Bidders concerning this Invitation to Bid should be addressed to Harmoni Clealand, Procurement and Warehousing Services, via e-mail at [harmoni.clealand@browardschools.com](mailto:harmoni.clealand@browardschools.com) who is solely authorized to direct the attention of prospective Bidders to various portions of the bid so they may read and interpret such for themselves. Neither Harmoni Clealand, nor any employee of SBBC, is authorized to interpret any portion of the bid or give information as to the requirements of the bid in addition to that contained in the written bid document. Questions should be submitted in accordance with General Condition 5. Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to Bidders only by written Addendum. Any verbal or written information, which is obtained other than by information in this ITB document or by Addenda, shall not be binding on SBBC.

**5.3 TERM:** The term of the bid shall be for three (3) years, and may, by mutual agreement between SBBC and the Awardee(s), be renewed for two additional one-year periods and, and if needed, 90 days beyond the expiration date of the final renewal period. Bids shall not be considered for a shorter period of time. If only one bid is received, the term of the contract shall be reduced to one year.

**5.4 CONTRACT RENEWAL:** The term of the bid shall be for three (3) year(s), and may, by mutual agreement between SBBC and the Awardee(s), be renewed for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. Procurement and Warehousing Services, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee shall be notified when the recommendation has been acted upon by the School Board. All prices shall be firm through the period stated in Special Condition 5.24 - Price Adjustments for the term of the contract. The Bidder(s) agrees to this condition by signing its bid.

**5.5 AWARD:** Bid shall be awarded by **GROUP** to all responsive and responsible Bidders to establish a pool of vendors meeting all specifications, terms and conditions, offering a firm-fixed hourly rate for Group 1 and firm-fixed minimum percentage discount from manufacturer's suggested retail pricelist (MSRP) for Group 2. Hourly rate for Group 1 and Percentage discount for Group 2 offered must be stated in the spaces provided on the Bid Summary Sheet (see Section 8 for additional details). Hourly rate for Group 1 and percentage discount from MSRP for Group 2 offered must remain firm throughout the contract period. All Awardees should be in a favorable position to compete for SBBC's business, however, those who offer the lowest hourly cost and/or greatest discount shall obtain the largest volume of business.

After award of this bid, any Awardee who violates any specification, term or condition of this bid can be found in default of its contract, have its contract canceled, be subject to the payment of liquidated damages, and be removed from the bid list and not be eligible to do business with SBBC for two years, as described in General Conditions 21 and 58.

**5.6 PRICING OFFERED:** Bidder should indicate in all spaces provided on the Bid Summary Sheet their firm-fixed hourly rate for Group 1 and **fixed minimum percentage discount from (MSRP) for Group 2. Fixed hourly rate and minimum percentage discount offered must be stated in the spaces provided on the Bid Summary Sheet (see Section 8 for more information) and must remain firm throughout the contract period.**

Awardee may offer SBBC additional educational discounts at any time and invoice SBBC at a lower price. Supplies and equipment for the purpose of this bid shall be defined as:

**5.6.1 ACCESSORY:** Any catalog item whose net price is under \$1,000.00.

**5.6.2 EQUIPMENT:** Any catalog item whose net price is \$1,000.00 or more.

- 5.7 PRICE AUDIT:** SBBC reserves the right to audit. Awardee shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this bid to analyze and verify the satisfactory performance of the terms and conditions of this bid and to evaluate, analyze and verify the applicable business records of Awardee directly relating to this Agreement and to verify the accuracy of invoices provided to SBBC. Such audit shall be no more than one (1) time per calendar year, but SBBC retains the right of audit for five (5) years after the final payment by SBBC to Awardee pursuant to this bid. Failure by Awardee to permit audit shall constitute grounds for termination of their award and shall be grounds for SBBC's denial of some or all of Awardee's claims for payment.
- 5.8 OVERCHARGES AND UNAUTHORIZED CHARGES:** If an audit conducted in accordance with section 5.7 reveals overcharges or unauthorized charges to SBBC by Awardee, the actual audit shall be paid by Awardee, refund of overcharge amount plus penalty. Awardee shall pay said sum to SBBC within twenty (20) days of receipt of written demand, unless otherwise agreed to in writing by both parties.
- 5.9 CATALOG / PRICE LIST (GROUP 2):** Bidders shall include an electronic catalog price list indicating all items Bidder can furnish. Price list shall include MSRP or list price, manufacturer's name, manufacturer's part number and item description. An Excel file is the preferred format for this catalog/price list. If Bidder does not submit catalog/price list with the Bid, a communication will be sent to Bidder notifying of non-compliance. Bidder must submit the catalog/price list within the timeframe indicated in the communication to be considered for award. Failure of the Bidder to furnish with the bid or upon request may result in disqualification of bid.
- 5.10 ADDITIONAL PRICING / BALANCE OF LINE (GROUP 2):** Bidders should indicate in the spaces provided on the Bid Summary Sheet the discount off MSRP percentage that will be used for the term of the contract for products from manufacturers otherwise not listed on the Bid Summary Sheet.
- 5.11 PRODUCT ACQUISITION (GROUP 2):** SBBC intends to establish an electronic price book capable of importing catalog/price list from Awardee. Price list shall include manufacturer name, manufacturer's part number, item description, Awardee's part number, MSRP, discount off MSPR and SBBC's net price based on discount off MSRP as defined within this bid. Awardee shall provide data to SBBC electronically, in a format to be determined by SBBC, from which SBBC can create requisitions and Purchase Orders. If MSRP changes, it is the Awardee's responsibility to supply an updated price list file.
- 5.12 NEW EQUIPMENT:** This bid shall be for new equipment only. Newly manufactured containing used or rebuilt parts, remanufactured, rebuilt, reconditioned, newly re-manufactured, used, shopworn, demonstration or prototype equipment is not acceptable and will be rejected.
- 5.13 DELIVERY & FREIGHT:** Awardee shall provide inside delivery, F.O.B. Destination to the various SBBC locations within Broward County, Florida within thirty (30) days after receipt of a purchase order. SBBC's definition of "F.O.B. Destination" is Awardee retains title and control of goods and selects the carrier and is responsible for the risk of transportation; title passes to SBBC upon delivery and ownership by SBBC. Prices shall include all delivery, handling or other costs necessary to complete an order. Delivery or freight collect shall not be allowed. SBBC may, at their option, pick-up items from Awardee's place of business. Catalog items which are picked up shall be priced in accordance with the percentage quoted in this bid or at a lower price.
- 5.14 UNAUTHORIZED SUBSTITUTIONS:** All substitutions must be reviewed and approved by SBBC's Information & Technology Department; in addition to a change purchase order being issued prior Awardee proceeding with order.
- 5.15 RE-STOCKING:** SBBC will not pay a restocking charge for items returned in new, unused condition within thirty (30) days after delivery.
- 5.16 INSTALLATION (GROUP 1):** It shall be the responsibility of the Awardee to include on-site, inside delivery, installation and placement of all audio visual products and to assure satisfactory operation of all features. Installation and/or placement cost must be included in the quote with written scope describing specific installation service work to be performed by Awardee. All installation work shall be scheduled with the school, center or department and the Awardee shall provide all necessary items for a complete and functional installation. All installation work must be performed by SBBC Pre-Qualified Contractors pursuant to the Florida State Requirement for Educational Facilities (SREF) and SBBC policy 7003.1. To become a SBBC Pre-Qualified Contractor, follow the process located at: <http://schoolboardofbrowardcounty.supplier.ariba.com/register>

Although being a SBBC Pre-Qualified Contractor is not a requirement to submit a bid for this ITB, only Awardees who are also SBBC Pre-Qualified Contractors shall perform installation. Throughout the term of the bid, any Awardee who becomes a SBBC Pre-Qualified Contractor will be added to the list of vendors awarded for Group 1 (if such pricing was included with their bid). Likewise, any Awardee who fails to maintain their Construction Pre-Qualified status or fails to comply with all construction requirements will be removed from the list of vendors awarded for Group 1.



- 5.17 NOT IN SCOPE:** Electrical installation is not included as part of the scope of work for this bid. Bidders should be aware that electrical work must be provided by SBBC Physical Plant Operations (PPO) Department or SBBC awarded electrical vendor. Network data cabling is not included as part of the scope of work for this bid. Bidders should be aware that network data cabling work must be provided by SBBC awarded cabling infrastructure vendor.
- 5.18 PERMITS (GROUP 1):** Awardee shall comply with SBBC Policy 7001 including obtaining permits from SBBC's Building Department. Awardee must follow all SBBC Building Department processes, guidelines and requirements. Additional information may be found at: <https://webappe.browardschools.com/buildingdepartment/>. Completed work must be inspected by SBBC Building Department. Any work completed by Awardee that fails inspection may be subjected to a re-inspection fee, which is the sole responsibility of the Awardee.
- 5.19 BUILDING CODES (GROUP 1):** Awardee shall comply with SREF, Florida Building Codes and SBBC building codes. For more information about SBBC building design standards, please use the following link:  
<http://www.broward.k12.fl.us/constructioncontracts/DivisiononeDesignStandards.html>
- 5.20 AS-BUILT DRAWINGS (GROUP 1):** Awardee must provide As-Built drawings required by the SBBC Building Department and shall charge a single, flat rate which will not increase if additional drawings are required.
- 5.21 ADDITIONAL LABOR (GROUP 1):** SBBC reserves the right to add labor and/or services not itemized on the Bid Summary Sheet (Group 1) during the term of the contract as it deems necessary. SBBC reserves the right to negotiate a total dollar amount or a non-to-exceed amount for a specific project rather than pricing based per hour. The cost of the additional services will be based upon a specific scope of work. The scope of this bid shall also include service labor alone; where no product is being purchased with installation.
- 5.22 ACCEPTANCE OF MATERIALS:** The material delivered under this bid shall remain the property of the Awardee until a physical inspection and actual usage of this material is made and thereafter accepted to the satisfaction of SBBC and must comply with the terms herein and be fully in accordance with specifications. In the event the material supplied to SBBC is found to be defective or does not conform to specifications, SBBC reserves the right to cancel the order upon written request to the Awardee and return the product to Awardee, at Awardee's expense. Awardee will be responsible for pick-up of defective/rejected materials. After 30 days notification to the Awardee, if the materials are not removed, they become the property of SBBC. Awardee will be responsible for any disposition charges.
- 5.23 MANUFACTURER'S CERTIFICATION:** Awardee shall supply certification from the product manufacturer confirming that Awardee is an authorized dealer to sell, warranty and service that manufacturer's product, upon request from SBBC. Any Awardee who fails to provide certification at any time during the course of the contract within 72-hours of request shall be prohibited from providing products impacted until certification is provided.
- 5.24 BRAND STANDARDIZATION:** In the event that any item supplied does not prove satisfactory, that item shall be removed from the approved list until such time as correction is made to the satisfaction of SBBC.
- 5.25 BIDDING PREFERENCE LAWS: ALL BIDDERS MUST COMPLETE AND SUBMIT SECTION 9, ATTACHMENT D TO BE CONSIDERED FOR AWARD.** The State of Florida provides a bidding preference for Bidders whose principal place of business is within the State of Florida for the purchase of personal property. The local preference is five (5) percent. Bidders whose principal place of business is outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "Legal Opinion of Bidding Preference" form, Section 9, Attachment D, and must submit this form with submitted bid. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Florida Statute 287.084. Florida Bidders are not required to have an Attorney render an opinion, however, the Florida Bidder must complete its portion of this form. Failure to submit and execute this form, with bid, shall result in bid being considered "non-responsive" and bid rejected.
- 5.26 MINIMUM ORDER:** The actual quantity ordered may be as low as one each or unit which Awardee shall be expected to fill. Orders shall be filled as received and are not to be delayed in order to process in a "batch". Therefore, the minimum order quantity shall be one unit which shall be shipped at the bid price and shall include all shipping charges for inside delivery to various schools, departments and centers within Broward County, Florida.
- 5.27 VALUE:** No guarantee as to the dollar amount of this bid is implied or given. SBBC is not obligated to place any orders with any Awardee participating in this bid. However, all SBBC locations will be urged to refer to catalogs and fixed percentage to fill their orders at the lowest price.
- 5.28 PRICE ADJUSTMENTS:** Hourly prices (Group 1) or percentage discount (Group 2) offered shall remain firm through the first three years of the contract. A request for price adjustment, with proper documentation justifying the adjustment, may be submitted, in writing, 30 days prior to the third anniversary date of the contract. Price adjustment requests shall be evaluated on an annual basis thereafter. Unit price adjustments must have written approval from SBBC prior to invoicing. Any unit price adjustment invoiced without written approval from SBBC shall not be paid and the invoice returned to the Awardee for correction. Requests for price adjustments shall not exceed 3% per adjustment.
- 5.29 PRICE REDUCTIONS:** If the Awardee either bids the same products at a lower price than offered to SBBC or reduces the price of the bid product, the lowest of these reduced prices shall be extended to SBBC.

- 5.30 FORCE MAJEURE:** Except for the provisions of this bid, each party shall be excused from performance under this bid only for such period of time as the failure to perform is caused by or attributable to any event or circumstance beyond the direct control of such party. It is further provided that if either party shall fail to make any delivery or perform any service required by this bid as a result of any such event or circumstances beyond its own direct control, it shall have the right to make such delivery or perform such service within a reasonable time after the cause of such delay has been removed, and the other party shall accept such deferred delivery or performance.
- 5.31 INSTRUCTION MANUALS:** Awardee shall furnish instruction manuals, if requested. Manuals shall contain definition of equipment capabilities, technical description of equipment operation, description of malfunction identification and troubleshooting procedures. Electronic manuals or links to electronic pdfs are acceptable.
- 5.32 INVOICES:** Delivery copies, packing slips and invoices to SBBC **MUST** include the following to permit SBBC to verify prices with this contract and expedite the use of material. **FAILURE OF AN AWARDEE TO PROVIDE THIS INFORMATION SHALL RESULT IN EITHER THE INVOICE BEING RETURNED FOR CLARIFICATION OR A DELAY IN PROCESSING SAID INVOICE FOR PAYMENT:** Purchase Order number, Complete description of the items, Serial numbers (if applicable), Itemized in same method as Purchase Order, Total dollar amount shall be net, Back-ordered items should be clearly indicated on the packing slip. Schools, departments and centers reserve the right to cancel back-orders at any time and purchase from another vendor.
- 5.33 KIT INVOICES:** SBBC may develop standard "kits" containing the most commonly ordered items or services as a kit that includes all necessary items and components for purchases such as: wall mounted display, ceiling mounted projector, etc. Kits would be assigned a SAP Material number (six (6) digit code) by SBBC with detailed description describing all components contained in the kit. Awardee shall invoice all kits complete as single line item with lump total price for entire kit to mirror how the purchase order will be generated. Invoice to be generated upon SBBC approval and acceptance of installed products.
- 5.34 LEAD-FREE STATEMENT:** All material supplied to SBBC must be 100% lead free. Bidder, by virtue of signing bid, certifies that only materials or equipment that are 100% lead free shall be supplied to SBBC. **No bid shall be considered unless this is agreed to by the Bidder.**
- 5.35 ADDITIONAL VENDORS:** SBBC reserves the right to increase the pool of vendors during the term of the contract, if deemed necessary by SBBC. Procurement & Warehousing Services will release a new ITB for new vendors to submit a bid. Bids will have to be submitted, evaluated, and approved under the same terms and conditions as the original ITB. Those vendors who have already been awarded under this ITB will not need to resubmit a bid; they will already be in the pool of Awarded vendors. Regardless as to the year a vendor is added, all awards will be terminated at the end of the ITB term stated herein.
- 5.36 PROTECTION OF WORK, PROPERTY AND PERSONNEL:** The Awardee shall at all times guard against damage and/or loss to the property of SBBC and shall replace and/or repair any loss or damages unless caused by SBBC. SBBC may withhold payment or make such deductions, as it might deem necessary, to insure reimbursement for loss and/or damages to the property through negligence of the Awardee. The Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress.
- 5.37 WARRANTY (GROUP 1):** The Awardee shall fully guarantee the cost of parts and labor (except for abusive or operator incurred damage which could have been avoided by referring to instructional manual) for a minimum period of **one year for all items** after date of delivery and installation to provide SBBC with an "**on-site**" warranty. In the event a dispute on requested repairs between SBBC and the Awardee, the decision of SBBC shall be final and binding on both parties.
- 5.38 WARRANTY (GROUP 2):** Warranty shall begin after delivery and acceptance by SBBC's end user. Manufacturers that offer SBBC longer warranty periods supersedes the standard warranty term. Awardee shall provide manufacturer's standard warranty, SBBC's special warranty offer from manufacturer or one year (1), which ever period is greater, on all bid items. Awardee is responsible for repairing each unit during the warranty period, at no cost to SBBC. All warranty work shall be complete within fifteen (15) days from receipt of request or a temporary replacement provided.
- 5.39 W-9 FORMS:** All Bidders are requested to complete a W-9 form, it can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and submit with their bid.
- 5.40 SUPPLIER REGISTRATION:** To become a registered vendor for SBBC, vendors must access, complete and submit a Supplier Profile Questionnaire (SPQ) through SBBC's new eProcure Online Supplier Portal, powered by Ariba which can be located at: <http://schoolboardofbrowardcounty.supplier.ariba.com/register> Purchase Orders or payments cannot be issued to the Awardee without an SAP Vendor number, which is issued after completion of the Online Supplier Portal registration process. Training materials are available via our website at <https://www.browardschools.com/PWS> (if needed).



## SECTION 6 – SUPPLIER DIVERSITY OUTREACH PROGRAM

**6.1 SUPPLIER DIVERSITY OUTREACH PROGRAM:** SBBC's Supplier Diversity Outreach Program (SDOP) administers a Small/Minority/Women Business Enterprise (S/M/WBE) Program. S/M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned, operated and controlled by minorities or women, and is an enterprise whose annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry(ies) as established by the U.S. Small Business Administration.

SDOP encourages all small and minority business owners to become a certified S/M/WBE with the SBBC. Please visit our website [www.browardschools.com/pws](http://www.browardschools.com/pws) for information on how to apply for S/M/WBE certification, and to view our upcoming outreach events and educational workshops. You can also contact us at (754) 321 0505 with questions or concerns.

**6.2 The following Affirmative Procurement Initiative (API) is applied to this solicitation (All SBBC Certified S/M/WBEs are considered SBEs):**

**6.2.1 Group 1: The SBE Subcontracting Goal Program.** An SBE Subcontracting Goal of eight percent (8%) is established for this solicitation. Prime bidders if awarded shall commit to subcontracting 8% of the total contract value to a SBBC Certified SBE. (All SBBC Certified S/M/WBEs are considered SBEs).

**6.2.2 Group 2: Voluntary S/M/WBE Distributorship Development Program.** The SBBC encourages manufacturers to establish authorized dealerships or distributorships with S/M/WBE suppliers of their products on a non-discriminatory basis.

The S/M/WBE distributorship shall perform a commercially useful function on behalf of the SBBC prior to exercising each additional option year under the contract or may accelerate payment terms of invoices for payment from the SBBC within fifteen (15) days of receipt of goods and invoices. Please go to the following link to view the current list of SBBC-Certified firms: <https://www.browardschools.com/Page/32119>

The Bidder must indicate the extent and nature of the SBE work with specificity, as described in this solicitation, by completing the **Form 00475 and Form 00470 (see Attachment A)**. *The Statement of Intent submitted with the proposal reflects the intent to subcontract SBE firms. Additionally, it will detail the scope of work and dollar amount to perform for each Subconsultant/Subcontractor.* If the bidder is unable to meet the SBE participation Goal, the bidder should include in its solicitation submittal a SBE Participation Good Faith Effort Form and all the required supporting information (see Attachment A). If Bidder is SBBC Certified SBE Firm with intent to self-perform, Bidder must identify itself as an SBE by completing the **Form 00475**.

Awardee scheduling SBE subcontracting participation will be required to submit a SBE Monthly Subconsultant/Subcontractor Utilization Report (Utilization Report) (see Attachment A) to the Supplier Diversity Outreach Program Office which will track payments to SBEs. In addition to the Utilization Report, Awardee(s) shall provide proof of payment made to each SBE Subconsultant/Subcontractor which shall take the form of cancelled checks or check register photocopies, or any other valid form of documentation that serves to substantiate all payment amounts included in the Utilization Report. The timing of the Utilization Report shall coincide with invoice submission, whether the SBE received payment or not, until all committed remuneration has been received by the SBE.

An SBE is a corporation, partnership, sole proprietorship, or other legal entity for the purpose of making a profit, which is independently owned and operated by individuals legally residing in, or that are citizens of, the United States or its territories, and which annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry(ies) as established by the U.S. Small Business Administration, and meets the significant business presence requirements as defined herein. SDOP encourages all small and minority business owners to become a certified E/S/M/WBE with the SBBC. Please visit our website [www.browardschools.com/pws](http://www.browardschools.com/pws) for information on how to apply for E/S/M/WBE certification, and to view our upcoming outreach events and educational workshops. For questions regarding certification ONLY contact SDOP team at (754) 321 0584. Questions related to this solicitation should be directed ONLY to the Purchasing Agent.

The Bidder must identify itself as an SBBC-Certified SBE firm, by completing the **Form 00475 and Form 00470** (see Attachment A). The Statement of Intent submitted with the proposal reflects the intent to self-perform. Additionally, it will detail the scope of work and dollar amount to perform.

## SECTION 7 – INSURANCE REQUIREMENTS

**Insurance Requirements.** Vendor shall comply with the following minimum insurance requirements throughout the term of this Agreement.

- 7.1 General Liability.** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 7.2 Professional Liability/Errors & Omissions.** Limits of not less than \$1,000,000 per occurrence covering services provided under this Agreement.
- 7.3 Workers' Compensation.** Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
- 7.4 Auto Liability.** Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.
- 7.4.1** If Awardee does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 shall be accepted. In addition, an affidavit signed by the Awardee must be furnished to SBBC indicating the following: \_\_\_\_\_  
(Awardee Name) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition.
- 7.5 Acceptability of Insurance Carriers.** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.
- 7.6 Verification of Coverage.** Proof of Insurance must be furnished within 15 days of execution of this Agreement. To streamline this process, SBBC has partnered with EXIGIS RiskWorks to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC's Risk management Department before any work commences to permit Awardee time to remedy any deficiencies. EXIGIS RiskWorks will send an email notification within three (3) business days after receipt of the award letter. Awardee must verify its account information and provide contact details for its Insurance Agent via the link provided to it by email.
- 7.7 Required Conditions.** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
- 7.7.1** The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.
- 7.7.2** All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida.
- 7.7.3** Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P. O. Box 4668-ECM, New York, New York 10163-4668
- 7.8 Cancellation of Insurance.** Vendors are prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.
- 7.9** The School Board of Broward County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this agreement.


## SECTION 8 – BID SUMMARY SHEET

**BID SUMMARY SHEET:** The Bid Summary Sheet is an Excel spreadsheet available with this ITB via DemandStar. The Bid Summary Sheet contains the specific brands and type of hourly labor rates.

Bidders **MUST** complete the Bid Summary Sheet electronically. No handwritten summary sheets will be accepted.

The Excel Bid Summary Sheet contains four (4) tabs. Screen shots of the tabs are below.

**TAB 1 = Representative Tab:** Complete all fields. Screen shot of tab follows:

A	B	C
2		
3	<b>Procurement &amp; Warehousing Services</b>	
4	Broward County Public Schools	
5	Bid # FY20-016	
6	AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG	
7	<b>Bidder Info</b>	
8	<i>Please complete all tabs and submit electronic (.xls) and printed copy with your proposal.</i>	
9	Company Name	
10	Individual to contact for quotes	
11	Email to obtain quotes	
12	Phone number for assistance with quotes	
13	M/WBE Certification*	
14	Agency Issuer*	
15	<b>*Review General Condition 52 prior to completing</b>	
16		
17	<b>Summary Sheet Instructions:</b>	
18	1.) This form is to be filled out electronically, no handwritten summary sheets will be accepted	
19	2.) All Fields in the Bidder Information box (above) should be filled in	
20	Thank you for your cooperation!	
21		
22		
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34		
35		

REPRESENTATIVE

GROUP 1 - SERVICES


GROUP 2 - PRODUCTS

CATALOG PRICE LIST

+


Continue to the next page additional screen shots of Excel tabs.

TAB 2 = GROUP 1 – SERVICES: Complete all fields. Screen shot of tab follows:

A	B	C	D	E	F	G	H
1	 <b>Procurement &amp; Warehousing Services</b> Broward County Public Schools		Bid # FY20-016 AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG				
3	<b>COMPANY NAME:</b>						
5	<b>BID SECTION 8 - BID SUMMARY SHEET</b> <b>GROUP 1 - HOURLY LABOR RATE &amp; AS-BUILT RATE</b>						
6	<b>Instructions to Bidder:</b> 1. Enter your <b>FLAT PERMIT PLAN RATE</b> and <b>FLAT AS-BUILT RATE</b> followed by <b>HOURLY LABOR RATES</b> as indicated below. 2. Submit electronic (.xls) and printed copy with your bid.						
8	<b>PERMIT PLANS - FLAT RATE:</b> * See item 5.20 for additional details		\$0.00		<b>AS-BUILT DRAWINGS - FLAT RATE:</b> * See item 5.20 for additional details		\$0.00
10	<b>SERVICE TYPE</b>		<b>REGULAR HOURLY RATE</b>	<b>OVERTIME HOURLY RATE</b>	<b>OVERNIGHT HOURLY RATE</b>	<b>HOLIDAY HOURLY RATE</b>	<b>WEEKEND HOURLY RATE</b>
11	General Installation or Service: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	General Installation or Service: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	Advanced Installation or Service: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Advanced Installation or Service: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	Audio Engineer: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Audio Engineer: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Lighting or Stage Engineer: One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	Lighting or Stage Engineer: Per hour rate for each additional person		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Emergency Service (Onsite within 2 hours): One person per hour labor rate		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		REPRESENTATIVE	GROUP 1 - SERVICES	GROUP 2 - PRODUCTS	CATALOG PRICE LIST	+	

Continue to the next page additional screen shots of Excel tabs.

**TAB 3 = GROUP 2 - PRODUCTS:** Complete all fields. If additional information is needed, see ITB Section 5, item 5.10. Screen shot of tab follows:

A	B	C	D
 <b>Procurement &amp; Warehousing Services</b> Broward County Public Schools			
Bid #FY20-016			
AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG			
<b>COMPANY NAME:</b>			
<b>BID SECTION 8 - BID SUMMARY SHEET</b> <b>GROUP 2 - PRODUCTS</b>			
<b>Instructions to Bidder:</b> 1. Enter the discount off MSRP percentage as indicated below. 2. Blank rows provided below for bidder use, if needed. 3. Submit electronic (.xls) and printed copy with your bid.			
<b>BALANCE OF LINE ITEMS (SEE ITB SECTION 5, ITEM 5.10)</b>		<b>Minimum Discount off MSRP</b>	
Equipment from any other brand or manufacturer not listed below			
Accessory from any other brand or manufacturer not listed below			
<b>BRAND OR MANUFACTURER</b>		<b>Discount off MSRP</b>	
AmpliVox Equipment			
AmpliVox Accessory			
Anchor Audio Equipment			
Anchor Audio Accessory			
Audio Technica Equipment			
Audio Technica Accessory			
Boxlight (Mimio) Equipment			
Boxlight (Mimio) Accessory			
Bretford Equipment			
Bretford Accessory			
C2G (Cables To Go) Accessory			
Califone Equipment			
REPRESENTATIVE		GROUP 1 - SERVICES	
		<b>GROUP 2 - PRODUCTS</b>	
		CATALOG PRICE LIST	

Continue to the next page additional screen shots of Excel tabs.

[illegible]

## **SECTION 9 – FORMS AND ATTACHMENTS**

Please fill out all attachments below. Some attachments must be notarized.

## ATTACHMENT A – SUPPLIER DIVERSITY OUTREACH PROGRAM FORMS

Refer to Section 6 for more information about the Supplier Diversity Outreach Program (SDOP). Some forms below **MUST** be submitted with bid. Forms referenced below can be obtained on our website at: <https://www.browardschools.com/Page/32118>

### 1. FORM 00485 - UTILIZATION REPORT

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00485%20SMWBE%20MonthlySubcontractorUtilizationReport%20082017\\_Finalv2.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00485%20SMWBE%20MonthlySubcontractorUtilizationReport%20082017_Finalv2.pdf)

Document Preview:

Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00485 Attachment _____						
<b>S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT</b>								
<b>SECTION I - GENERAL INFORMATION</b>								
Project Name:		Contract Number and Work Order Number (if applicable):						
Report #:	Reporting Period:	S/M/WBE Contract Goal:	Contract Completion Date:					
	to							
Prime Contractor Name:		Project Manager (PM) Name:						
Prime Contractor Street Address:								
Prime Contractor Phone #:	Prime Contractor Email Address:	PM Phone #:	PM Email Address:					
<b>SECTION II - UTILIZATION INFORMATION</b>								
Prime Contractor must list ALL Certified and non-certified subcontractors that will be utilized for the entire contract period. For assistance in completing this form, please call the Supplier Diversity Outreach Program at (754) 321-0505.								
ROLE	FEDERAL IDENTIFICATION NUMBER	BUSINESS NAME	S/M/WBE CERTIFIED BY SBBC (Y/N)	DESCRIPTION OF WORK	TOTAL PROJECT AMOUNT	AMOUNT PAID DURING REPORTING PERIOD	INVOICE #	TOTAL PAID TO DATE
PRIME CONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$

### 2. FORM 00475 - PARTICIPATION FORM SCHEDULE **\* MANDATORY FOR GROUP 1 \***

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/ParticipationSchedule\\_082017\\_Final.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/ParticipationSchedule_082017_Final.pdf)

Document Preview:

Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00475 Attachment _____				
<b>SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE SUBCONTRACTOR PARTICIPATION SCHEDULE</b>						
DATE <input type="text"/>						
<b>SOLICITATION INFORMATION</b>						
Contract #:		Project Start Date:				
Project Name:						
Project Location:						
Bidder/Proposer:						
Address:						
Contact Person:	Email Address:	Phone #:				
<b>ORGANIZATION STATUS</b>						
Business Association	Business Name	Business Address	Business Phone #	Type of Work to be Performed	% of Work	\$ Amount
Prime Bidder/Proposer					%	\$
Non S/M/WBE Subcontractor					%	\$
S/M/WBE Subcontractor					%	\$



3. FORM 00470 – STATEMENT OF INTENT TO PERFORM **\* MANDATORY FOR GROUP 1 \***

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00470%20StatementofIntent\\_082017\\_Final.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00470%20StatementofIntent_082017_Final.pdf)

Document Preview:



**Procurement & Warehousing Services**  
Supplier Diversity Outreach Program  
Broward County Public Schools

Document Number 00470  
Attachment \_\_\_\_\_

**STATEMENT OF INTENT TO PERFORM  
AS AN S/M/WBE SUBCONTRACTOR**

SOLICITATION #: \_\_\_\_\_

CONTRACT #: \_\_\_\_\_

A signed *Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor* form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the *S/M/WBE Subcontractor Participation Schedule*.

STATEMENT OF INTENT			
The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity Outreach Program: <input type="checkbox"/> Yes <input type="checkbox"/> No			
_____ (Name of S/M/WBE Subcontractor) agrees to perform work on the above contract as a (check one):			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
The S/M/WBE subcontractor will enter into a formal agreement with _____ (Name of Bidder/Proposer) conditioned upon the Bidder/Proposer executing a contract with SBBC.			
DESCRIPTION OF WORK & VALUE			
Please provide the details and value of the work to be performed:			
Item No.	Type of Work	Agreed Upon Price	% of Work

4. S/M/WBE PARTICIPATION GOOD FAITH EFFORT FORM

Document link: [https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/GoodFaithEffortForm\\_101119\\_v5.pdf](https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/GoodFaithEffortForm_101119_v5.pdf)

Document Preview:



**Procurement & Warehousing Services**  
Supplier Diversity Outreach Program  
Broward County Public Schools

**S/M/WBE PARTICIPATION  
GOOD FAITH EFFORT FORM**

DATE: \_\_\_\_\_

CONTACT INFORMATION			
Solicitation Title:	_____		
Solicitation #:	_____		
Prime Contractor:	_____		
Contact Person:	_____		
Phone #:	_____	Email:	_____
GOOD FAITH EFFORT DOCUMENTATION			
The purpose of this form is to demonstrate good faith efforts in meeting the required subcontracting goal. Respondents must obtain a total of <b>seventy (70) or more points in order to pass</b> , indicating that good faith efforts were			

- For information on S/M/WBE Certified Vendors, please contact the Supplier Diversity Outreach Program Office (754) 321-0550, or online at: <https://www.browardschools.com/Page/32544>
- SBBC Diversity Policy 1.5 & Supplier Diversity Outreach Policy 3330 can be seen at website URL: <https://www.browardschools.com/Page/37754>
- SDOP website with list of Certified S/M/WBE Vendors: <https://www.browardschools.com/Page/32119>

## ATTACHMENT B – CONFLICT OF INTEREST

### DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

**MUST BE COMPLETED BY ALL BIDDERS**

BIDDER'S NAME:

In accordance with General Condition 11, each Bidder must disclose in its Bid, the names of any employees who are employed by Bidder who are also an employee of SBBC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Bidder's Employee	SBBC Title or Position of Bidder's Employee	SBBC Department/ School of Bidder's Employee
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Check one of the following and sign:

☐ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBBC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBBC have been identified above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## ATTACHMENT C – DEBARMENT

### CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER TRANSACTIONS (See General Condition 45)

**MUST BE COMPLETED BY ALL BIDDERS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by going to this link: <http://www.gpo.gov/fdsys/granule/CFR-2011-title45-vol3/CFR-2011-title45-vol3-sec1183-35>

#### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE NEXT PAGE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

---

Name(s)

---

Title(s) of Authorized Representative(s)

---

Signature(s)

---

Date

## **ATTACHMENT C – INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## ATTACHMENT D – BIDDING PREFERENCE

### LEGAL OPINION OF BIDDING PREFERENCE (See General Condition 1 (d))

**MUST BE COMPLETED BY ALL BIDDERS**

Bidder (Firm) Name: \_\_\_\_\_

Identify the state in which the Bidder has its principal place of business: \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_

**INSTRUCTIONS:** If your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your bid response. No further action is required.

**IF your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. Failure to submit and execute this form with bid, shall be considered to be non-responsive and bid rejected.**

#### **OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES**

*(To be completed by the Attorney for an Out-of-State Bidder)*

**NOTICE:** Section 287.084(2), Florida Statutes, provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Florida Statutes.

#### **LEGAL OPINION ABOUT STATE BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:  
\_\_\_\_\_  
\_\_\_\_\_

#### **LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES**

*(Please Select One)*

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:  
\_\_\_\_\_  
\_\_\_\_\_

Signature of out-of-state Bidder's attorney: \_\_\_\_\_

Printed name of out-of-state Bidder's attorney: \_\_\_\_\_

Address out-of-state Bidder's attorney: \_\_\_\_\_

Telephone number out-of-state Bidder's attorney: \_\_\_\_\_

E-Mail address out-of-state Bidder's attorney: \_\_\_\_\_

Attorney's state(s) of bar admission: \_\_\_\_\_

## ATTACHMENT E – DRUG FREE WORKPLACE

BIDDER'S NAME:

SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to The School Board of Broward County, Florida,

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

I certify that I have established a drug-free workplace program and have complied with the following:

1. Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that shall be taken against employees for violations of such prohibition.
2. Informed employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Shall impose a sanction on - or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Am making a good faith effort to continue to maintain a drug free workplace through implementation of this section.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_ or

Produced Identification \_\_\_\_\_

Notary Public – State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

(Type of Identification)

## ATTACHMENT F – MAILING LABEL

Please print the mailing label below and affix to your bid package to ease identification when SBBC receives your bid. Affix the mailing label below on the outside of your package even if you are utilizing UPS, FedEx or another carrier who prints the address information.



FROM: \_\_\_\_\_  
(Bidder's Name)

TO:

The School Board of Broward County, Florida  
Procurement and Warehousing Services  
7720 West Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351

ATTN: **Harmoni Clealand**  
BID: **FY20-016 (AV CATALOG)**

## SECTION 10 – STATEMENT OF “NO BID”

If your company shall not be submitting a bid in response to this Invitation to Bid, please complete this Statement of “No Bid” Sheet and return, prior to the Bid Due Date established within, to:

The School Board of Broward County, Florida  
Procurement & Warehousing Services  
7720 West Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351

This information shall help SBBC in the preparation of future Bids.

Bid Number: FY20-016

Bid Title: AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTIONS & COMPUTER PERIPHERALS CATALOG

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

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

√	<b>Reasons for “NO Bid”:</b>
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Unable to quote on all items in the group.
	Insufficient time to respond to the Invitation to Bid.
	Unable to hold prices firm through the term of the contract period.
	Our schedule would not permit us to perform.
	Unable to meet delivery requirements.
	Unable to meet bond requirements.
	Unable to meet insurance requirements.
	Other (Specify below)

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Procurement & Warehousing Services

Broward County Public Schools

Bid # FY20-016

AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG

## Bidder Info

*Please complete all tabs and submit electronic (.xls) and printed copy with your proposal.*

Company Name

Individual to contact for quotes

Email to obtain quotes

Phone number for assistance with quotes

M/WBE Certification\*

Agency Issuer\*

*\*Review General Condition 52 prior to completing*

### Summary Sheet Instructions:

1.) This form is to be filled out electronically, no handwritten summary sheets will be accepted

2.) All Fields in the Bidder Information box (above) should be filled in

Thank you for your cooperation!



# Procurement & Warehousing Services

Broward County Public Schools

Bid # FY20-016

AUDIO VISUAL EQUIPMENT INSTALLATION, PRODUCTS & COMPUTER PERIPHERALS CATALOG

**COMPANY NAME:**

## BID SECTION 8 - BID SUMMARY SHEET GROUP 1 - HOURLY LABOR RATE & AS-BUILT RATE

### Instructions to Bidder:

1. Enter your **FLAT AS-BUILT RATE** followed by **HOURLY LABOR RATES** as indicated below.
2. Submit electronic (.xls) and printed copy with your bid.

**AS-BUILT DRAWINGS - FLAT RATE:**  
\* See item 5.20 for additional details

\$0.00

SERVICE TYPE	REGULAR HOURLY RATE	OVERTIME HOURLY RATE	OVERNIGHT HOURLY RATE	HOLIDAY HOURLY RATE	WEEKEND HOURLY RATE
General Installation or Service: One person per hour labor rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Installation or Service: Per hour rate for each additional person	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Advanced Installation or Service: One person per hour labor rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Advanced Installation or Service: Per hour rate for each additional person	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audio Engineer: One person per hour labor rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audio Engineer: Per hour rate for each additional person	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lighting or Stage Engineer: One person per hour labor rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lighting or Stage Engineer: Per hour rate for each additional person	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Service (Onsite within 2 hours): One person per hour labor rate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Service (Onsite within 2 hours): Per hour rate for each additional person	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



**COMPANY NAME:**

## BID SECTION 8 - BID SUMMARY SHEET GROUP 2 - PRODUCTS

**Instructions to Bidder:**

1. Enter the discount off MSRP percentage as indicated below.
2. Blank rows provided below for bidder use, if needed.
3. Submit electronic (.xls) and printed copy with your bid.

BALANCE OF LINE ITEMS (SEE ITB SECTION 5, ITEM 5.10)	Minimum Discount off MSRP
Equipment from any other brand or manufacturer not listed below	
Accessory from any other brand or manufacturer not listed below	
BRAND OR MANUFACTURER	Discount off MSRP
AmpliVox Equipment	
AmpliVox Accessory	
Anchor Audio Equipment	
Anchor Audio Accessory	
Audio Technica Equipment	
Audio Technica Accessory	
Boxlight (Mimio) Equipment	
Boxlight (Mimio) Accessory	
Bretford Equipment	
Bretford Accessory	
C2G (Cables To Go) Accessory	
Califone Equipment	
Califone Accessory	
Canon Equipment	
Canon Accessory	
Chief Equipment	
Chief Accessory	
Da-Lite Equipment	
Da-Lite Accessory	
Draper Equipment	
Draper Accessory	
Earthwalk (peripheral carts) Equipment	
Earthwalk (peripheral carts) Accessory	
Elmo Equipment	
Elmo Accessory	
Epson Equipment	
Epson Accessory	
Extron Equipment	
Extron Accessory	
LocknCharge (peripheral carts) Equipment	
LocknCharge (peripheral carts) Accessory	
Jar Systems LLC (peripheral carts) Equipment	
Jar Systems LLC (peripheral carts) Accessory	
Kensington Accessory	
Logitech Accessory	
Manfrotto Equipment	
Manfrotto Accessory	
NewTek (TriCaster) Equipment	
NewTek (TriCaster) Accessory	

Nikon Equipment	
Nikon Accessory	
Peavey Equipment	
Peavey Accessory	
Promethean Equipment	
Promethean Accessory	
Recordex Equipment	
Recordex Accessory	
SanDisk Accessory	
Shure Equipment	
Shure Accessory	
Smart Equipment	
Smart Accessory	
Sony Equipment	
Sony Accessory	
Varitronics (VariQuest) Equipment	
Varitronics (VariQuest) Accessory	
Vivitek (NovoPro) Equipment	
Vivitek (NovoPro) Accessory	
Yamaha Equipment	
Yamaha Accessory	
Zeus IPTV Equipment	
Zeus IPTV Accessory	



COMPANY NAME:

**BID SECTION 8 - BID SUMMARY SHEET  
GROUP 2 - CATALOG PRICE LIST**

\* See Section 5, item 5.11 - Bidder's can use this form, or any other electronic file they prefer.

**Instructions to Bidders:**

1. SBBC intends to create an internal AV pricing tool and needs all Bidder's Enter the cost plus percentage as indicated below.
2. This form may be used, but is not required.

MFG PART #	BIDDER PART #	MFG NAME	ITEM DESCRIPTION	MSRP	DISCOUNT OFF MSRP	SBBC NET PRICE	BIDDER COMMENTS
ABC123456	900090001	SAMPLE MANUFACTURER	SAMPLE DESCRIPTION	\$100.00	65.0%	\$35.00	