

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. **ROPM1000173**
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: **RQID1300029** TERM OF CONTRACT **5** YEAR(S) WITH **0** YEAR(S) OTR

Requisition /Project Title: **RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

Description: The purpose of this solicitation is to pre-qualify potential bidders for future pricing competition for the rental of space for training/conferences, and/or the provision of hotel/accommodations. This initial solicitation provides for the submission of documents and forms which verify to the County that the bidder meets or exceeds minimum requirements. Bidders who meet or exceed the requirements established in this solicitation may be placed on a pre-qualification list that will be accessed by various County Departments to obtain quotes for the services mentioned.

Issuing Department: **ISD – PM for Community Action and Human Services Department** Contact Person: **Yuly Chaux – ISD –PM Shirley Almeida - CAHSD** Phone: **(305) 375-4263 786 469- 4722**

Estimate Cost: **\$800,000** GENERAL FEDERAL OTHER
Funding Source: **X**

ANALYSIS

Commodity Codes: **97130** **97165**
Contract/Project History of previous purchases three (3) years
Check here if this is a new contract/purchase with no previous history.
EXISTING **2ND YEAR** **3RD YEAR**

Contractor:

Small Business Enterprise:

Contract Value:

Comments:

Continued on another page (s): Yes No

RECOMMENDATIONS

SBE Set-aside Sub-contractor goal Bid preference Selection factor

Basis of recommendation: **I recommend that no measure be placed on this contract since federal funds are being used.**

Signed: _____ Date sent to SBD: 12/7/12
Date returned to 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:

**RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

FOR INFORMATION CONTACT:

Yuly Chaux-Ramirez, 305-375-4263, ychaux@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **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: Rental of Space for Training / Conferences, and Hotel/Motel Accommodations –
Prequalification of Bidders**

Procurement Officer: Yuly Chaux-Ramirez

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

RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>

SECTION 2
SPECIAL CONDITIONS

RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS

2.1 PURPOSE

The purpose of this solicitation is to pre-qualify potential bidders for future pricing competition for the rental of space for training/conferences, and/or the provision of hotel/accommodations. This initial solicitation provides for the submission of documents and forms which verify to the County that the bidder meets or exceeds minimum requirements. Bidders who meet or exceed the requirements established in this solicitation may be placed on a pre-qualification list that will be accessed by various County Departments to obtain quotes for the services mentioned.

2.2 TERM OF CONTRACT: FIVE (5) YEARS

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 Internal Services Department, Procurement Management Division, and contingent upon completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year contract term.

2.3 OPTION TO RENEW: Intentionally Omitted

2.4 METHOD OF AWARD: PREQUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES

Responsive and responsible bidders that meet the minimum requirements set forth in this solicitation will be prequalified to participate in future competitions for the rental of space for training/conferences, and/or provision of hotel/motel accommodations.

PRE-QUALIFICATION CRITERIA

Group A – Rental of Space for meetings, training and conferences

- Be a hotel, venue, or development company having location(s) within the boundaries of Miami-Dade County. Bidder(s) must submit a copy of their current Miami-Dade County Local Business Tax Receipt to show that they meet this requirement. If the bidder has multiple locations, a local business tax receipt shall be provided for each.
- Maintain an office equipped with modern office equipment, including a facsimile (FAX) machine and / or an e-mail address. Either resource must be available to provide immediate support, and expedite quotations. The bidder's fax and / or e-mail address shall be included in the bid submittal.
- Bidder(s) shall provide a list of authorized staff, who can be contacted to discuss matters related to an event, emergencies, and resolve billing inquiries.
- Bidder(s) shall identify in the bid submittal the **maximum** number of individuals that the facility can accommodate for a meeting, training, or conference.

SECTION 2
SPECIAL CONDITIONS

**RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

- The facility will be used to accommodate training classes, presentations, workshops, and seminars. Bidder(s) shall identify in the bid submittal the **maximum** number of break-out sessions the facility can have concurrently.

Group B – Hotel/Motel Accommodations

- Be a hotel, or motel having location(s) within the boundaries of Miami-Dade County. Provide copy of the current Miami-Dade County Local Business Tax Receipt, reflecting an occupation of hotel/motel.
- Maintain an office equipped with modern office equipment, including a facsimile (FAX) machine and / or an e-mail address. Either resource must be available to provide immediate support, and expedite quotations. The bidder's fax and / or e-mail address shall be included in the bid submittal.
- Bidder(s) shall provide a list of authorized staff, who can be contacted for quotations, emergencies, and billing inquiries.

SPOT-MARKET PURCHASES

- Group A (Rental of Space for meetings, training and conferences) - Quoting Guidelines

When a spot market purchase is initiated, pre-qualified bidders under group A will be invited to offer pricing through an Invitation to Quote (ITQ). ITQs will include the specifications and requirements for a specific event. It will be the County's prerogative to contact all the pre-qualified bidders, or to contact the pre-qualified bidders that are capable of accommodating the amount of guests and breakout sessions needed for the event. The pre-qualified bidder offering the lowest price in the aggregate shall be awarded the quote, provided that the service proposed by the pre-qualified bidder meets the specifications and requirements. If award of a specific event is limited to one bidder, the County reserves the right to negotiate prices for service required during the particular event. The award of a specific event to one bidder does not preclude the ability of the remaining pre-qualified bidders from submitting offers for other events as requested by County departments.

- Group B (Hotel/Motel Accommodations) - Quoting Guidelines

When a spot market purchase is initiated, all prequalified bidders under Group B will be invited to offer pricing through an Invitation to Quote (ITQ). ITQs will include the requirements specific to the spot-market purchase. The pre-qualified bidder offering the lowest fixed price shall be awarded the quote, provided that the service proposed by the pre-qualified bidder meets the specifications and requirements. The award of an ITQ to one bidder does not preclude the ability of the remaining pre-qualified bidders from submitting offers for other quotes as requested by the County.

TOTAL NUMBER OF PRE-QUALIFIED BIDDERS

The County will determine the total number of prequalified bidders under the contract. During the term of any contract resulting from this solicitation, the County may receive and evaluate submittals, add or delete services, or delete bidders, as it deems necessary. If the

SECTION 2
SPECIAL CONDITIONS

**RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

County adds bidders, the bidders must meet the same requirements established for the original competition.

PROOF OF COMPLIANCE TO THE SOLICITATION'S REQUIREMENTS

Bidders are required to submit, with their bid submittal from, all the specified information, documents and attachments as proof of compliance to the solicitation's requirements. Miami-Dade County may allow bidders to complete, or supplement, their proof of compliance to the solicitation's requirements but failure to provide proof of compliance to the solicitation's requirements, as requested by the County, may result in the bidder's bid being declared incomplete and not evaluated until such time as all documentation is received by the County.

VERIFICATION INFORMATION

The County may verify the information submitted by the bidders and may obtain and evaluate additional information, as it deems necessary to ascertain the bidders' ability to perform under the contract. The County shall be sole judge of a bidder's ability to perform, at its decision shall be final.

2.5 **PRICES:** Intentionally Omitted

2.6 **METHOD OF PAYMENT: PAYMENTS FOR SERVICES RENDERED**

The County shall provide payments for services rendered by the bidder. In order for the County to provide payment, the bidder shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the County department within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and a County representative has reviewed and approved the service.

All invoices shall contain the following basic information:

I. Bidder Information:

- The name of the business organization as specified on the contract between Miami-Dade County and bidder
- Date of invoice
- Invoice number
- Bidder'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:

SECTION 2
SPECIAL CONDITIONS

RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS

- Unit price of the goods, services or property provided
 - 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
- VI. Failure to Comply:
Failure to submit invoices in the prescribed manner will delay payment.

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact: Yuly Chauz-Ramirez at ychauz@miamidade.gov or 305-375-4263.

2.23 EXEMPTIONS FOR FEDERALLY FUNDED ENTITIES

The contract to be awarded under this solicitation will be accessed by the Community Agency and Human Services Department (CAHSD). As a Federally-funded agency, certain clauses within this solicitation do not apply to purchases made by this department: Section 1 Paragraph 1.10 (Local Preference), Section 1 Paragraph 1.27 (Office of the Inspector General), Section 1 Paragraph 1.43 (Small Business Contract Measures), Section 1 Paragraph 1.35 (County User Access Program – UAP), and Section 1 Paragraph 1.44 (Disable Veteran's Business Preference).

2.24 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

It is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s).

SECTION 3
TECHNICAL SPECIFICATIONS

**RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

3.1 SCOPE OF WORK

The purpose of this solicitation is to pre-qualify bidders in South Florida for the rental of space for training/conferences, and the provision of accommodations in conjunction with the County's needs on an as needed when needed basis.

3.2 ADDITIONAL SERVICE REQUIREMENTS

The following services will apply if so defined in the future Invitations to Quote (ITQs).

A. Catering Services

Bidder(s) may be required to have the ability to provide a two-course or more luncheon meals. During the spot quote the bidder shall be able to provide a copy of the menu for the event being quoted, as applicable. For meals cost shall not exceed amount listed in the request for quotation and shall include service charges and other costs associated with the use of space and equipment.

B. Audio Visual Equipment

Bidder(s) may be required to provide audiovisual equipment (i.e. LCD projector, screen, overhead projectors, podium and microphone).

3.3 ACCOMODATIONS

In disaster situations, the bidder should be aware that Miami-Dade County should have first priority accommodations.

**SECTION 4
BID SUBMITTAL FORM**

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th 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: _____ Date Issued: _____ This Bid Submittal Consists of _____ Pages through _____

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.

Title:
**RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

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

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

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIVE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: _____	
Procurement Contracting Officer: _____	

FIRM NAME _____

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

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

**SECTION 4
 BID SUBMITTAL FOR:**

**RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
 ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

FIRM NAME: _____

GROUP A – RENTAL OF SPACE FOR MEETINGS, TRAINING AND CONFERENCES PRE-QUALIFICATION REQUIREMENTS		
Requirement	Provide Information and/or Submit document	Check as completed
Bidder(s) must submit a copy of their current Miami-Dade County Local Business Tax Receipt. If the bidder has multiple locations, a Local Business Tax Receipt shall be provided for each.	Receipt(s) Number: _____ _____	_____
Maintain an office equipped with modern office equipment, including a facsimile (FAX) machine and / or an e-mail address	Fax: _____ _____ And/or E-mail: _____	_____
Provide list of authorized staff, who can be contacted to discuss matters related to an event, emergencies, and resolve billing inquiries.	Name: _____ Title: _____ Phone: _____ E-mail: _____ Name: _____ Title: _____ Phone: _____ E-mail: _____	_____
Identify the maximum number of individuals that the facility can accommodate for a meeting, training, or conference	Maximum No. of individuals: _____	_____
Identify the maximum number of break-out sessions the facility can have concurrently.	Maximum No. of break-out sessions: _____	_____

**SECTION 4
BID SUBMITTAL FOR:**

**RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS**

FIRM NAME: _____

GROUP B – HOTEL/MOTEL ACCOMODATIONS PRE-QUALIFICATION REQUIREMENTS		
Requirement	Provide Information	Check as completed
Provide copy of the current Miami-Dade County Local Business Tax Receipt, reflecting an occupation of hotel/motel.	Receipt(s) Number: _____ _____	_____ _____
Maintain an office equipped with modern office equipment, including a facsimile (FAX) machine and / or an e-mail address	Fax: _____ And/or E-mail: _____	_____ _____
Provide list of authorized staff, who can be contacted for quotations, emergencies, and billing inquiries.	Name: _____ Title: _____ Phone: _____ E-mail: _____ Name: _____ Title: _____ Phone: _____ E-mail: _____	_____ _____

SECTION 4
BID SUBMITTAL FOR:
RENTAL OF SPACE FOR TRAINING / CONFERENCES, AND HOTEL/MOTEL
ACCOMMODATIONS – PREQUALIFICATION OF BIDDERS

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW 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 _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



Bid Title: Rental of Space for Training / Conferences, and Hotel/Motel Accommodations-- Prequalification of bidders

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 bidder registration. Failure to register as a bidder 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) may render the bidder ineligible for Local Preference.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the bidder ineligible for the LHP. The address of the locally-headquartered office is _____.



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



Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : _____ Federal Employer Identification Number (FEIN): _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1.	Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6.	Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2.	Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7.	Miami-Dade County Code of Business Ethics 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
3.	Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) f the County Code	8.	Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4.	Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9.	Miami-Dade County Living Wage Section 2-8.9 of the County Code
5.	Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10.	Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
Name of Firm	Date	
Address of Firm	State	Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20 _____

by _____ He or she is personally known to me or has produced identification

Type of identification produced _____

Signature of Notary Public _____ Serial Number _____

Print or Stamp of Notary Public _____ Expiration Date _____ Notary Public Seal _____



Department of Regulatory and Economic Resources
 Small Business Development Division
 Certified Firms as of
 December 11, 2012
 (Certified in Specific Categories Below)

TRADE CATEGORIES	FIRM NAME	CERT. NO.	BUSN.	EXP. DATE	CONTACT	ADDRESS	PHONE / FAX
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Total # of Certified and Under Review Firms: 0

* 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.



BUSINESS & PROFESSIONAL DEVELOPMENT DIVISION
ASSIGNMENTS/CORRESPONDENCE

FROM: Vivian O. Walters, Jr.

DATE: December 11, 2012

Request for Approval

- Laurie Johnson
- Sheri McGriff
- Veronica Clark

Signature and Date of Approval

[Handwritten Signature] 12/11/12

[Handwritten Signature] 12/11/12

[Handwritten Signature] 12/13/12

COMMENTS

Re: SBE Worksheet – Director’s Signature

Logged out by

_____ **Date**

(PLEASE RETURN TO VIVIAN O. WALTERS, JR.)