

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

Rev 1

**New contract**   
  **OTR**   
  **CO**   
  **SS**   
  **BW**   
  **Emergency**   
 Previous Contract/Project No.

**Re-Bid**   
  **Other**   
 LIVING WAGE APPLIES: \_\_YES \_\_✓\_\_NO

Requisition/Project No: ROSP1300011      TERM OF CONTRACT: 5 years

Requisition/Project Title:- Special Event Catering

The purpose of this solicitation is to pre-qualify Bidders for one of three Special Event Catering Service Categories. This initial solicitation provides for the submission of documents and forms intended to verify that the Bidder meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All Bidders which meet or exceed the criteria established in this solicitation shall be placed in a pool of pre-qualified Bidders eligible to compete for special event catering services administered by Port Miami or other County departments on an as needed basis.

User Department(s): Port Miami

Issuing Department: ISD/PM      Contact Person: Pearl P. Bethel      Phone: (305) 375-2102

Estimated Cost: \$90,000/5 yrs      Funding Source: Operating      REVENUE GENERATING: No

**ANALYSIS**

Commodity/Service No: <u>961-15</u>		SIC:	
<b>Trade/Commodity/Service Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here: <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
Contractors:			
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:

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Signed: Pearl P. Bethel

Date to SBD: January 24, 2013

Date Returned to DPM: \_\_\_\_\_

RECEIVED  
 DEPT BUSINESS DEV.  
 2013 JAN 24 PM 1:00



**BID NO.:**

**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:**

Special Event Catering

**FOR INFORMATION CONTACT:**

**Pearl P. Bethel, 305-375-2102, [bpearl@miamidade.gov](mailto:bpearl@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:** Special Event Catering

**Procurement Officer:** Pearl P. Bethel, CPPB

**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**

Special Event Catering

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>**

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

**Special Event Catering**

**2.1 PURPOSE: TO PRE-QUALIFY BIDDERS**

- A. The purpose of this solicitation is to pre-qualify Bidders for one of three Special Event Catering Service Categories. This initial solicitation provides for the submission of documents and forms intended to verify that the Bidder meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All Bidders which meet or exceed the criteria established in this solicitation shall be placed in a pool of pre-qualified Bidders eligible to compete for special event catering services administered by Port Miami or other County departments on an as needed basis.
- B. The future competition will be conducted by the County through the following process:
- a. Invitations to Quote (ITQ): award based on the lowest price offered

**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 Procurement Management Division, 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 five-year (5) contract term.

**2.4 METHOD OF AWARD BASED ON PREQUALIFICATION CRITERIA**

- A. Award of this contract will be made to all responsive, responsible Bidders by Event Category who meet the minimum qualifications and comply with all other requirements set forth in this solicitation. Bidders will be pre-qualified for one of the three event categories based on their submitted qualifications.
- B. To be eligible for award, the Bidders must meet the following minimum qualifications.
- 1) Bidders must have a valid, current Catering License from the Florida Department of Business and Professional Regulation and include in the Bidder's bid submittal. Awarded Bidder must maintain the current catering license to operate a catering business in the State of Florida, throughout the life of the contract as it is a continuing condition for awarded Bidders to receive work under this contract. The County may request updated documentation as deemed necessary.
  - 2) Catering Event Categories: Bidders may select to participate in one of the following categories.
    - a) Small Event Catering: Bidder must have a) minimum of three years in the catering business, and b) furnish the names and phone numbers of at least three references for the services requested in the solicitation. Client references must be specifically related to the services requested and shall have been for events of 149 people or less catered within the last twelve months.
    - b) Medium Event Catering: Bidder must have a) minimum of five years in the catering business, and b) furnish the names and phone numbers of at least

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

**Special Event Catering**

three references for the services requested in the solicitation. Client references must be specifically related to the services requested and shall have been for events of 150-249 people catered within the last twelve months.

- c) Large Event Catering: Bidder must have a) minimum of ten years in the catering business, and b) furnish the names and phone numbers of at least three references for the services requested in the solicitation. Client references must be specifically related to the services requested and shall have been for events of 250 people or more catered within the last twelve months.
3. Client References must include the client's name, title, address, telephone number, e-mail address, event date, a brief description of the event and catering services performed. Client references shall be used to determine that the Bidder has sufficient experience and expertise in providing special event catering services. The County, at its sole discretion, may request additional information in order to assess the Bidder's responsibility.

It shall be the sole prerogative of the County as to the number of Bidders who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete Bidders as it deems necessary in its best interests. If the County elects to add Bidders, they must meet the same minimum qualifications established for the original competition. Bidders meeting the minimum qualifications shall then be deemed pre-qualified to participate in subsequent ITQ's for one of the three special event catering categories as required by the County on an as-needed basis.

**2.5 PRICES**

- A. Pricing will be established during the ITQ process.
- B. As catering services are needed for various events at Port Miami or other County Departments, an ITQ with a Scope of Work defining what is required for the catering event will be sent to all pre-qualified Bidders in the category for which the catering services are required. Pre-qualified Bidders will be invited to offer a price based on the ITQ. The pre-qualified Bidder offering the lowest price for the requested catering services in the ITQ will be issued an award.
- C. The County will make an award based on the lowest price received from the responsive, responsible pre-qualified Bidder. However, as per Section 1, Paragraph 1.5 (D), the County reserves the right to enter into price negotiations with the Bidder if only one offer is received.

**2.6 METHOD OF PAYMENT**

Method and time of payment will be established in the ITQ process.

**2.7 INDEMNIFICATION AND INSURANCE**

Upon the County's notification of an awarded ITQ, the Bidder shall furnish to the requesting County Department and the Internal Services Department/Procurement Management Division, Certificates of Insurance that indicate that insurance coverage has been obtained,

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

**Special Event Catering**

which meets the requirements as outlined below: Pending

**2.8 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact: Pearl P. Bethel at (305) 375-2102 or via e-mail at [bpearl@miamidade.gov](mailto:bpearl@miamidade.gov).

**2.9 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 services specified herein from the successful Bidder(s).

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

**Special Event Catering**

**3.1 SCOPE OF WORK**

The purpose of this contract is to establish a Special Event Catering Pool of pre-qualified caterers with applicable license, and experience to provide special event catering services for Port Miami and other County departments on an as needed basis. Pre-qualified caterers will be assigned to one of three special event catering service categories based on submitted qualifications.

Service categories are as follows:

1. Small Event Catering: Minimum of three years of experience in the catering business, and catered events for 149 people or less.
2. Medium Event Catering: Minimum of five years of experience in the catering business, and catered events for 150-249 people.
3. Large Event Catering: Minimum of ten years of experience in the catering business, and catered events for 250 people or more.

As catering services are needed for various events at Port Miami or other County Departments, an ITQ with a Scope of Work defining what is required for the event will be sent to all pre-qualified Bidders in the category for which the catering services are required. Pre-qualified Bidders will be invited to offer a price based on the ITQ. The pre-qualified Bidder offering the lowest price for the requested catering services in the ITQ will be issued an award.

The County reserves the right to cancel an event with no penalty up to 72 hours in advance.

**3.2 RESPONSIBILITIES OF CATERER**

Special Event Caterers shall provide full service catering, similar to those normally provided to private sector accounts, including top-grade food and beverage service.

A. Caterer shall also provide:

1. Delivery, set-up, servers, breakdown, and clean-up for all catering functions.
2. All equipment required for the event (e.g., skirted tables and centerpieces, chairs, china, flatware, stemware, disposable service, ice, and other related items etc.) with the exceptions of those, which the County specifically agrees to provide.
3. Uniformed wait staff, bus persons, beverage servers, carving butler and appropriate supervision for the smooth operation of all catered functions.
4. A comprehensive training program to its employees, which at a minimum addresses uniforms and neatness, appropriate behavior at catered functions and health requirements.
5. Collection of all waste material, garbage and refuse, making sure that all work areas are left in a clean condition. Each Caterer is responsible for a thorough cleaning of the respective areas used after each event.
6. Payment to the County for loss, breakage, malfunction or damage, other than normal wear and tear, to County property due to negligence, abuse, or improper use by its staff or helpers, in the appropriate amount as determined by the County.

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

**Special Event Catering**

**B. Caterer Compliance Requirements:**

1. Compliance with state and local health rules and regulations and agrees to inspection by same at any reasonable time.
2. Compliance with City, State and Federal Fire Regulations.
3. Compliance with Division of Alcoholic Beverages and Tobacco, Bureau of Licensing, Florida Statute 561.20 13CT

**3.3 MENU DESCRIPTIONS**

The following menus are examples of the food and beverage services that may be required during the term of the contract. These menus are provided as examples only and should not be considered as limiting the type of menus that may be subsequently offered or requested. Bidders will be provided specific requirements (e.g., Theme of event, number of invitees, type of service required, budget etc.) during the ITQ process.

**A. Menu 1 – Buffet Luncheon**

1. Assortment of deli sandwiches: turkey, ham and roast beef; deli salads: coleslaw, potato and pasta salad
2. Dessert platter; cookies, mini pastries, brownies
3. Assorted soft drinks, and water

**B. Menu 2 – Cocktail Reception**

1. Chafing dishes with hot appetizers and appropriate dipping sauces: spring rolls, chicken quesadillas, conch fritters, mushroom caps, chicken skewers; block cheese with crackers/bread; vegetable crudités with dip
2. Dessert display: fancy pastries, pies and cookies
3. Add as option: assorted hors d'oeuvres with dipping sauces (e.g., beef skewers, coconut shrimp, crab cakes, spinach phyllo etc.)

**C. Menu 3 – Assisted Buffet**

1. Carving Station: 1 beef item, 1 turkey or ham item, appropriate sauces; pasta station: pasta with 2 different sauces
2. Stir-fry: chicken and vegetables; fruit and vegetable crudités; salad bar: Caesar salad; rolls & butter

**D. Menu 4 – Formal Dinner and Luncheons**

1. Fruit cup appetizer
2. Green salad with vegetables and choice of (2) dressings
3. Starch & vegetable
4. Dinner roll & butter
5. Dessert
6. Entrée Choices:
  - A. N.Y. Sirloin Steak, 12-14 oz.
  - B. Boneless 10 oz. chicken breast
  - C. Salmon

**E. Full Bar**

Full beverage service: premium liquors, beer, wine, assorted juices, sodas, ice, lemons, limes and plastic ware.

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

**Special Event Catering**

- F. **Beer & Wine Bar**  
Service to include beer and wine only (red, white and blush)

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**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.**  
**, 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: **PB**                      ISD/PM                      Date Issued:                      This Bid Submittal Consists of Pages 7 through 12

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:**  
**Special Event Catering**

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.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>961-15</b>	
Procurement Contracting Officer: Pearl P. Bethel	

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:  
 Special Event Catering**

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

Item No.	Reference Sect.	Summarized Requirement	Initial as completed
1	Section 2, Paragraph 2.4 (B1)	Bidders must have a valid, current Catering License from the Florida Department of Business and Professional Regulation and include in the Bidder's bid submittal. <b>A copy of the license must be included with the Bidder's submittal.</b>	<hr/>
2	Section 2, Paragraph 2.4 (B2-4)	Indicate which Catering Event Category the Bidder is submitting its Bid for by placing an "x" in the box. <b>BIDDER WILL BE PRE-QUALIFIED IN ONLY ONE OF THE THREE CATEGORIES.</b>  <input type="checkbox"/> Small Event Catering: Minimum of three years of experience in the catering business, and catered events for 149 people or less.  <input type="checkbox"/> Medium Event Catering: Minimum of five years of experience in the catering business, and catered events for 150-249 people.  <input type="checkbox"/> Large Event Catering: Minimum of ten years of experience in the catering business, and catered events for 250 people or more.	<hr/>

SECTION 4  
BID SUBMITTAL FOR:  
Special Event Catering

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

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Provide information as instructed in Section 2, Paragraph 2.4. C, Minimum Requirements

<b>Reference 1.</b>	<b>Company Name:</b>
	<b>Contact Person:</b>
	<b>Title:</b>
	<b>Phone Number:</b>
	<b>Email :</b>
	<b>Event Date:</b>
	<b>Description of Catering Services Provided:</b>

<b>Reference 2.</b>	<b>Company Name:</b>
	<b>Contact Person:</b>
	<b>Title:</b>
	<b>Phone Number:</b>
	<b>Email :</b>
	<b>Event Date:</b>
	<b>Description of Catering Services Provided:</b>

<b>Reference 3.</b>	<b>Company Name:</b>
	<b>Contact Person:</b>
	<b>Title:</b>
	<b>Phone Number:</b>
	<b>Email :</b>
	<b>Event Date:</b>
	<b>Description of Catering Services Provided:</b>

SECTION 4  
BID SUBMITTAL FOR:  
Special Event Catering

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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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 \_\_\_\_\_

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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:** Special Event Catering

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 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.

**Federal Employer**  
 Contract No. : \_\_\_\_\_ Identification Number (FEIN): \_\_\_\_\_  
 Contract Title: \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

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



