

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT: AWARD INVITATION TO BID NO. ITB-18-045-CM -  
DELIVERY OF TESTING MATERIALS**

**COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS**

**LINK TO STRATEGIC  
BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

Procurement Management Services, at the request of the Office of Academics, released the above-referenced solicitation. The purpose of this Invitation to Bid ("ITB") is to establish a contract to furnish labor and transportation for the delivery of testing materials. This ITB was advertised on the Procurement Management Services' and Demandstar websites. The solicitation was shared with District offices for additional community outreach and its' various media platforms, including but not limited to social media, local newspapers, local radio stations and prior bid forecasting lists.

The initial term of the bid shall be for a period of three (3) years, commencing July 1, 2019 through June 30, 2022, and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful bidders, be extended for two (2) additional one (1) year periods. At the time of contract extension, additional vendors may be added and/or removed, at the discretion of the District.

Strategies were employed to increase SBE/MBE/VBE (Small/Micro Business Enterprise/Veteran Business Enterprise) participation. The Goal Setting Committee recommended that this solicitation be open with 5% SBE/MBE/VBE preference points.

Two (2) vendors responded to this advertised bid. Based on the evaluation criteria listed in the ITB, one (1) vendor was recommended for award.

In FY 17-18 the District spent \$46,350 on the delivery of testing materials, before the State of Florida returned to paper-based test administration in grades 3 through 6.

M-DCPS OEO staff verified the Small, Micro, Veteran and/or M/WBE certification status.

Fund Source  
Various

**E-142**

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida:

- 1. AWARD INVITATION TO BID NO. ITB-18-045-CM – DELIVERY OF TESTING MATERIALS**, to establish a contract to furnish all necessary labor and transportation for the delivery of testing materials, for a period of three (3) years, July 1, 2019 through June 30, 2022; and may, at the sole option of The School Board of Miami-Dade County, Florida, be extended for two (2) additional one (1) year extension periods thereto, as follows:

COMET COURIER CORP.  
9705 NW 108TH AVENUE, UNIT # 10  
MIAMI, FL 33178  
OWNER/OFFICER: STEVEN A. SELTZER, PRESIDENT

Item 1 - Daily rates for deliveries made utilizing a van, dolly and/or handcart @ \$160.05 per unit per day

Item 2 - Daily rates for deliveries made utilizing a step-van, dolly and/or handcart @ \$174.60 per unit per day

Item 3 - Daily rates for deliveries made utilizing a 20' delivery truck or larger and dolly @ \$227.95 per unit per day

- 2. AUTHORIZE Procurement Management Services** to purchase up to the total estimated amount of \$226,320 for the initial contract term and an amount not to exceed \$75,440 for each subsequent one (1) year extension period(s). Board authorization of this recommendation does not mean the amount shown will be expended.