

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

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. **8056-4/12-4**  
Contract  
 Re-Bid     Other    LIVING WAGE APPLIES:  YES  NO  
 Requisition No./Project No.: ROID1200027    TERM OF CONTRACT 5 YEAR(S)    WITH N/A YEAR(S) OTR

Requisition /Project Title: Service to Security Gates

Description: Service to Security Gates manufactured by Cincinnatti Times

Issuing Department: Internal Services, Purchasing    Contact Person: Maria Hevia    Phone: (305) 375-5072

Estimate Cost: \$ 620,000 – Using Department: Public Works and Waste Management Department

Funding Source: General Funds & Special Assessment

**ANALYSIS**

<b>Commodity Codes:</b> 285-36			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>	TEM Systems		
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	<b><u>\$123,500</u></b>	\$	\$
Comments: Current contract has a Small Business Enterprise (SBE) bid preference.			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b><u>RECOMMENDATIONS</u></b>			
	Set-aside	Sub-contractor goal	Bid preference
<b>SBE</b>			X
Basis of recommendation: I recommend we maintain the same measures. Vendors that can bid on this contract are limited because of the brand of the existing gates, Cincinnatti Times Recorder Company. It is very important to take in consideration that the awarded bidder must be able to provide replacing parts and be able to repair the existing gates. Replacing parts must be manufactured by Amano Cincinnatti Inc. Parts from a different manufacturer are not acceptable.			
Signed: <i>Maria Hevia</i>		Date sent to SBD: <u>February 17, 2012</u>	
		Date returned to DPM: <u></u>	

Revised April 2005

**RECEIVED**  
**DEPT. BUSINESS DEV.**  
**2012 FEB 17 PM 4:35**

## Walters, Vivian (SPEE)

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**From:** Hevia, Maria (ISD)  
**Sent:** Thursday, February 16, 2012 4:39 PM  
**To:** Walters, Vivian (SPEE)  
**Subject:** Replacing contract for Security Gates manufactured by Cincinnati Times for Public Works  
**Attachments:** Draft ITB.docx; DBD DEPARTMENT INPUT.doc

Good afternoon Vivian,

Attached you'll find a new Project for your review.

Please let me know if additional information is needed.

Regards,

*Maria Hevia*  
*Procurement Contracting Officer I*  
*Miami-Dade County*  
*Internal Services Department*  
*111 N.W. First Street, Suite 1300 Miami, FL 33128*  
*Telephone: 305-375-5073; Fax: 305-375-4407*  
*E-mail: [Mhevia@MiamiDade.gov](mailto:Mhevia@MiamiDade.gov)*  
*Visit our Website at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm)*



**BID NO.:**

**OPENING: 2:00 P.M.**

**, 2012**

**MIAMI-DADE COUNTY, FLORIDA  
I N V I T A T I O N  
T O B I D**

**TITLE:**

**SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)**

**THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:**

- CERTIFICATE OF COMPETENCY: ..... See Section 2, paragraph 2.14**
- INDEMNIFICATION/INSURANCE: ..... See Section 2, paragraph 2.11**
- USER ACCESS PROGRAM:..... See Section 2, paragraph 2.21**

**FOR INFORMATION CONTACT:**

**Maria Hevia, 305-375-5073, MHevia@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE DOCUMENT AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH SECTION 1, PARAGRAPH 1.2(D).**
- FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON BID SUBMITTAL FORM IN SECTION 4 SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE**
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)

Procurement Officer: Maria Hevia, CPPB

Bids will be accepted until 2:00 p.m. on \_\_\_\_\_, 2012

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.1. DEFINITIONS**

**Bid** – shall refer to any offer(s) submitted in response to this solicitation.

**Bidder** – shall refer to anyone submitting a Bid in response to this solicitation.

**Bid Solicitation** – shall mean this solicitation documentation, including any and all addenda.

**Bid Submittal Form** – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

**County** – shall refer to Miami-Dade County, Florida

**ISD/PM** – shall refer to Miami-Dade County's Internal Services Department, Procurement Management Division.

**Enrolled Vendor** – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.

**Registered Vendor** – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.

**The Vendor Registration Package** – shall refer to the Business Entity Registration Application.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128, Phone 305-375-5773. Vendors can enroll online and obtain forms to register by visiting our web site at [www.miamidade.gov/ISD/PM](http://www.miamidade.gov/ISD/PM)

**1.2. INSTRUCTIONS TO BIDDERS****A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1<sup>st</sup> Street, 19<sup>th</sup> Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

**B. Vendor Registration**

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Internal Services Department, Procurement Management Division (ISD/PM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the ISD/PM website at [www.miamidade.gov](http://www.miamidade.gov) or from the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128.

Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affirmation of Vendor Affidavit form.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit**  
(Sec. 2-8.1 of the County Code)

2. **Miami-Dade County Employment Disclosure Affidavit**  
(County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code)
  3. **Miami-Dade County Employment Drug-free Workplace Certification**  
(Section 2-8.1.2(b) of the County Code)
  4. **Miami-Dade County Disability and Nondiscrimination Affidavit**  
(Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
  5. **Miami-Dade County Debarment Disclosure Affidavit**  
(Section 10.38 of the County Code)
  6. **Miami-Dade County Vendor Obligation to County Affidavit**  
(Section 2-8.1 of the County Code)
  7. **Miami-Dade County Code of Business Ethics Affidavit**  
(Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code)
  8. **Miami-Dade County Family Leave Affidavit**  
(Article V of Chapter 11 of the County Code)
  9. **Miami-Dade County Living Wage Affidavit**  
(Section 2-8.9 of the County Code)
  10. **Miami-Dade County Domestic Leave and Reporting Affidavit**  
(Article 8, Section 11A-60 11A-67 of the County Code)
  11. **Subcontracting Practices**  
(Ordinance 97-35)
  12. **Subcontractor /Supplier Listing**  
(Ordinance 97-104)
  13. **Environmentally Acceptable Packaging**  
Resolution (R-738-92)
  14. **W-9 and 8109 Forms**  
The vendor must furnish these forms as required by the Internal Revenue Service.
  15. **Social Security Number**  
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that ISD/PM requests the Social Security Number for the following purposes:
    - Identification of individual account records
    - To make payments to individual/vendor for goods and services provided to Miami-Dade County
    - Tax reporting purposes
    - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
  16. **Office of the Inspector General**  
Pursuant to Section 2-1076 of the County Code.
  17. **Small Business Enterprises**  
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
  18. **Antitrust Laws**  
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.
- C. PUBLIC ENTITY CRIMES**  
To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, 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 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**D. Request for Additional Information**

1. Pursuant to Section 2-11.1(f) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbccc@miamidade.gov](mailto:clerkbccc@miamidade.gov).
2. The Internal Services Department, Procurement Management Division may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation, The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

**E. Contents of Bid Solicitation and Bidders' Responsibilities**

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

**F. Change or Withdrawal of Bids**

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firm's letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.

2. Withdrawal of Bid - A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by ISD/PM prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

**G. Conflicts Within The Bid Solicitation**

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

**H. Prompt Payment Terms**

1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

**1.3. PREPARATION OF BIDS**

- A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

**1.4. CANCELLATION OF BID SOLICITATION**

Miami-Dade County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.5. AWARD OF BID SOLICITATION**

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88, the Director of ISD/PM will decide all tie Bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

**1.6. CONTRACT EXTENSION**

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

**1.7. WARRANTY**

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

**1.8. ESTIMATED QUANTITIES**

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The

County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

**1.9. NON-EXCLUSIVITY**

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

**1.10. LOCAL PREFERENCE**

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
  - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
  - (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
  - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2012. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

**1.11. CONTINUATION OF WORK**

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

**1.12. BID PROTEST**

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.13. LAWS AND REGULATIONS**

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

**1.14. LICENSES, PERMITS AND FEES**

The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by said awarded bidder.

**1.15. SUBCONTRACTING**

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

**1.16. ASSIGNMENT**

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

**1.17. DELIVERY**

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

**1.18. RESPONSIBILITY AS EMPLOYER**

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

**1.19. INDEMNIFICATION**

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

**1.20. COLLUSION**

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County: stating either that the contractor is not related to any of the other parties bidding in the

competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- B. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond.

**1.21. MODIFICATION OF CONTRACT**

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

**1.22. TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

**1.23. TERMINATION FOR DEFAULT**

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

**1.24. FRAUD AND MISREPRESENTATION**

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**1.25. ACCESS TO RECORDS**

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.26 OFFICE OF THE INSPECTOR GENERAL**

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

**1.27 PRE-AWARD INSPECTION**

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

**1.28 PROPRIETARY/CONFIDENTIAL INFORMATION**

Proposers are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The proposer shall not submit any information in response to this solicitation, which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

**1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

**1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX**

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT

**1.31 LOBBYIST CONTINGENCY FEES**

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

**1.32 COMMISSION AUDITOR – ACCESS TO RECORDS**

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

**SECTION 2**  
**SPECIAL CONDITIONS**

**SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)**

**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:**

The purpose of this solicitation is to establish a contract to provide maintenance, repair services and parts to security gates manufactured by Amano Cincinnati Inc or Cincinnati Time Company in conjunction with the County's needs on an ~~as needed~~ when needed basis.

**2.2 CONTRACT MEASURES AND PREFERENCES**

**2.2.1 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference)**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to awards valued up to \$1 million and a 5% percent bid preference shall apply to awards greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Small Business Development (SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Small Business Development at 305-375-CERT (2378) or access Miami-Dade County - Small Business Development - Certification Process

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

**2.2.2 LOCAL CERTIFIED SERVICE-DISABLED VETERAN'S BUSINESS PREFERENCE**

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

**2.3 PRE BID CONFERENCE - Intentionally Omitted**

**SECTION 2**  
**SPECIAL CONDITIONS**

**2.4 TERM OF CONTRACT: SIXTY (60) MONTHS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.5 OPTION TO RENEW – Intentionally Omitted**

**2.6 METHOD OF AWARD: To a Single Lowest Priced Vendor In The Aggregate**

Award of this contract will be made to the responsive, responsible vendor whose offer represents the lowest price when all items are added in the aggregate. To be considered for award the vendors must meet the minimum qualifications set forth in this solicitation and shall offer prices for all items. The County will award the total contract to a single vendor.

The minimum qualifications as follows:

- a. Must hold one of the following Certificate of Competency: General Contractor, Building Contractor, Residential Contractor or Fence Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. A copy of the license shall be submitted with the bid submittal forms.
- b. Electrical repairs must be performed by an electrical contractor. Bidder must hold an electrical contractor license or provide the name and copy of the license of the electrical contractor proposing to subcontract to perform the electrical repairs. A copy of the license required for electrical repairs must be submitted with the bid submittal forms.

All bidders are required to submit with their bid submission all pertinent documents as proof of compliance with the minimum qualification requirements; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period.

**2.7 PRICES PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:**

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

**2.8 EXAMINATION OF SITE (RECOMMENDED)**

Prior to submitting its offer it is advisable that the vendor visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The vendor is also advised to examine carefully the drawings and specifications and to become thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions. For site visitation appointment and for any additional information required regarding the

**SECTION 2**  
**SPECIAL CONDITIONS**

specifications and requirements of this bid contact DPM representative Maria Hevia at MHevia@miamidde.gov for appointment.

2.9 **“EQUAL” PRODUCT CANNOT BE CONSIDERED: MATCHING EXISTING EQUIPMENT**

The gates maintained under this contract are manufactured by Cincinnati Time Recorder Company; therefore parts labeled "No Substitute" are the only products that will be accepted because these parts must match existing equipment and/or systems previously purchased by the County.

2.10 **LIQUIDATED DAMAGES** – Intentionally Omitted

2.11 **INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT**

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

**SECTION 2**  
**SPECIAL CONDITIONS**

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Financial Services and are members of the Florida Guaranty Fund. Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**NOTE: MIAMI-DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.**

**CERTIFICATE HOLDER MUST READ:      MIAMI-DADE COUNTY**  
**111 NW 1<sup>st</sup> STREET**  
**SUITE 2340**  
**MIAMI, FL 33128**

**Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.**

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section                    of this solicitation.

**SECTION 2**  
**SPECIAL CONDITIONS**

- 2.12 **BID GUARANTY** – Intentionally Omitted
- 2.13 **PERFORMANCE BOND** – Intentionally Omitted
- 2.14 **CERTIFICATE OF COMPETENCY**

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency. Vendor shall hold at minimum ONE of the following: General Contractor, Building Contractor, Residential Contractor or Fence Contractor, work issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period.

2.15 **METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES**

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

- I. Vendor Information:
- The name of the business organization as specified on the contract between Miami-Dade County and vendor
  - Date of invoice
  - Invoice number
  - Vendor's Federal Identification Number on file with Miami-Dade County
- II. County Information:
- Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
- Unit price of the goods, services or property provided

**SECTION 2**  
**SPECIAL CONDITIONS**

- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

2.16 **SHIPPING TERMS: F.O.B. DESTINATION**

All bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative.

2.17 **DELIVERY REQUIREMENTS** – Intentionally Omitted

2.18 **BACK ORDER ALLOWANCE** – Intentionally Omitted

2.19 **WARRANTY SHALL BE THREE HUNDRED AND SIXTY-FIVE (365 ) CALENDAR DAYS**

A. Type of Warranty Coverage Required

In addition to all other warranties that may be supplied by the bidder, the bidder shall warrant its product and/or service against faulty labor and/or defective material for a minimum period of three hundred and sixty-five calendar days after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force for the full period identified above; regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the bidder does not constitute a waiver of these warranty provisions.

B. Correcting Defects Covered Under Warranty

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within ten (10) calendar days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another vendor and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

**SECTION 2**  
**SPECIAL CONDITIONS**

**2.20 CONTACT PERSONS:**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Maria Hevia, at (305) 375-5073 email – Mhevia@miamidade.gov.

**2.21 COUNTY USER ACCESS PROGRAM (UAP) FEE****USER ACCESS FEE**

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The vendor providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.

**JOINT PURCHASE**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful vendor shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the vendor for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

**VENDOR COMPLIANCE**

If a vendor fails to comply with this section, that vendor may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

**SECTION 2**  
**SPECIAL CONDITIONS**

**2.22 LOCAL CERTIFIED SERVICE - DISABLED VETERAN'S BUSINESS PREFERENCE**

In accordance with Section 2-8.5.1 of the Miami-Dade County Code, a Local Certified Service-Disabled Veteran Business Enterprise (VBE) that submits a bid for a contract shall receive a bid preference of five percent of the price bid. A VBE is a firm that is a) a local business pursuant to Section 2.8.5 of the Code of Miami-Dade County and b) prior to proposal submittal is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes. This preference will only be used for evaluating and awarding the bids and shall not affect the contract price. In procurements where Small Business Enterprises (SBE) measures are being applied, a VBE who is also an SBE shall not receive the veteran's preference provided in this section and shall be limited to any applicable SBE preferences. At the time of bid or proposal submission, the bidder must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the bid or proposal submission.

**2.23 CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

**SECTION 2**  
**SPECIAL CONDITIONS**

**2.24 COMPLIANCE WITH FEDERAL STANDARDS**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

**2.25 DEFICIENCIES IN WORK TO BE CORRECTED BY THE VENDOR**

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within ten (10) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**2.26 FURNISH AND INSTALL REQUIREMENTS**

The specifications and/or statement of work contained within this solicitation describe the various functions and classes of work required as necessary for the completion of the project. Any omissions of inherent technical functions or classes of work within the specifications and/or statement of work shall not relieve the bidder from furnishing, installing or performing such work where required to the satisfactory completion of the project.

**2.27 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

**SECTION 2**  
**SPECIAL CONDITIONS**

**2.28 LICENSES, PERMITS AND FEES**

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

**2.29 PATENTS AND ROYALTIES:**

The vendor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted, patented, or unpatented invention, process, or article manufactured by the vendor. The vendor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by vendor, or is based solely and exclusively upon the County's alteration of the article. The purchaser will provide prompt written notification of a claim of copyright or patent infringement.

Further, if such a claim is made or is pending, the vendor may, at its option and expense, procure for the purchaser the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**2.30 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:**

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

**SECTION 2**  
**SPECIAL CONDITIONS**

2.31 **SUB-CONTRACTORS OF WORK SHALL BE IDENTIFIED**

**IMPORTANT NOTE: THIS REQUIREMENT IS SEPARATE AND INDEPENDENT FROM SBE REQUIREMENTS AS MAY BE STATED IN PARAGRAPH 2.2**

As part of its Bid Proposal, the Bidder is required to identify any and all Subcontractors that will be used in the performance of the proposed contract, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the Subcontractor(s) with respect to experience, skill, responsibility and business standing shall be considered by the County when making the award in the best interest of the County. If the bidder fails to identify any and all sub-contractors in the Bid Proposal, the bidder may be allowed to submit this documentation to the County during the bid evaluation period if such action is in the best interest of the County.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)**

**3.1 SCOPE OF WORK**

Purchase of parts and repair services, to include all labor, transportation and equipment necessary for security gates originally manufactured by Cincinnati Time Recorder Company.

**3.2 REQUIREMENTS**

- A. The awarded bidder must be able to provide replacing parts and be able to repair the existing gates. Replacing parts must be manufactured by Amano Cincinnati Inc. Parts from a different manufacturer are not acceptable.
- B. Service must be provided from Monday thru Friday, from 9:00 AM until 5:00 PM on any repair service. Service must be initiated and completed within two (2) working days.

**3.3 LIST OF SITES**

- 1. Allison Island, 6331 Allison Rd., Miami Beach
- 2. Belle Meade, 654 NE 76<sup>th</sup> Street, Miami
- 3. Belle Meade Island, 7651 NE 9<sup>th</sup> Avenue, Miami
- 4. Biscayne Beach, 960 Stillwater Dr., Miami Beach
- 5. Biscayne Point, 1101 S. Biscayne Pt. Rd., Miami Beach
- 6. Coventry Estates, 1799 NE 198 Terr., North Miami Beach
- 7. Eastern Shores, 16450 NE 35 Avenue, North Miami Beach
- 8. Eastern Shores 1<sup>st</sup> Addition, 3499 NE 164 Street, North Miami Beach
- 9. Enchanted Lake (23 Ave), 19899 NE 23 Avenue, North Miami Beach
- 10. Enchanted Lake (192 St.), 2202 NE 192 Street, North Miami Beach
- 11. Entrada, 3690 Matheson Avenue, Miami
- 12. Four-Way Lodge, 3498 Poinciana Avenue, Miami
- 13. Gables-By-The-Sea (128) 5975 SW 128 Street, Coral Gables
- 14. Gables-By-The-Sea (134) 5975 SW 134 Street, Coral Gables
- 15. Hammock Oaks, 705 Campana Ave., Coral Gables
- 16. Highland Gardens, 1999 NE 211 Street, Miami
- 17. Highland Lakes (Blvd), 20400 Highland Lakes Blvd., Miami
- 18. Highland Lakes (209), 2550 NE 209 Terr., Miami
- 19. Keystone Point (Keystone Blvd.), 1899 Keystone Blvd., North Miami
- 20. Keystone Point (Bayshore), 12301 N. Bayshore Dr., North Miami
- 21. Keystone Point (Ixora), 1899 Ixora Lane, North Miami
- 22. Lock Lomond, 15711 Turnberry Drive, Miami Lakes
- 23. Miami Lakes Section One, 8281 Balgowan Rd., Miami Lakes
- 24. Morningside (5 Ave), 5780 NE 5 Avenue, Miami
- 25. Morningside (50 Terr), 420 NE 50 Terrace, Miami
- 26. North Bay Island, No 1 79<sup>th</sup> Street Pkwy., North Bay Village
- 27. North Dade – Andover Est., 201 NW 207<sup>th</sup> Street, Miami
- 28. Oak Forest (21), 19901 NE 21 Avenue, Miami
- 29. Oak Forest (201), 2351 NE 201 Street, Miami
- 30. Old Cutler Bay, 700 Solano Prado, Coral Gables
- 31. Palm & Hibiscus Islands, 150 Palm Ave. Miami Beach
- 32. Royal Oaks (162), 8201 NW 162 Street, Miami Lakes
- 33. Royal Oaks (168), 8201 NW 168 Street, Miami Lakes
- 34. Royal Oaks East (79 Ave), 8111 NW 167 Terr., Miami Lakes

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

35. Royal Oaks East (167 Terr.), 16111 NW 79 Avenue, Miami Lakes
36. Sans Souci, 1800 NE 118<sup>th</sup> Rd., North Miami
37. Snapper Creek, 10500 Old Cutler Rd., Coral Gables
38. Star Island, 1 Bridge Road, Miami Beach
39. Sunrise Harbour, 39 E. Sunrise Avenue, Coral Gables
40. Road, Bridge and Canal Maintenance Division, 9301 NW 58<sup>th</sup> Street
41. Road, Bridge & Canal Maintenance Division Bridge Shop, 15 SE 5<sup>th</sup> Street
42. Mosquito Control Division, 8901 NW 58<sup>th</sup> Street
43. Traffic Signals & Signs Division, 7100 NW 36<sup>th</sup> Street

3.4 The list of parts Miami Dade anticipates buying under this contract includes but is not limited to the following:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| 1. Bushing                         |                                 |
| 2. Mylar strip                     | 30. Hinge bracket               |
| 3. Ticket Cutting knife            | 31. Lens                        |
| 4. Solenoid                        | 32. Throat Bezel                |
| 5. Bulb 69 watt heat               | 33. Fuse 5A                     |
| 6. Stripper Bolt                   | 34. Print head                  |
| 7. Actuator switch                 | 35. Knife plate                 |
| 8. Ribbon Shield                   | 36. Spring pressure roller      |
| 9. Limit Switch                    | 37. Pressure roller spring      |
| 10. Switch, extra sensory          | 38. Pulley                      |
| 11. Compression spring             | 39. Belt timing                 |
| 12. Bushing for drive link         | 40. Interlock switch            |
| 13. Relay K-5                      | 41. Spacer, print head mounting |
| 14. Fuse 10 AMP                    | 42. Switch, PB (ERP20)          |
| 15. Transformer                    | 43. Lock set for 1700 gate      |
| 16. Pulley                         | 45. Label press for ticket      |
| 17. Taper pins # 6 x 2 ½           | 46. Lock assembly with key      |
| 18. Pillow block bearing           | 47. Turnbuckel 3/8 - 16         |
| 19. Limit switch cam               | 48. Spring, elector throat      |
| 20. Motor pulley                   | 49. Stripper bolt               |
| 21. Pulley 2 in 4L pulley          | 50. Spring, Torsion             |
| 22. Input pulley unit              | 51. Lamp                        |
| 23. Gear reducer                   | 52. Circuit Breaker 0.5 AMP     |
| 24. Kay for crank arm              | 53. Circuit Breaker 20 AMP      |
| 25. Keyboard overlay – clear       | 54. Print Head 12 VDC 9 Pin     |
| 26. Battery                        | 55. Mag head roller post        |
| 27. Motor 120V60HZ without pulley  | 56. Gear Reducer 60:1 Canimex   |
| 28. Motor pulley for 120 VAC motor | 57. Gate lock assembly/ AGP170  |
| 29. Fuse holder                    | 58. Modem/AGP-7000              |

**SECTION 4  
BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street  
17<sup>th</sup> Floor, Suite 202  
Miami, Florida 33128-1983

**OPENING: 2:00 P.M.**  
  
**, 2012**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: **mh**                      ISD/PM                      Date Issued:                      This Bid Submittal Consists of Pages **14** through **19**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)**

A Bid Deposit in the amount of **N/A** of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>		
ACCEPTED _____	HIGHER THAN LOW _____	
NON-RESPONSIVE _____	NON-RESPONSIBLE _____	
DATE B.C.C. _____	NO BID _____	FIRM NAME _____
ITEM NOS. ACCEPTED _____		
COMMODITY CODE: <b>285-36</b>		
Procurement Contracting Officer      Maria Hevia, CPPB		

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

**SECTION 4  
 BID SUBMITTAL FOR:**

**SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)**

**FIRM NAME:** \_\_\_\_\_

<u>Reference:</u>	<u>Summarized Requirement:</u>	<u>Initial as Completed:</u>
Section 2, paragraph 2.6, 1	Submitted copy of one of the following Certificate of Competency: General Contractor, Building Contractor, Residential Contractor or Fence Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed.	_____
Section 2, paragraph 2.6, 2	Submitted a copy of the company's electrical contractor license	_____
	If your company does not hold an electrical contractor license, provide the name of the electrical contractor that will be used to complete the electrical repairs. A copy of the electrical contractor license shall be submitted with the bid proposal. _____	_____

SECTION 4  
 BID SUBMITTAL FOR:

SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)

FIRM NAME: \_\_\_\_\_

Purchase of parts, for security gates originally manufactured by Cincinnati Time Recorder Company.

Please provide the percentage (%) discount off the lowest price stated on the latest manufacturer's price list(s) and/or catalog(s) for parts manufactured by Amano Cincinnati Inc. in the space provided:

Item #	Estimated Value	X Proposed % Discount
1.	\$61,000 X	%

Labor Rates for Repairs (Monday thru Friday)

Item #	Estimated hours per year	Classification	Proposed Charge/hour
2.	720	Repairman	\$ _____
3.	1	Assistant	\$ _____

Weekend Labor Rates

Item #	Estimated hours per year	Classification	Proposed Charge/hour
4.	1	Repairman	\$ _____
5.	1	Assistant	\$ _____

Note: Weekend will be 5:00 PM on Friday and ending 7:00 AM the following Monday.

NOTE: Bidder(s) must submit a copy of the latest manufacturer's price list along with proposal. Bidder(s) may be given the opportunity to submit this information to the County during the bid evaluation period.

SECTION 4  
BID SUBMITTAL FOR:  
SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

---

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**PART I:**

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

---

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

---

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FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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

TITLE OF OFFICER: \_\_\_\_\_



**Bid Title: SECURITY GATES (PURCHASE OF PARTS AND REPAIR SERVICES)**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor. The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) shall render the vendor ineligible for Local Preference.

**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?



Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_/ / - / / / / / / \_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

*\*\*\*By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.\*\*\**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



# **APPENDIX**

## **AFFIDAVITS FORMAL BIDS**





SUBCONTRACTOR/SUPPLIER LISTING  
(Ordinance 97-104)

Firm Name of Prime Contractor/Respondent: \_\_\_\_\_

Bid No.: \_\_\_\_\_ Title: \_\_\_\_\_

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.  
This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	Principal Owner	
			Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner) Gender	(Principal Owner) Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

Prime Contractor/Respondent's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Print Title \_\_\_\_\_ Date \_\_\_\_\_  
(Duplicate if additional space is needed)

FORM 100

# AMANO | *Creating New Values*

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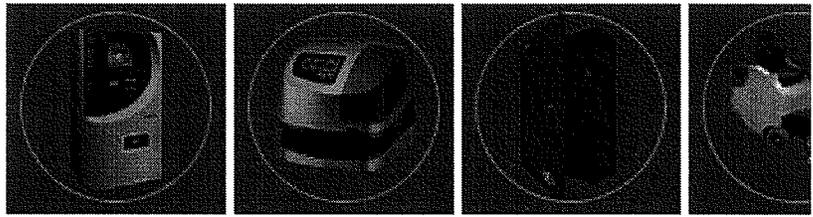
## Amano USA Holdings, Inc

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- TIME MANAGEMENT**
- SECURITY/ACCESS**
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- NEWS & EVENTS**
- CAREERS**
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**Partnering for Success**

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Amano Cincinnati, Inc.

**Floor Care Products & Systems**  
Amano Pioneer Eclipse, Corp.

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- [Amano Pioneer Eclipse - Floor Care](#)



**Amano USA Holdings, Inc.** | 140 Harrison Avenue | Roseland, NJ 07068-1239 | Phone: +1(973)-403-1900 | +1(800) 526-2559 | Fax: +1(973) 364-1086

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## Your Local Dealers

You searched for dealers in the 33128 zip code. (MIAMI FL)

AMANO MCGANN (FL)  
4651 SOUTHWEST 51ST, STE 812  
DAVIE, FL 33314  
(954) 316-1004  
Distance: 20.33 miles. [Map](#)

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Harrison Avenue Roseland, New Jersey 07068 | Telephone:  
800-526-2559 | Fax: 973-364-1091



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ACCESS CONTROL TECHNOLOGIES  
1028 W WASHINGTON STREET  
ORLANDO, FL 32855  
(407) 422-8850  
Distance: 16.34 miles. [Map](#)

---

PSX  
5940 BENJAMIN ROAD  
TAMPA, FL 33634  
(813) 880-8600  
Distance: 80.57 miles. [Map](#)

---

HPI SECURITY  
OLDSMAR, FL 34677  
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# **TSCI** Amano Cincinnati Time in Oklahoma *since 1918*

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## **History of Amano Cincinnati Inc, TSCI**

### **Amano Cincinnati Inc (ACI)**

In 1896 James Gamble of Proctor and Gamble felt indebted to a doctor who had treated his wife. The doctor's brother wanted a business of his own and Mr Gamble provided the money for its establishment. The new company was formed in Cincinnati to produce a recently invented device called a time clock.

Between 1896 and 1945 Cincinnati Time Recorder Company (CTR) made some detours into other product areas. In the 1920's when the demand for time clocks was low, the company produced "Cleartone" radios and late in the decade developed the first theatrical sound system with a time synchronization system for the first all-talking movie "The Jazz Singer" starring Al Jolson. Cincinnati Time also manufactured food machinery, insurance policy dispensers for airports and during World War II made fuses and timers for bombs and shells.

Walter Schott a Cincinnati industrialist purchased the business in 1945 and decided to concentrate on its original product base of time clocks and master clocks in order to fill postwar demand. Mr Schott sold 51% of the business in 1948 to Carl Gieringer a former director and chief engineer for a manufacturer of x-ray equipment. At that time 46% of the company's stock was given to the Archdiocese of Cincinnati in the form of a gift. This share was later reacquired.

Under Mr Gieringers leadership the product line was soon expanded to include the company's first line of "job clocks" which timed an individual's productivity. In the following years, except for an interruption during the Korean War when Cincinnati Time reentered the production of primers for the military effort, the company concentrated on redesigning it's product lines and modernizing its factory operations. In 1953 the company still relied on its strong nationwide dealer network for sales and service.

Cincinnati Time introduced a new line of time stamps in 1958 and using the time stamp mechanism as its base the company was able to design the automatic-ejecting transfer ticket issuing machine for the Cleveland Transit Authority to be used on its buses. The same machine was used in the Washington DC subway system. The technology of ticket printing and issuing machines was used to launch the company in the parking lot barrier gate business an important part of today's product line.

By 1970 Cincinnati Time's growth had not gone unnoticed by other companies and in 1971 the company was acquired by General Signal a Fortune 500 member.

During the decade of the 70's Cincinnati Time Inc (CTI) continued product development and expanded into electronics. New products included fee computers and access control systems. By 1980 CTI had introduced its first microprocessor based time totalizing products. In 1985 came the first time computers and the next generation of time and attendance systems.

On May 1, 1987 Grumman Hill Associates purchased CTI and continued to develop a badge system linked to a computer. In October 1991 Amano Corporation acquired the company and formed Amano Cincinnati Inc (ACI) which created a union of strong electronic backgrounds looking to break new ground in the late 1990's the year two thousand and beyond.

## **TSCI**

TSCI, Typewriter Service Company Inc was founded in 1918 to service and sell machines in the fledgling office equipment industry which was starting up after World War I with offices at 7 East Sixth Street in downtown Tulsa. The typewriter was joined by the mechanical calculator and adding machine along with the Comptometer from Victor Business Machines.

In 1974 Mr Robert London who had served eastern Oklahoma business for nearly 50 years sold the company to T John & Judie Sues who expanded Time Systems Company Inc and brought Amano Cincinnati Time on board along with a host of other manufactures including Widmer Time Stamps, Rapidprint and Cash Registers. Most of these mechanical machines gave way quickly to display-printing electronics, word processors and finally computers. The screwdriver and wrench gave way to the soldering iron and oscilloscopes. It was an exciting time that served notice of more fascinating equipment to come.

## **TSCI Today**

Today we are proceeding with state of the art equipment which incorporates the latest software, biometric identification technology, Internet connectivity, and mark-sensing technology for you to track and manage your employee time and attendance and to manage revenue and access control for your parking facilities.

[home](#) | [products](#) | [support](#) | [news](#) | [about](#)  
**Amano Cincinnati Time in Oklahoma / TSCI**  
**800-580-TIME** (Toll Free)  
918-585-1717 (Tulsa)  
918-583-5835

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Sustainability, Planning and Economic Enhancement Department  
 Small Business Development Division  
 Certified Firms as of  
 February 17, 2012  
 (Alphabetical Listing by Trade Category)

TRADE CATEGORIES									
FIRM NAME	BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX				
CERT NO.									
ATLAS DOOR & GATE, INC.	CSBE	LEVEL 1 06/30/2014	YACELYS DIAZ	9905 NW 116 Way, Suite #213 * Medley, FL 33178-0000	305-463-9218 / 305-463-9207				
CURTIS PAINTING AND WATERPROOFING CO.	CSBE	LEVEL 1 06/30/2014	CURTIS MORROW	19115 NW 11th Ave * Miami, FL 33169-0000	305-586-3268 / 305-249-9301				
METRO DADE HOLLOW METAL, INC.	CSBE	LEVEL 1 02/28/2015	JUAN C. NADAL	15757 Pines Blvd, #272 * Pembroke Pines, FL 33027-0000	954-323-8166 / 954-874-6099				
NEW DOOR INSTALLATION COMPANY	CSBE	LEVEL 1 02/28/2015	CARRIE SUTHEARD	4610 N Hiatus Rd * Sunrise, FL 33351-0000	305-691-1589 / 954-835-5869				
ORATSO CORPORATION	CSBE	LEVEL 1 08/31/2014	OSNIEL TAMAYO	8075 NW 7th St, #509 * Miami, FL 33126-0000	305-303-9217 / 305-265-6257				
238390 Other Building Finishing Contractors									
3 PHASE PAINTING & DECORATING, INC.	CSBE	LEVEL 1 03/31/2012	DEBBIE POWE	2320 NW 66 St * Miami, FL 33147	305-836-9922 / 305-835-0780				
A A PAINTING SERVICE, CORP.	CSBE	LEVEL 1 11/30/2014	REYNALDO ESCOBAR	8808 NW 169th Ter * Miami, FL 33018-0000	305-822-1761 / 305-818-0372				
AMAZING POOL TECH CORPORATION	CSBE	LEVEL 1 12/31/2014	CARLOS ALONSO	3736 SW 92nd Ave * Miami, FL 33165-0000	305-300-9293 / 305-557-2210				
BRITE PAINTING AND WATERPROOFING, INC.	CSBE	LEVEL 1 07/31/2014	EDWIN MORALES	510 NE 195 St * N. Miami, FL 33179	305-216-9023 / 305-651-2675				
CHAVEZ SOUTH FLORIDA INTERIORS, INC.	CSBE	LEVEL 1 05/31/2014	EDUARDO CHAVEZ	13851 SW 139 Ct * Miami, FL 33186-0000	305-255-5929 / 305-255-0682				
COBRA PAINTING CO.	CSBE	LEVEL 1 10/31/2014	LAZARO GARCIA	3673 SW 150th Ct * Miami, FL 33185-0000	305-310-4342 / 305-559-8125				

\* Firms that have timely submitted re-certification applications which are "Under Review" are listed in red. Firms listed in red with "Under Review" designation in the Expiration Date column have not received final approval. You may contact the firm or SBD for approval status.

\* Firms with "Under Review" designations may request an expedited certification review by submitting documentation relative to their participation on an upcoming project. Contact SBD (305-375-2378) for more information.



# MIAMI DADE COUNTY

## Department of Business Development

### CERTIFICATION FACT SHEET

**Company Name:** ATLAS DOOR & GATE, INC.  
**Address:** 9905 NW 116 WAY SUITE #213  
 MEDLEY FL 33178-0000

**Certification No.:** 14583  
**Processing No.:** 23107  
**Request Type:** NEW  
**No. of Employees:** 1

**Date Received:** July 30, 2010  
**Date Assigned:** July 30, 2010  
**Date Completed:** June 13, 2011  
**Date Established:** May 28, 2008  
**Date Incorporated:** May 28, 2008  
**Date of ERM:**

**Assigned To:** JACOB MIZRAHY

**Conducted By:**

Business Enterprise Programs/Trades:	Size Standard	
	Gross Revenue	No. Employees
CSBE - COMMUNITY SMALL BUSINESS ENTERPRISE		
NAIC - 238990 - All Other Specialty Trade Contractors	\$5,000,000	
NAIC - 238290 - Other Building Equipment Contractors	\$5,000,000	
CSI - 08300 - SPECIALTY DOORS		

**Licenses:**

Trade Category	License	Qualifier
SPECIALTY DOORS	CERTIFICATE OF COMPETENCY CTQB MIAMI DADE CO.	YACELYS DIAZ
OFFICE ADMINISTRATIVE SERVICES	CITY TOWN OF MEDLEY	FIRM
ALL OTHER SPECIALTY TRADE CONTRACTORS	CITY TOWN OF MEDLEY	FIRM
ALL OTHER SPECIALTY TRADE CONTRACTORS	OCCUPATIONAL MIAMI DADE COUNTY	FIRM/ONWER

Gross Receipts Last 3 Years:	Affiliate Amount
2010	\$181,872.00
2009	\$51,693.00
2008	\$34,459.00
<b>Average:</b>	<b>\$89,341.33</b>

Owner(s)	Ethnicity	Gender	Net Worth	% Ownership	Qualifier
YACELYS DIAZ	HISPANIC	F	\$26,450	100%	Yes
<b>TOTAL</b>			<b>\$26,450</b>		

**Date of Site Visit:** June 13, 2011

**Conducted By:** JACOB MIZRAHY

**Site Visit Observations/Comments:**

NO SITE VISIT NEEDED TO DETERMINE ELIGIBILITY REQUIREMENTS. FIRM PROVIDES SPECIALTY TRADE CONTRACTOR SERVICES INSTALLING FENCES AND DOORS.



**MIAMI DADE COUNTY**  
Department of Business Development  
**CERTIFICATION FACT SHEET**

**Fact Sheet Comment:**

FIRM MEETS THE CSBE ELIGIBILITY REQUIREMENTS.

**Recommendation:** APPROVED

**Expiration:** JUN-30-2014

**Denied/Decertified Comment:**

**We concur with Recommendation:**

**Assigned Specialist:**

\_\_\_\_\_  
JACOB MIZRAHY

MIAMI-DADE COUNTY  
BLANKET PURCHASE ORDER

BPO ID: ABCW1100441

PRINT DATE: 03/28/2011

PAGE: 01

\*\* ORIGINAL \*\*

VENDOR ID: 591143162  
TEM SYSTEMS INC

PRIME VENDOR SET ASIDE :  
SUBVENDOR GOAL : 00%

4747 NORTH NOB HILL ROAD SUITE 5  
SUNRISE FL 33351

PRIME VENDOR COMMITMENT: 00%

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

PLEASE REFER ALL QUESTIONS  
CONCERNING THIS ORDER TO:  
CLENTSCALE SHERRY  
(305) 375-3900

ITB ID	EXPR DATE	DISCOUNT TERMS	CONTRACT AMOUNT
	03/31/2012	NET30	123,500.00

BID NUMBER  
8056-4/12-4

ITEM COMMODITY ID	U/M	UNIT COST
001 285-36		

GATES, ELECTRIC (INCLUDING CARD READERS, ETC.)

END OF ITEM LIST

AUTHORIZED DEPTS/USERS

AUTHORIZED DEPT:

PW\*\*\*\*\*

ALLOCATION:

CALLER ID

CALLERS NAME

DOLLAR LIMIT

PHONE NUMBER

\*\*\*\*\*

\$123,500.00 ( ) -

TERMS:

COSTS OF MANDATORY RANDOM AUDIT BY THE INSPECTOR GENERAL ARE  
INCORPORATED INTO THIS CONTRACT AS 1/4 OF 1% OF THE CONTRACT  
PRICE.

MIAMI-DADE COUNTY  
BLANKET PURCHASE ORDER

BPO ID: ABCW1100441

PRINT DATE: 03/28/2011

PAGE: 02

\*\* ORIGINAL \*\*

THIS CONTRACT IS SUBJECT TO A USER ACCESS FEE UNDER THE COUNTY USER ACCESS PROGRAM (UAP) IN THE AMOUNT OF TWO PERCENT (2%). THE VENDOR PROVIDING GOODS AND SERVICES UNDER THIS CONTRACT SHALL INVOICE THE CONTRACT PRICE AND SHALL ACCEPT AS PAYMENT THEREOF THE CONTRACT PRICE LESS THE 2% UAP AS FULL AND COMPLETE PAYMENT FOR THE GOODS AND/OR SERVICES SPECIFIED ON THE INVOICE. THE COUNTY SHALL RETAIN THE 2% UAP FOR USE BY THE COUNTY TO HELP DEFRAY THE COST OF THE PROCUREMENT PROGRAM. VENDOR PARTICIPATION IN THIS INVOICE REDUCTION PORTION OF THE UAP IS MANDATORY.

THIS IS A BLANKET PURCHASE ORDER COVERING PERIOD FROM 04/01/11 TO 03/31/12. DELIVERIES AGAINST THIS PURCHASE ORDER SHALL BE MADE IN QUANTITIES AND TIMES AS REQUESTED BY THE DEPARTMENT DURING SAID PERIOD. INVOICING SHALL BE ON A PER ORDER (DELIVERY) BASIS OR ON A MONTHLY INVOICE BASIS. ALL ITEMS IN ACCORDANCE WITH BID PROVISIONS AND SPECIFICATIONS AND THE VENDOR'S QUOTE OR BID. ESTIMATED QUANTITIES AND/OR DOLLARS ARE FOR RECORD PURPOSES ONLY. NO GUARANTEE IS EXPRESSED OR IMPLIED AS TO QUANTITIES AND/OR DOLLARS THAT WILL ACTUALLY BE PURCHASED. THE VENDOR ACCEPTS ALL RISKS ASSOCIATED WITH USING THIS INFORMATION.

\*\* ORIGINAL \*\*

AUTHORIZED SIGNATURE:

*Sherry Centore*

DATE:

*3/28/11*

\*\*\*\*\* LAST PAGE \*\*\*\*\*

**Walters, Vivian (SPEE)**

---

**From:** Hevia, Maria (ISD)  
**Sent:** Friday, February 17, 2012 1:40 PM  
**To:** Walters, Vivian (SPEE)  
**Attachments:** DBD DEPARTMENT INPUT.doc; Blanket Purchase Order.pdf

Vivian,

Sorry, I was called to a meeting.

Attached is a revised Input Document and a copy of the current blanket purchase order for the name of the vendor.

Thanks,

*Maria Hevia  
Procurement Contracting Officer I  
Miami-Dade County  
Internal Services Department  
111 N.W. First Street, Suite 1300 Miami, FL 33128  
Telephone: 305-375-5073; Fax: 305-375-4407  
E-mail: [Mhevia@MiamiDade.gov](mailto:Mhevia@MiamiDade.gov)  
Visit our Website at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm)*

**Service to Security Gates – RQID1200027**

Service to “**Security Gates**” manufactured by **Amano Cincinnati, Inc.**, formerly **Cincinnati Times Recorder Company**. While there are three (3) SBE firms certified in the Commodity Code (**285-36** – Gates, Electric (including Card Readers, etc.)), they must be authorized vendors to acquire the parts from the manufacture, (at this point none are). Amano confirmed that Amano McGann (FL) is the only authorized vendor (within a 100 miles radius from the zip code 33128); Thus the concurrence with the “**Bid Preference**”.



Sustainability, Planning and Economic Enhancement Department  
 Small Business Development Division  
 Certified Firms as of  
 February 17, 2012  
 (Certified in Specific Categories Below)

TRADE CATEGORIES		CONTACT		PHONE / FAX	
FIRM NAME	BUSN.	CONTACT	ADDRESS	PHONE / FAX	EXP. DATE
28536	Gates, Electric (Including Card Readers, Etc.)	YACELYS DIAZ	9905 NW 116 Way, Suite #213 * Medley, FL 33178-0000	305-463-9218 / 305-463-9207	
14582	ATLAS DOOR & GATE, INC.				06/30/2014
	ELECTROPOWER UTILITY SALES COMPANY	YVONNE CARRERA	7765 SW 87th Ave, Suite #208 * Miami, FL 33173-2586	305-271-6636 / 305-271-2474	03/31/2012
	PARAMOUNT ELECTRICAL DISTRIBUTORS, INC.	DARIO M. BORGES	7915 NW 60th St * Miami, FL 33166	305-591-2200 / 305-591-1235	05/31/2012

**Total # of Certified and Under Review Firms: 3**

\* Firms that have timely submitted re-certification applications w hich are "Under Review " are listed in red. Firms listed in red w ith "Under Review " designation in the Expiration Date column have not received final approval. You may contact the firm or SBD for approval status.

\*Firms w ith "Under Review " designations may request an expedited certification review by submitting documentation relative to their participation on an upcoming project. Contact SBD (305-375-2378) for more information.