

Miami-Dade County

## MISCELLANEOUS CONSTRUCTION CONTRACTS (MCC) PROGRAM

### MCC 7040 and MCC 7360 PLANS - REGISTRATION FORM

Firms interested in registering to participate in the Miscellaneous Construction Contracts (MCC) Program can apply by completing the attached registration form.

- Program Name:** Miscellaneous Construction Contracts (MCC) Program
- Program Number:** MCC 7040 and MCC 7360 Plans
- Program Administrators:** The MCC Program is administered by the Office of Capital Improvements (OCI). The MCC Program registration process is managed by the Department of Procurement Management (DPM).
- Program Description:** Request for Price Quotation (RPQ) awards may be issued from various Miami-Dade County Departments for proposals from contractors qualified for work in specific trade categories and the general contractor category. Awards cannot exceed the maximum value specified in Section 2-8.1(b) of the Code of Miami-Dade County (currently \$2,500,000). Work locations are throughout Miami-Dade County and funding is from various sources.

#### The MCC Program consists of the following two plans:

##### **MCC 7040 Plan**

This is a set-aside solely for the Community Small Business Enterprise (CSBE) firms certified by the DPM. All contractors with a local Miami-Dade County office that meet the CSBE eligibility requirements may participate. This plan utilizes a blind rotation process that factors the required building trade, value of the solicitation, number of times vendors have been invited to bid and prior work assigned. All firms must be CSBE certified and registered under the MCC 7040 Plan before bidding on a solicitation. Registered firms are contacted when it is time to bid. For information on the MCC 7040 Plan, visit [www.miamidade.gov/dpm/7040plan](http://www.miamidade.gov/dpm/7040plan). For more details about the CSBE certification process, visit the DPM website at [www.miamidade.gov/DPM/about\\_us\\_business\\_assistance.asp](http://www.miamidade.gov/DPM/about_us_business_assistance.asp).

##### **MCC 7360 Plan**

This is an open-competitive plan that is accessible to all contractors. This plan is utilized when federal funding is involved or when a 100% CSBE goal is not attainable due to unavailability of certified vendors in the required trades. Firms can respond to a Request for Price Quotation (RPQ) without being registered under the MCC 7360 Plan. However, firms must be registered prior to a RPQ award. Vendors can obtain bid information for the MCC 7360 projects by visiting the DPM website at [www.miamidade.gov/DPM/current\\_opportunities](http://www.miamidade.gov/DPM/current_opportunities) or the Daily Business Review website at [www.dailybusinessreview.com](http://www.dailybusinessreview.com). For additional information on the MCC 7360 Plan, visit [www.miamidade.gov/dpm/7360plan](http://www.miamidade.gov/dpm/7360plan).

#### REGISTRATION REQUIREMENTS FOR PARTICIPATION IN THE MCC PLANS

1. Completion of Vendor Registration Package. Access the [Vendor Registration Package](#) at and contact a DPM representative at (305) 375-5773 for questions regarding vendor registration.
2. Copy of state and/or local Contractor License (General Building, General Contractor, General Engineering or Specialty Trade Contractor)
3. Copy of proof of insurance. Minimum insurance requirements include: General Liability, Auto Liability, and Workers' Compensation. Insurance must provide no less than \$300,000 of coverage with the "certificate holder" as Miami-Dade County, 111 NW 1<sup>st</sup> Street, Suite 2340, Miami, FL 33128, with a 30 day cancellation notification requirement. Certificate of Insurance must be signed by agent/agency representative. Proof of additional insurance may be required for certain jobs.
4. Copy of Community Small Business Enterprise (CSBE) certification letter (MCC 7040 only)
5. Submit MCC 7040/7360 Plan Registration Form (attached)

**Submit the form and all documents via U.S. mail or hand delivery to:**

**Miami-Dade County**  
**Department of Procurement Management**  
Vendor Services Section – MCC 7040/ 7360  
111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor  
Miami, FL 33128 Tel. No. (305) 375-5289

**MISCELLANEOUS CONSTRUCTION CONTRACTS (MCC) PROGRAM  
REGISTRATION FORM - MCC 7040/7360 PLANS**

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I would like to register my company for the following plan(s):

**MCC 7040 Plan**

Yes      No

If yes, enter your  
Community Small Business Enterprise (CSBE)  
Certification number \_\_\_\_\_

**MCC 7360 Plan**

Yes      No

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**REQUEST TO PARTICIPATE IN THE MCC PLAN**

Date: \_\_\_\_\_ Federal Employer Identification Number (FEIN): \_\_\_\_\_

Company Name:  
(as filed with the Vendor Registration Package) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor's License Number (s) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor's License Number (s) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor's License Number (s) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Bonding Capacity: \$ \_\_\_\_\_

**Additional Requirements and Instructions**

1. The guidelines for the MCC Program can be obtained from the Office of Capital Improvements (OCI) website at <http://www.miamidade.gov/OCI/contracts.asp> or contact an OCI representative at (305) 375-1900. Qualified contractors are responsible for compliance with the program guidelines.
2. Registration for participation in the MCC Plans does not guarantee construction work. The County's approval of a contractor to participate is not an indication or representation that the contractor will be awarded any work. Furthermore, a submittal of the registration form does not constitute an offer by the contractor, and the County's registration of the contractor in the MCC Program does not constitute an acceptance of an offer. No contractual relationship exists until the contractor submits the executed Notice to Proceed (NTP). The NTP will constitute a contract between the Contractor and the County for the work described in the Request for Price Quotation (RPQ) under the MCC 7040 and MCC 7360 Plans. Participation in the MCC Program is voluntary.
3. The County reserves the right to amend the registration form and the program guidelines at any time, and the program rules applicable to the work shall be those in effect at the time of issuance of the RPQ.
4. Initial insurance certificates must be submitted to DPM with the complete Registration Form. Insurance certificates must be kept current. All subsequent insurance certificates must be submitted to General Service Administration (GSA), Risk Management Division at 111 N.W. 1<sup>st</sup> Street, Suite 2340, Miami, FL 33128 or faxed to (305) 375-1477.
5. Participants must maintain an active vendor status and an up-to-date Vendor Registration Package with the Department of Procurement Management (DPM).
6. An approved Affirmative Action Plan (AAP) is required for all vendors with annual gross revenues in excess of \$5,000,000. An AAP is required prior to contract award in accordance with the Miami-Dade County Code, Section 2-8.1.5. You are encouraged to access the DPM website at [www.miamidade.gov/DPM/aap](http://www.miamidade.gov/DPM/aap) for AAP information.

**REQUEST TO PARTICIPATE IN EMERGENCY PROJECTS**

Do you want to participate in the Emergency Response Team (ERT)?

Yes      No

ERT Contractors must respond to the emergency call within 2 hours of first contact and be available 24 hours, 7 days per week. An emergency is an unforeseen or unanticipated urgent and immediate need for construction services where the protection of life, health, safety or welfare of the community or the preservation of public property would not be possible using any alternative contracting methods.

Contractors who refuse emergency work when called upon or are not reachable through the contact numbers provided will be removed from the Emergency Response Team listing. Participation in the Emergency Response Team concept is voluntary and will not impact your position in the normal rotation. Contractors responding to these emergency projects are prohibited from sub-contracting any of the emergency work; all work must be performed with your company's permanent or temporary staff, excluding any work which is incidental to work of the specialty trade and is specified as being the work other than that of the specialty trade certified.

If you responded yes to the question above, please provide the following information:

Emergency Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_ Emergency Fax Number: \_\_\_\_\_

Emergency Contact Email Address: \_\_\_\_\_

**AFFIRMATIONS AND SIGNATURES**

The undersigned hereby certifies that the foregoing statements are true and correct and include all of the material necessary to identify and explain the operation of the business described herein as well as the ownership of it. The undersigned agrees to provide Miami-Dade County with current, complete and accurate information for each project contracted and for all proposed changes in any contractual agreement. Misrepresentations shall be grounds for terminating any contract.

Signature: \_\_\_\_\_

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

Position/ Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

## AFFIRMATION FOR REQUIRED AFFIDAVITS

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### 1. GENERAL

- a. I AM A DULY AUTHORIZED REPRESENTATIVE OF THE Contractor and am authorized to submit bids or proposals for the County, and if awarded a contract, authorized to enter into the contract and perform the services or supply the goods so contemplated.
- b. This Affidavit is made of my personal knowledge. I understand that Miami-Dade County will rely on the representations made in this affidavit in determining my eligibility and responsibility to enter into a contract with Miami-Dade County. By executing this affidavit, the Respondent agrees to provide to Miami-Dade County such documentation or other proof as Miami-Dade County may require to verify the accuracy and completeness of any of the representatives.

*My initials (in ink) acknowledge that I have read the aforementioned requirements and the entity is in compliance*

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### 2. NO CRIMINAL RECORD

The Contractor or any officers, investors or managers of the Contractor have not been convicted of a felony during the past ten (10) years, nor does it, as of the date of the bid or proposal submission, have an officer, director or executive who has been convicted of a felony during the past ten (10) years.

*My initials (in ink) acknowledge that I have read the aforementioned requirements and the entity is in compliance.*

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### 3. PUBLIC ENTITY CRIMES

The Contractor has not been convicted of a public entity crime and may submit a bid in accordance with Section 287.133 of the Florida Statutes.

*My initials (in ink) acknowledge that I have read the aforementioned requirements and the entity is in compliance*

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### 4. FAIR SUBCONTRACTING

Consistent with Section 2-8.8 of the Code of Miami-Dade County, the Respondent has adopted subcontracting policies and procedures which (a) notifies the broadest number of local subcontractors of the opportunity to be awarded a subcontract; (b) invites local subcontractors to submit bids in a practical, expedient way; (c) provides local subcontractors access to information necessary to prepare and formulate a subcontracting bid; (d) allows local subcontractors to meet with appropriate personnel of the Respondent to discuss the Respondent's requirements; and (e) awards subcontracts based on full and complete consideration of all submitted proposals and in accordance with the Respondent's stated objectives.

*My initials (in ink) acknowledge that I have read the aforementioned requirements and the entity is in compliance*

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### 5. FAIR WAGE (IF APPLICABLE)

If applicable, the Respondent is in full compliance with Section 2-11.16 of the Code of Miami-Dade County, and should he or she be awarded the contract, understands his or her obligation to apply the project minimum wage rates set forth in the Section and the labor provisions of the contract documents.

*My initials (in ink) acknowledge that I have read the aforementioned requirements and the entity is in compliance*



## AFFIRMATION

I, being duly sworn, do attest under penalty of perjury that the entity is in compliance with all requirements outlined in the Miami-Dade County MCC Program Affidavits included on page 4.

I also attest that I will comply with and keep current all statements sworn to in the above affidavits and registration application. I will notify the Miami-Dade County, Vendor Services Section – MCC 7040/7360, immediately if any of the statements attested hereto are no longer valid.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Affiant and Title

\_\_\_\_\_  
Company Name

## NOTARY PUBLIC INFORMATION

\_\_\_\_\_  
Notary Public – State of:

\_\_\_\_\_  
Country 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