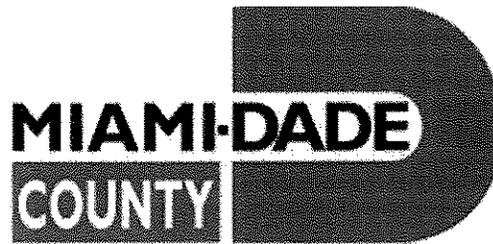


BID NO.: IB-00333

OPENING: 6:00 PM

FEBRUARY 26, 2016



MIAMI-DADE COUNTY, FLORIDA

MIAMI-DADE
I N V I T A T I O N
T O B I D
MIAMI-DADE

TITLE:

MODEL 2000 VOTING BOOTH FOR THE ELECTIONS DEPARTMENT

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON FEBRUARY 26, 2016

FOR INFORMATION CONTACT:

Roma Campbell, 305-375-3233, rcamp@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION 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.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers 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 general terms and conditions are considered non-negotiable.

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-r15-5.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE**

The purpose of this Invitation to Bid is to purchase 300 self-contained voting booths for the Elections Department of Miami-Dade County through a single solicitation.

Model 2000 Voting Booths with Light Black Hard Curtain with Miami-Dade County custom logo on hard side curtain. Voting Booth must be large enough to accommodate up to a 21" optical scan ballot.

2.2 TERM OF CONTRACT

This contract shall commence upon the date of the purchase order and shall remain in effect until such time as the commodities, equipment and/or services acquired in conjunction with this Invitation to Bid, have been completed and accepted by an authorized County representative at the Miami-Dade County Elections Department and upon completion of the expressed and/or implied warranty periods.

2.3 METHOD OF AWARD

Award of this contract will be made to the responsive and responsible vendor who submits the lowest price for the item listed in this solicitation.

2.4 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 and shall be inclusive of all costs, charges and fees involved in providing the specific products within this solicitation.

2.5 METHOD OF PAYMENT

The vendor shall submit an invoice to the County user department(s) that requested the items through a purchase order. The date of the invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoice be submitted to the County in advance of the delivery and acceptance of the items. In addition to the general invoice requirements stated below, the invoice shall reference (or include a copy of) the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

- II. County Information:
- Miami-Dade County Release Purchase Order or Small Purchase Order Number
- III. Pricing Information:
- Unit price of the goods, services or property provided
 - Extended total price of the goods, services or property
 - Applicable discounts
- IV. Goods or Services Provided per Contract:
- Description
 - Quantity
- V. Delivery Information:
- Delivery terms set forth within the Miami-Dade County Release Purchase Order
 - Location and date of delivery of goods, services or property
- VI. Failure to Comply:
Failure to submit invoices in the prescribed manner will delay payment.

2.6 SHIPPING TERMS: F.O.B. DESTINATION

All bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative at the Miami-Dade County Elections Department.

2.7 DELIVERY SHALL BE NINETY (90) DAYS AFTER DATE OF ORDER

The vendor shall make deliveries within ninety (90) 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.

2.8 BACK ORDER DELAYS IN DELIVERY SHALL NOT BE ALLOWED

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the vendor is required to deliver all items to the County within the time specified in this solicitation and resultant contract; and no grace period on account of back order situations shall be honored, unless written authorization is issued by the user department, and a new delivery date is mutually

established. In the event that the vendor fails to deliver the products within the time specified, the County reserves the right to cancel the order, seek the items from another vendor, and charge the incumbent vendor for any 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 solicitation. If the vendor provided product is determined to not meet the specifications and requirements of this solicitation, 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 items or provide a full credit for the returned item. The vendor shall not assess any additional charges for any conforming action taken by the County under this clause.

2.10 WARRANTY SHALL BE 1825 CALENDAR DAYS

A. Type of Warranty Coverage Required

In addition to all other warranties that may be supplied by the bidder, the bidder shall warrant its product and/or service against faulty labor and/or defective material for a minimum period of 1825 calendar days after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force for the full period identified above, regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the bidder does not constitute a waiver of these warranty provisions.

B. Correcting Defects Covered Under Warranty

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within 10 calendar days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within 10 calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another vendor and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

2.11 ADDITIONAL QUANTITY OF ITEMS OR UNITS

Although this solicitation and resultant contract states a specific or an estimated number of items or units to be purchased by the County, it is understood and agreed that the County may purchase as many as is needed additional items or units from the vendor; provided that these additional items or units represent the same manufacturer, model or brand, and unit price stipulated within the original contract. These items may

be purchased within a six (6) months frame after delivery and acceptance of the previous items purchased. The vendor shall accept a separate purchase order for additional items purchased.

2.12 DAMAGED GOODS WHEN SHIPPING IS PROVIDED BY VENDOR:

The vendor shall be responsible for filing, processing, and collecting all damage claims against the shipper.

2.13 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor's expense and the contract cancelled or (2) the County may require the vendor to replace the materials at the vendor's expense.

The logo for Miami-Dade County, featuring a sunburst design above the text "MIAMI-DADE" in a large, bold, sans-serif font. The text is rendered in a light gray, dotted or stippled style.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to purchase approximately 300 Model 2000 Voting Booths with Light Black (Hard Curtains) with Miami-Dade County logo customized and placed on the outer side of the right side curtain of the voting booths, Miami-Dade Elections department will provide the logo artwork. Voting Booth must be large enough to accommodate up to a 21" optical scan ballot.

3.2 PRODUCTS FEATURES

- A) Voting Booths must be made of heavy duty plastic, rugged blow molded case
- B) Easy to assemble aluminum legs
- C) Booth case and hard side curtains must be all black in color.
- D) Booths must have a UL approved light source for easy ballot viewing in poor light conditions, wattage must be 15 watts
- E) Booths electrical outlet capacity must allow for a minimum of ten booths to be connected together without needing a power source for each booth and only one plug connected to the electrical outlet.

3.3 SPECIFICATIONS

- Overall height – 60.5"
- Writing surface height – 40"
- Writing surface depth – 20"
- Writing surface width – 19"
- Legs width – 27"
- Legs depth – 24"
- Case dimensions – 26.5" x 24/5" x 5.25"
- Weight – 16lbs

BID SUBMITTAL

FIRM NAME: _____

Note: This is a one-time purchase

<u>Items</u>	<u>Quantity</u>	<u>Item Description/Specifications</u>	<u>Unit Price</u>
1	300	Black Model 2000 Voting Booths with Lighting (Hard Curtains)	\$
2	300	Note: Miami-Dade County custom logo will be printed on the outer side of the Booths. (Art work will be provided by Elections Department)	\$

Vendors Acknowledgement

Vendor's must signed and acknowledge their understanding that items order must be delivered within the 90 day time frame.

Vendor Signature: _____

