

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. 071B8200142-2

Contract
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1300177 TERM OF CONTRACT: 5 YEAR(S) WITH 5 YEAR OTR

Requisition /project title: PAGER LEASING & SERVICES

Description: The purpose of this solicitation is to obtain pager leasing & services for various Miami-Dade County Departments on an as needed when needed basis. The selected bidder is responsible for providing the pager equipment and associated pager services. Pagers are used throughout the County to communicate with staff that is deployed in the field, in areas where cellular coverage is poor, and in areas where cellular devices are prohibited.

Issuing Department: ISD-PMS Contact Person: Josh Brown Phone: 305-375-4725

Estimate Cost: \$500,000.00 Funding Source: GENERAL FEDERAL OTHER
see attached

ANALYSIS

Commodity Codes:	<u>72515</u>	<u>72545</u>	<u>725</u>	<u>72551</u>	<u>72555</u>
	<u>72578</u>	<u>91577</u>	<u>98577</u>	<u>91505</u>	<u>91579</u>

Contract/Project History of previous purchases three (3) years
 Check here if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	<u>USA Mobility Wireless</u>		
Small Business Enterprise:			
Contract Value:	<u>\$ 103,137.50</u>	<u>\$</u>	<u>\$</u>

Comments:

Continued on another page (s): YES NO

RECOMMENDATIONS

	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
SBE				

Basis of recommendation:

Signed: Josh Brown Date sent to SBD: 9/13/13
 Date returned to DPM:



BID NO.: (RQID1300177)

OPENING: 2:00 P.M.

, 2013

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

Pager Leasing & Services

FOR INFORMATION CONTACT:

JOSH BROWN, 305-375-4725, JOSHBRO@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: PAGER LEASING & SERVICES

Procurement Officer: JOSH BROWN

Bids will be accepted until 2:00 p.m. on , 2013

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

TITLE: PAGER LEASING & SERVICES

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/boilerplate/general-terms-and-conditions-r13-5.pdf>

SECTION 2
SPECIAL CONDITIONS

TITLE: PAGER LEASING & SERVICES

2.1 PURPOSE

The purpose of this solicitation is to obtain pager leasing & services for various Miami-Dade County Departments on an as needed when needed basis. The selected bidder is responsible for providing the pager equipment and associated pager services. Pagers are used throughout the County to communicate with staff that is deployed in the field, in areas where cellular coverage is poor, and in areas where cellular devices are prohibited.

2.2 TERM OF CONTRACT: FIVE 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 Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for Five (5) years.

2.3 OPTION TO RENEW FOR ONE FIVE (5) YEAR PERIOD:

The initial contract prices resultant from this solicitation shall prevail for a Five (5) year period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for One Five (5) year period. Prior to completion of the exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: Table 8 Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

The County reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the vendor decline the County's right to exercise the option period, the County may consider the vendor in default which decision may affect that vendor's eligibility for future contracts.

NOTE: IF MULTIPLE VENDORS ARE INVOLVED UNDER THE GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC VENDOR.

SECTION 2
SPECIAL CONDITIONS

TITLE: PAGER LEASING & SERVICES

2.4 METHOD OF AWARD: TO LOWEST PRICED VENDOR IN THE AGGREGATE

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in Section 4.1 of the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items (including optional services), its overall offer may be rejected. The County will award the total contract to a single vendor. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in the General Terms & Conditions, Section 1.5: Award of Bid Solicitation.

2.4.1 MINIMUM QUALIFICATION REQUIREMENTS

All bidders shall meet the minimum qualifications set forth below:

- a. Vendors shall provide contact information to include name of contact, e-mail address, phone number & fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing response to leasing & service requests issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 7:30 a.m. and 6:00 p.m. (local time).
- b. Vendors must be able to demonstrate that they have experience in providing pager leasing and services to at least three (3) client references over the past year. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in services.
- c. Vendors must be able to provide state-wide pager coverage as stated within Section 3.2 of this solicitation. Vendors shall provide a state-wide coverage map, including transmitter sites, within Miami

The County reserves the right to verify the information submitted by the vendor and to request additional information, as it deems necessary to ascertain the vendor's conformance to the minimum qualification requirements.

2.5 PRICES

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.

2.6 CONTACT PERSON

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Josh Brown, Procurement Contracting Officer via email at joshbro@miamidadegov with a copy to the Clerk of the Board at clerkBCC@miamidadegov.

SECTION 2
SPECIAL CONDITIONS

TITLE: PAGER LEASING & SERVICES

2.7 DELIVERY SHALL BE TEN (10) DAYS AFTER DATE OF ORDER

The vendor shall make deliveries within ten (10) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis after any back order period that has been specified in this contract has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

2.8 BACK ORDERS MUST BE FILLED WITHIN TEN (10) CALENDAR DAYS

If the vendor cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the vendor's manufacturer or distributor; the vendor shall insure that such back orders are filled within ten (10) calendar days from the initial scheduled delivery date for the item. The vendor shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor, and charge the incumbent vendor under this contract for any directly associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

2.9 ACCEPTANCE OF PRODUCT BY THE COUNTY

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

SECTION 2
SPECIAL CONDITIONS

TITLE: PAGER LEASING & SERVICES

2.10 LEASING OPTIONS, PURCHASES AND SERVICES 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 may be purchased or leased 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. 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.

2.11 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) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

SECTION 3
TECHNICAL SPECIFICATIONS

TITLE: PAGER LEASING & SERVICES

3.1 SCOPE OF WORK

The purpose of this solicitation is to obtain pager leasing and related services for various Miami-Dade County departments on an as needed when needed basis. The selected bidder is responsible for leasing pager equipment and associated pager services. Pagers are used throughout the County to communicate with staff that is deployed in the field, in areas where cellular coverage is poor, and in areas where cellular telephone devices are prohibited.

3.2 PAGING SERVICE REQUIREMENTS

The successful bidder shall provide all required paging services, equipment, hardware, and technical support according to the requirements described below:

- **Paging Service Requirements**
 - Paging services shall have local and statewide coverage.
 - Pages sent to pagers shall be received at the equipment within 3 minutes regardless of peak and non-peak times.
 - All pager numbers shall be a standard 10-digit telephone number with either a "305" or "786" Area Code.
 - The successful bidder shall provide unlimited pages per month for all pagers.
 - All pagers provided shall accept group call features at no additional cost to the County.
 - The successful Bidder shall maintain the same Telephone numbers for any pager that is replaced due to equipment failure, defect, or damage.
 - Pagers shall maintain a signal and full operational capacity within abnormal environments including but not limited to: rural areas, underground locations, and secure facilities.
- **Hardware Pager Equipment Requirements**
 - The successful bidder shall provide numeric, alphanumeric and 2-way pagers equipment as needed. The pager equipment, at a minimum shall have the following features:
 - Time and date display
 - Battery life display
 - Vibrating and silent alerts
 - Volume control
 - Backlight
 - Pagers shall be powered by standard alkaline type batteries. They shall be delivered complete with new batteries installed or new batteries included for installation.

SECTION 3
TECHNICAL SPECIFICATIONS

TITLE: PAGER LEASING & SERVICES

- Equipment shall be provided by the successful bidder for the complete term of the contract including all exercised option to renew periods. Replacement equipment shall be provided at no cost to the County.
- Technical Support Requirements
 - The successful bidder shall provide 24x7 support to the County for purposes of reprogramming or replacement upon failure of any pager.
 - Any repairs for defective or malfunctioning pagers shall be the responsibility of the successful Bidder will be provided at no additional cost to the County. The successful Bidder shall replace defective or malfunctioning pagers within 48 hours of notification.

3.3 PAGING SERVICES BILLING REQUIREMENTS

- The successful bidder shall provide monthly usage reports listing each pager, the monthly usage, the number of units billed and the rate quoted.
- Billing shall be provided monthly in arrears and shall be billed directly to each individual department.
- The County shall not pay connection fees, reconnection fees, disconnection fees, or re-stocking fees.
- Should the County request spare pagers, charges shall only apply when the spare pagers are activated.

3.4 OPTIONAL PAGING SERVICES

The successful bidder shall provide additional services that the County may choose to exercise on as needed basis and shall include the following:

- Numeric – Nationwide coverage
- Alphanumeric – Nationwide coverage
- 2-Way Paging – Statewide (Florida) coverage
- 2-Way Paging – Nationwide coverage
- Personal 800 Number
- Additional Phone Number
- Message Carbon Copy (MCC)
- MultiMessenger Group Leader

**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.
Wednesday
, 2013



**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: **ISD/PM** Date Issued: This Bid Submittal Consists of
Josh Brown 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:
Pager Leasing & Service

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-RESPONSIBLE _____
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:
 PAGER LEASING & SERVICES**

FIRM NAME: _____

4.1 PRICING

Instructions to Bidders: Please use the below table provided to provide pricing for the leased paging equipment and services inclusive of all requirements outlined within Section 3.0.

A. LEASED PRICES

Item #	Description	Usage	Estimated Quantity	Monthly Lease Price Per Pager
1	Numeric Pager Lease and Associated Pager Service – Statewide (Florida)	Unlimited	500	\$
2	Alpha-Numeric Pager Lease and Associated Pager Service – Statewide (Florida)	Unlimited	1200	\$

4.2 OPTIONAL PAGER SERVICES

During the term of the resultant contract the County may wish to contract for the following optional pager services as outlined in Section 3.0:

A. OPTIONAL LEASED PRICES

Description	Usage	Monthly Lease Price Per Pager
Numeric – Nationwide	Unlimited	\$
Alpha-Numeric Pager – Nationwide	Unlimited	\$
2-Way – Statewide (Florida)	Unlimited	\$
2-way – Nationwide	Unlimited	\$
Personal 800#		\$
Additional Phone #		\$
Message Carbon Copy (MCC)		\$
MultiMessenger Group Leader (Provide the monthly price per pager and the maximum number of followers)		\$ _____ (Up to — followers)

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING & SERVICES**

FIRM NAME: _____

4.3 SERVICE CONTACT INFORMATION

Bidders are to provide the primary and secondary contact information for authorized personnel that will be required to respond to County requests during the term of the resultant contract award.

PRIMARY CONTACT INFORMATION (REQUIRED):
Primary Contact:
Office Address:
E-Mail Address:
Contact Telephone Number:
Contact Fax Number:
Cellular Phone Number (if applicable):
Company Main Phone Number:
SECONDARY CONTACT INFORMATION (OPTIONAL):
Secondary Contact:
E-Mail Address:
Contact Telephone Number:
Contact Fax Number:
Cellular Phone Number (if applicable):
Company Main Phone Number:

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING & SERVICES**

FIRM NAME: _____

4.4 REFERENCES:

Reference Section	Summarized Requirements: <i>Refer to the details in Section 2, paragraph 2.4.1, and sub-paragraph (b) requiring three (3) business references to which you have provided pager leasing and services.</i>	Initial as completed
Section 2, Paragraph 2.4.1.(b)	Client Reference Letter #1	
	Company Name:	
	Contact Name:	
	Contact Title:	
	Contact Address:	
	Contact Telephone Number:	
	Contact E-mail address:	
	Services your company has provided to this Reference: _____ _____	
Section 2, Paragraph 2.4.1.(b)	Client Reference Letter #2	
	Company Name:	
	Contact Name:	
	Contact Title:	
	Contact Address:	
	Contact Telephone Number:	
	Contact E-mail address:	
	Services your company has provided to this Reference: _____ _____	

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING & SERVICES**

FIRM NAME: _____

Reference Section	Summarized Requirements: <i>Refer to the details in section 2, paragraph 2.4.1, and sub-paragraph (b) requiring three (3) business references to which you have provided pager leasing and services.</i>	Initial as completed
Section 2, Paragraph 2.4.1.(b)	Client Reference Letter #3	
	Company Name: <hr/> Contact Name: <hr/> Contact Title: <hr/> Contact Address: <hr/> Contact Telephone Address: <hr/> Contact E-Mail Address: <hr/> Services your company has provided to this Reference: <hr/> <hr/>	

4.5 PAGER SERVICE COVERAGE MAP AND TRANSMITTER SITES

Reference Section	Summarized Requirements: <i>Refer to the details in section 2, paragraph 2.4.1, and sub-paragraph (c) requiring the state-wide pager service coverage map and identifying the location of transmitter sites.</i>	Initial as completed
Section 2, Paragraph 2.4.1.(c)	Pager Service Coverage Map	
	State-Wide Pager Service Coverage Map, including transmitter sites within Miami-Dade County, must be attached with the bid submittal.	

SECTION 4
BID SUBMITTAL FOR:
PAGER LEASING & SERVICES

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: PAGER LEASING & 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) may render the vendor 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 vendor 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 1.35 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(f) 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 _____

Requested Allocation for Replacement Contract 071B8200142-2				Pager Leasing & Services		
Dept. Name	Allocation \$\$	Funding	Date Confirmed	Contact Name	Email	Phone
Aviation	\$ 109,000.00	Revenue Fund	8/12/2013	Neivy Garcia	ngarcia@miami-airport.com	305-876-8482
Corrections	\$ 12,500.00	General Fund	8/13/2013	Ana Hassun	avh@miamidade.gov	786-263-5907
ITD	\$ 50,000.00	Internal Services Fund	8/7/2013	Manny Fernandez	mannyf@miamidade.gov	(305) 596-8103
Fire	\$ 8,000.00	General Fund	9/13/2013	Mari Betancourt	marianela.betancourt@miamidade.gov	786-331-4241
CIAO	\$ 3,500.00	General Fund	7/31/2013	Deborah Dean	dd017@miamidade.gov	(305) 375-1503
ISD(05)	\$ 2,500.00	Operating Fund	8/27/2013	Dianne Steinberg	steind@miamidade.gov	(305) 375-1966
ISD(06)	\$ 45,000.00	General Fund	8/27/2013	Dianne Steinberg	steind@miamidade.gov	(305) 375-1966
OC01	\$ 32,000.00	General Fund	8/7/2013	Julia Muniz	jmuniz@jud11.flcourts.org	305-349-7374
PROS	\$ 5,590.00	General Fund	7/31/2013	Bill Solomon	pbs@miamidade.gov	305-755-7873
Public Defender	\$ 66,830.00	General Fund	8/19/2013	Lesly Calderon	Lcalderon@pdmiami.com	305-545-1929
PWWW	\$ 12,000.00	Proprietary, General, Storm Water Utility Fund	8/5/2013	Olga Espinosa-Anderson	oe1@miamidade.gov	305-514-6730
State Attorney's Office	\$ 10,650.00	General Fund	8/1/2013	Mary Stilwell	marystilwell@miamisao.com	305-547-0549
WASD	\$ 142,200.00	WASD Proprietary Revenue	8/13/2013	Cheryl Thomas-Hughes	cthu01@miamidade.gov	786-552-8058
	\$ 499,770.00					