

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

New     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. 9380-0/13

Contract     Re-Bid     Other    LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: RQAV1400012    TERM OF CONTRACT 3 YEAR(S) WITH 0 YEAR OTR

Requisition /project title: Cisco SMARTnet Maintenance Services

Description: The purpose of this solicitation is to obtain Cisco SMARTnet maintenance services for the Miami-Dade Aviation Department (MDAD) to support the existing equipment currently used to manage their network infrastructure environment. MDAD seeks to establish a contract with a Cisco authorized reseller that will provide a three year Cisco SMARTnet maintenance agreement.

Issuing Department: MDAD    Contact Person: Lluis Gorgoy    Phone: 305-375-1075

Estimate Cost: \$549,000.00    Funding Source: GENERAL    FEDERAL    OTHER  
\$549,000

**ANALYSIS**

<b>Commodity Codes:</b>	<u>92003</u>	<u>92037</u>	<u>92045</u>	<u>20539</u>	<u>20540</u>
	<u>20560</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>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>	<u>Prosys Information System</u>	<u>Prosys Information System</u>	
<b>Small Business Enterprise:</b>	<u>No</u>	<u>No</u>	
<b>Contract Value:</b>	<u>\$632,089.42</u>	<u>\$541,776.00</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>
<b>SBE</b>				

Basis of recommendation:  
 \_\_\_\_\_

Signed: Lluis Gorgoy    Date sent to SBD: 1/28/14  
 Date returned to DPM: \_\_\_\_\_

RECEIVED  
 DEPT. BUSINESS DEV.  
 2014 JAN 28 PM 2:52

Received April



BID NO.:

OPENING: 2:00 P.M.

, 2014

**MIAMI-DADE COUNTY, FLORIDA**

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

TITLE:

**CISCO SMARTnet MAINTENANCE SERVICES**

FOR INFORMATION CONTACT:

Lluis Gorgoy, 305-375-1075, gorgoyl@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: CISCO SMARTnet MAINTENANCE SERVICES**

**Procurement Officer: Lluís Gorgoy, CPPB**

**Bids will be accepted until 2:00 p.m. on \_\_\_\_\_, 2014**

**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

CISCO SMARTnet MAINTENANCE 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-r13-8.pdf>

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

**CISCO SMARTnet MAINTENANCE SERVICES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of Cisco SMARTnet maintenance services for the Miami-Dade Aviation Department (MDAD) to support the existing equipment currently used to manage their network infrastructure environment. MDAD seeks to establish a contract with a Cisco authorized reseller that will provide a three year Cisco SMARTnet maintenance agreement.

**2.2 TERM OF CONTRACT**

This contract will commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award letter, which is distributed by the County's Department of Procurement Management, Technical Services 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 contract term.

This contract shall remain in effect for thirty-six (36) months provided that the services rendered during the contract period are satisfactory and that County funding is available as appropriated on an annual basis and upon completion of the expressed and/or implied warranty period.

**2.3 OPTION TO RENEW - INTENTIONALLY OMITTED**

**2.4 METHOD OF AWARD**

Award of this contract will be made to the lowest responsive, responsible vendors who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. While the method of award prescribes the method for determining the lowest responsive, responsible vendor, the County will award this contract to the designated lowest vendor. The County will award the total contract to a single vendor.

**PRE-QUALIFICATION CRITERIA:**

- Bidders must provide contact information for Primary (Required) and Secondary (Optional) staff within the Company who will be responsible for providing a response to Requests for Quotations (RFQ) issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5:00 P.M. (Local Time). Contact information shall include the contact name, telephone, fax, email and company address.
- Bidders shall have at least one year experience in performing multifunctional device repair and maintenance services. To demonstrate this bidders must provide three existing customer references for which bidder is providing a similar scope of services as outlined in Section 3 with the bid submittal.

**2.5 ADDITIONAL QUANTITY OF ITEMS OR UNITS TO BE SERVICED**

Although this solicitation and resultant contract states a specific or an estimated number of items or units to be serviced, it is understood and agreed that the County may purchase additional services

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

**CISCO SMARTnet MAINTENANCE SERVICES**

from the vendor; provided that these additional maintenance services represent the same manufacturer, model or brand, and unit price stipulated within the contract.

It is further understood and agreed that the successful bidder shall update MDAD's Cisco Smartnet account when new Cisco products are purchased. Should other agencies access the resultant contract, the successful bidder shall update the agency's respective Cisco Smartnet account.

**2.6 CONTACT PERSON**

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Lluís Gorgoy, Procurement Contracting Agent via email at [gorgoyl@miamidade.gov](mailto:gorgoyl@miamidade.gov) with a copy to the Clerk of the Board at [clerkBCC@miamidade.gov](mailto:clerkBCC@miamidade.gov). Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect.

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## MIAMI-DADE COUNTY

### SECTION 3 TECHNICAL SPECIFICATIONS

#### 3.1 PURPOSE

Cisco SMARTnet is a technical support service contract that gives MDAD staff direct anytime access to Cisco expert 24 hours a day 365 days a year. Also includes next day hardware replacement for all the equipment listed.

#### 3.2 INTRODUCTION

MDAD Data network is based on Cisco equipment/infrastructure. This equipment requires a Cisco SMARTnet maintenance contract in order to resolve any software or hardware failures.

#### 3.3 CISCO SMARTNET CONFIGURATION

For all equipment covered under the resultant contract, the SMARTnet service shall be configured as 8x5xNBD (Next-Business-Day hardware replacement) to include Firmware, software technical support 24 hours a day 365 days a year.

#### 3.4 CISCO SMARTNET MAINTENANCE SERVICE

Cisco SMARTnet maintenance services provided under the resultant contract shall be provided to the County according to 8x5xNBD standards. MDAD will obtain technical support services directly from Cisco engineers and Cisco technical resources as needed. The SMARTnet maintenance service contract must be Cisco SMARTnet and not an intermediary service provider. At a minimum, Cisco SMARTnet Maintenance Service shall conform to 8x5xNBD standards and provide:

- Around-the-clock access to the Cisco Technical Assistance Center
- Access to the Cisco.com knowledgebase, resources and tools
- Hardware replacement (next-business-day)
- Ongoing operating system software updates including both minor and major releases within the licensed feature set
- Cisco operating system software support to extend the life of Cisco devices with improved security, increased performance, bandwidth management, new protocol support, and greater interoperability

#### 3.5 CISCO AUTHORIZED RESELLER

The successful bidder shall be an authorized Cisco reseller and is required to provide its Cisco authorized reseller number as part of the proposal submission. Bidders' status may be subject to verification with Cisco Systems. The selected bidder must maintain this status during the term of the resultant contract and any extensions exercised by the County.

#### **MDAD CISCO PRODUCTS**

The chart below represents the Cisco products currently owned by MDAD. These products must be covered by Cisco SMARTnet service. Additional SMARTnet service may be purchased for new Cisco products as per Section 2.7. Site Location of all equipment is Miami-Dade Aviation Department,

**MIAMI-DADE COUNTY****SECTION 3  
TECHNICAL SPECIFICATIONS**

Miami International Airport IS/Telecommunications Bldg., 3030 ,4331 ,NW 22nd Street, Miami Florida  
33142

ITEM #	SERIAL NUMBER	PRODUCT NUMBER	QUANTITY
1	FTX1040A3JU	CISCO2811	1
2	FCZ1214719X	CISCO2811	1
3	FTX1051A1DX	CISCO2811-AC-IP	1
4	FTX0925A55X	CISCO2811-SEC/K9	1
5	FTX1415AJ6X	CISCO3825	1
6	FTX1415AJ71	CISCO3825	1
7	FTX1415AJ67	CISCO3825	1
8	FTX0925A5UM	CISCO3845-SEC/K9	1
9	FTX0925A5UL	CISCO3845-SEC/K9	1
10	KQ6B5F7	CSACS-1121-UP-K9	1
11	FOC1536X2ZS	WS-C2960G-48TC-L	1
12	FOC1536X31E	WS-C2960G-48TC-L	1
13	FOC1536X2YY	WS-C2960G-48TC-L	1
14	FOC1630X2P5	WS-C2960S-48FPD-L	1
15	FOC1630X2MX	WS-C2960S-48FPD-L	1
16	FOC1630X2P6	WS-C2960S-48FPD-L	1
17	FOC1627X39Z	WS-C2960S-48FPD-L	1
18	FOC1630X2P4	WS-C2960S-48FPD-L	1
19	FOC1618Y232	WS-C2960S-48FPD-L	1
20	FOC1630X2LZ	WS-C2960S-48FPD-L	1
21	FOC1630X2MB	WS-C2960S-48FPD-L	1
22	FOC1630X2LM	WS-C2960S-48FPD-L	1
23	FOC1631W3WF	WS-C2960S-48FPD-L	1
24	FOC1631W3YJ	WS-C2960S-48FPD-L	1
25	FOC1637Y00S	WS-C2960S-48FPD-L	1
26	CAT1037ZLYU	WS-C3750-24PS-S	1
27	CAT1034RKE7	WS-C3750-24PS-S	1
28	CAT1117NJ79	WS-C3750-24PS-S	1
29	FDO1123Z40P	WS-C3750-24PS-S	1
30	FDO1236Y5EE	WS-C3750-24PS-S	1
31	FDO1429X0ND	WS-C3750-24PS-S	1
32	CAT1002R2JU	WS-C3750-24PS-S	1
33	CAT1002R2MK	WS-C3750-24PS-S	1
34	CAT1002R2MM	WS-C3750-24PS-S	1
35	CAT1002Z27J	WS-C3750-24PS-S	1
36	CAT1002R2MG	WS-C3750-24PS-S	1

**MIAMI-DADE COUNTY**

**SECTION 3  
TECHNICAL SPECIFICATIONS**

37	CAT1002Z24Y	WS-C3750-24PS-S	1
38	CAT1002Z273	WS-C3750-24PS-S	1
39	CAT1002Z26M	WS-C3750-24PS-S	1
40	CAT1002Z26W	WS-C3750-24PS-S	1
41	CAT1002Z28C	WS-C3750-24PS-S	1
42	CAT1002R2KJ	WS-C3750-24PS-S	1
43	CAT1002Z27N	WS-C3750-24PS-S	1
44	CAT1002R2J6	WS-C3750-24PS-S	1
45	CAT1002R2MC	WS-C3750-24PS-S	1
46	CAT1002R2MT	WS-C3750-24PS-S	1
47	CAT1002Z26Z	WS-C3750-24PS-S	1
48	CAT1002Z251	WS-C3750-24PS-S	1
49	CAT1002R2MY	WS-C3750-24PS-S	1
50	CAT1002R2N1	WS-C3750-24PS-S	1
51	CAT1116ZHAD	WS-C3750-24PS-S	1
52	CAT0952R4ZA	WS-C3750-48PS-S	1
53	CAT0952R4E3	WS-C3750-48PS-S	1
54	CAT0952R423	WS-C3750-48PS-S	1
55	CAT0952R4CL	WS-C3750-48PS-S	1
56	CAT0952R508	WS-C3750-48PS-S	1
57	CAT0952R3M3	WS-C3750-48PS-S	1
58	CAT0952R3U1	WS-C3750-48PS-S	1
59	CAT0952R41R	WS-C3750-48PS-S	1
60	CAT0952R4ZH	WS-C3750-48PS-S	1
61	CAT0952R3VB	WS-C3750-48PS-S	1
62	CAT0952R4F0	WS-C3750-48PS-S	1
63	CAT0952R3V5	WS-C3750-48PS-S	1
64	CAT0952R3UQ	WS-C3750-48PS-S	1
65	CAT0952R4YK	WS-C3750-48PS-S	1
66	CAT0952R4ZU	WS-C3750-48PS-S	1
67	CAT0952R50U	WS-C3750-48PS-S	1
68	CAT0952R4Y1	WS-C3750-48PS-S	1
69	CAT1012R500	WS-C3750-48PS-S	1
70	CAT1012R45E	WS-C3750-48PS-S	1
71	CAT1012R494	WS-C3750-48PS-S	1
72	CAT1012R3WE	WS-C3750-48PS-S	1
73	CAT1012R45P	WS-C3750-48PS-S	1
74	FDO1249Y0ET	WS-C3750G-12S-S	1
75	FDO1249Y0DA	WS-C3750G-12S-S	1
76	FDO1302Y081	WS-C3750G-12S-S	1

MIAMI-DADE COUNTY

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

77	FDO1302Y095	WS-C3750G-12S-S	1
78	FDO1303X1CQ	WS-C3750G-12S-S	1
79	FOX1422GF4J	WS-C6504-E	1
80	FOX1422GF4M	WS-C6504-E	1
81	FOX1422GF41	WS-C6504-E	1
82	SMG1647N009	WS-C6509-E=	1
83	SMG1647N00B	WS-C6509-E=	1
84	SMG1647N02F	WS-C6509-E=	1
85	SMG1647N048	WS-C6509-E=	1
86	SMG1647N00X	WS-C6509-E=	1
87	SMG1647N00R	WS-C6509-E=	1
88	SMG1647N00T	WS-C6509-E=	1
89	SMG1647N02E	WS-C6509-E=	1
90	SMG1647N02D	WS-C6509-E=	1
91	SMG1648N00A	WS-C6509-E=	1
92	SMG1647N00P	WS-C6509-E=	1
93	SMG1648N02V	WS-C6509-E=	1
94	SMG1648N02M	WS-C6509-E=	1
95	SMG1647N005	WS-C6509-E=	1
96	SMG1648N00P	WS-C6509-E=	1
97	SMG1647N02H	WS-C6509-E=	1
98	SMG1648N012	WS-C6509-E=	1
99	SMG1647N02A	WS-C6509-E=	1
100	SMG1647N021	WS-C6509-E=	1
101	SMG1646N054	WS-C6509-E=	1
102	SMG1647N012	WS-C6509-E=	1
103	SMG1647N02G	WS-C6509-E=	1
104	SMG1647N003	WS-C6509-E=	1
105	SMG1648N00M	WS-C6509-E=	1
106	SMG1648N00W	WS-C6509-E=	1
107	SMG1647N028	WS-C6509-E=	1
108	SMG1647N023	WS-C6509-E=	1
109	SMG1647N01W	WS-C6509-E=	1
110	SMG1648N00S	WS-C6509-E=	1

SECTION 3  
TECHNICAL SPECIFICATIONS

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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.

, 2014



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: **Lluís Gorgoy**      ISD/PM      Date Issued:      This Bid Submittal Consists of  
Pages 9 through 13 and  
Appendix Pages 1 through 3.

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:**  
**CISCO SMARTnet MAINTENANCE SERVICES**

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-RESPONSIVE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>920-03, 920-37, 920-45, 205-39, 205-40, 205-60</b>	
Procurement Contracting Officer: <b>Lluís Gorgoy</b>	

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.**

**4.1 CONTACT INFORMATION**  
*(Required By All Bidders)*

Provide contact information for Primary (Required) and Secondary (Optional) staff within your Company who will be responsible for providing a response to Invitation To Bid (ITB) issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5 PM.

<b>PRIMARY CONTACT (REQUIRED)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	
<b>SECONDARY CONTACT (OPTIONAL)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
E-mail Address:	

4.2 **REFERENCES:**

<b>Reference Section</b>	<b>Summarized Requirements:</b> Vendors must be able to demonstrate that they have a minimum of one (1) year of experience in providing Maintenance Services for Cisco equipment to at least three (3) client references.
<b>Section 2, Paragraph 2.4</b>	<b>Client Reference Letter #1</b>
Company Name:	
Contact Name:	
Contact Title:	
Contact Address:	
Contact Telephone Number:	
Contact E-mail Address:	
Type of Service Provided:	
<b>Section 2, Paragraph 2.4</b>	<b>Client Reference Letter #2</b>
Company Name:	
Contact Name:	
Contact Title:	
Contact Address:	
Contact Telephone Number:	
Contact E-mail Address:	
Type of Service Provided:	

Section 2, Paragraph 2.4	Client Reference Letter #3
Company Name:	
Contact Name:	
Contact Title:	
Contact Address:	
Contact Telephone Number:	
Contact E-mail Address:	
Type of Service Provided:	

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

SECTION 4  
BID SUBMITTAL FOR:  
CISCO SMARTnet MAINTENANCE SERVICES

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW 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: CISCO SMARTnet MAINTENANCE 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**





**SUBCONTRACTOR/SUPPLIER LISTING  
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)**

Name of Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Proposers who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Proposers should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

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

Signature of Proposer \_\_\_\_\_ Print Name \_\_\_\_\_ Print Title \_\_\_\_\_ Date \_\_\_\_\_