

## DEPARTMENTAL INPUT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. 0800-3/11-3

Contract   
  Re-Bid   
  Other   
 LIVING WAGE APPLIES:  YES  NO

Requisition No./Project No.: RQID1300030   
 TERM OF CONTRACT: 60 MONTH(S) WITH 5 YEAR(S) OTR

Requisition /project title: Signs and Banners, Purchase and Installation Pre-qualification pool

**Description:** The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of Signs and Banners for both purchases and/or installation on an as needed when needed basis.

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

Estimate Cost: \$3,129,340.48

Funding Source:   
 GENERAL    
 FEDERAL    
 OTHER

see attached

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">550</span>	<span style="border: 1px solid black; padding: 2px;">55048</span>	<span style="border: 1px solid black; padding: 2px;">55049</span>	<span style="border: 1px solid black; padding: 2px;">55050</span>	<span style="border: 1px solid black; padding: 2px;">55061</span>
	<span style="border: 1px solid black; padding: 2px;">55062</span>	<span style="border: 1px solid black; padding: 2px;">55066</span>	<span style="border: 1px solid black; padding: 2px;">55070</span>	<span style="border: 1px solid black; padding: 2px;">55071</span>	<span style="border: 1px solid black; padding: 2px;">55762</span>
	<span style="border: 1px solid black; padding: 2px;">55763</span>	<span style="border: 1px solid black; padding: 2px;">55970</span>	<span style="border: 1px solid black; padding: 2px;">03579</span>	<span style="border: 1px solid black; padding: 2px;">28530</span>	<span style="border: 1px solid black; padding: 2px;">350</span>
	<span style="border: 1px solid black; padding: 2px;">35010</span>	<span style="border: 1px solid black; padding: 2px;">50563</span>	<span style="border: 1px solid black; padding: 2px;">57058</span>	<span style="border: 1px solid black; padding: 2px;">57879</span>	<span style="border: 1px solid black; padding: 2px;">57880</span>
	<span style="border: 1px solid black; padding: 2px;">57882</span>	<span style="border: 1px solid black; padding: 2px;">801</span>	<span style="border: 1px solid black; padding: 2px;">80181</span>	<span style="border: 1px solid black; padding: 2px;">93674</span>	<span style="border: 1px solid black; padding: 2px;">96166</span>
	<span style="border: 1px solid black; padding: 2px;">96880</span>	<span style="border: 1px solid black; padding: 2px;">96881</span>			

RECEIVED  
DEPT. BUSINESS DEV.  
2012 DEC 11 AM 10:19

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

	EXISTING	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR
Contractor:	A1A Signs Service Inc		
Small Business Enterprise:			
Contract Value:	\$1,277,500.00	\$	\$

Comments:  

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

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

Basis of recommendation:  

Signed: Josh Brown   
 Date sent to SBD: 12/10/12

Date returned to DPM:



BID NO.: \_\_\_\_\_

OPENING: 2:00 P.M.  
WEDNESDAY  
TBD After BCC Approval

MIAMI-DADE COUNTY, FLORIDA

# INVITATION TO BID

TITLE:

## SIGNS AND BANNERS: PURCHASE AND/OR INSTALLATION, PRE-QUALIFICATION POOL

FOR INFORMATION CONTACT:

Josh Brown, 305-375-4725, [joshbro@miamidade.gov](mailto:joshbro@miamidade.gov)

IMPORTANT NOTICE TO BIDDERS:

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT SERVICES DIVISION



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:                     

Bid Title: SIGNS AND BANNERS: Purchase and/or Installation, Pre-Qualification Pool

Procurement Contracting Officer: Josh Brown

Bids will be accepted until 2:00 p.m. on TBD After BCC Approval

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 SERVICES DIVISION

SECTION 1  
GENERAL TERMS AND CONDITIONS

**TITLE : Signs and Banners: Purchase and/or Installation, Pre-Qualification Pool**

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>**

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

**SIGNS AND BANNERS: PURCHASE AND/OR INSTALLATION, PRE-QUALIFICATION POOL**

**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY**

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of Signs and Banners for both purchases and/or installation on an as needed when needed basis.

**2.2 TERM OF CONTRACT: SIXTY (60) MONTHS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract sixty (60) month term.

**2.3 METHOD OF AWARD: USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES**

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation. Vendors may be prequalified under the following groups:

- Group A: Signs and Banners (Purchase Only)
- Group B: Non-Electrical Signs and Banners (Purchase and/or Installation)
- Group C: Electrical Signs and Banners (Purchase and/or Installation)
- Group D: Construction Site Signs (Purchase, Installation, Removal)

These vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchase period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

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

**2.3.1 MINIMUM QUALIFICATION REQUIREMENTS (ALL GROUPS):**

Prequalification of vendors under Group A, B, C and D will be made to all responsive, responsible vendors who meet the minimum qualifications set forth below:

- a. Vendors must be able to demonstrate that they have experience in providing and, or installing Signs and Banners to at least three (3) client references over the past year. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in services.
- b. Vendors shall provide contact information to include name of contact, e-mail address, phone number and fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 7:30 a.m. and 6:00 p.m. (local time).
- c. Vendor(s) shall provide access to product information. If product information is not available on the company website, departments may require the vendor(s) to submit catalogues at no cost to the County.

*Group B & D shall have the following additional requirement:*

- d. Vendor(s) must possess a Non-Electrical Sign Contractor license, as per Section 2, Paragraph 2.5.2. Vendors must submit a copy of the license with the bid submittal form.

*Group C shall have the following additional requirement:*

- e. Vendor(s) must possess an Electrical Sign Contractor License, as per Section 2, Paragraph 2.5.3. Vendors must submit a copy of the license with the bid submittal form.

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

**2.4 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Josh Brown, at (305) 375-4725 email [-joshbro@miamidade.gov](mailto:joshbro@miamidade.gov).

**2.5 CERTIFICATIONS:****2.5.1 GROUP A: INTENTIONALLY OMITTED****2.5.2 Group B & Group D: Non-Electrical Signs and Banners / Construction Site Signs (Purchase and Install):**

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to a County solicitation

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

shall, at the time of such offer, hold a valid Certificate of Competency for Non-Electrical Sign Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed.

**2.5.3 Group C: Electrical Signs and Banners (Purchase and Install):**

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency for Electrical Sign Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed.

**2.6 OPTION TO RENEW: FOR SIXTY (60) ADDITIONAL MONTHS**

Miami-Dade County shall have the option to renew this contract for one additional sixty (60) month term. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the vendor(s). This prerogative may be exercised only when such continuation is clearly in the best interest of the County. Should the vendor(s) decline the County's right to exercise the option period, the County will consider the vendor in default which shall affect that vendor's eligibility for future contracts.

**2.7 DELIVERY REQUIREMENTS:**

The vendor(s) shall make deliveries as specified within the confines for the Request for Quote (RFQ). 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(s). In these cases, the vendor(s) 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.

If the RFQ does not specify a required delivery timeframe, it is understood and accepted by the County and the awarded vendor that delivery (and installation if applicable) shall be completed within seven (7) days of the order date.

Should the vendor(s) to whom the contract is awarded fail to deliver in the number of days stated in the RFQ, 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(s) with any re-procurement costs. If the vendor(s) fail to honor these re-procurement costs, the County may terminate the contract for default.

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

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

**2.7 COUNTY USER ACCESS PROGRAM (UAP) FEE:**

In reference to the general terms & conditions, paragraph 1.34 the County's User Access Program is applicable only when permitted by funding. The UAP will be exempt for the County's Department of Public Housing & Community Development.

**2.8 ACCEPTANCE OF PRODUCT BY THE COUNTY:**

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause. Upon acceptance by the County, all items provided under this contract will become the sole property of Miami-Dade County. Any use of these products following a request for removal from County property shall require authorization from a County representative.

**2.9 ACCIDENT PREVENTION AND BARRICADES:**

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager

**2.10 SPECIAL SECURITY REQUIREMENTS AT THE SEAPORT DEPARTMENT:**

Miami-Dade County Seaport Department (Port of Miami) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of the Port of Miami frequently (more than 5 times within a 90-day period). These ID cards are required for access and are issued by the Seaport Department at the current cost of \$60.00 per applicant per year. Therefore, the vendor shall obtain and pay for ID cards for each of his /her employees and/or agents who will be frequently visiting or performing services at the Port of Miami restricted areas. For more information concerning ID cards, you may contact the Port of Miami ID Office at (305) 347-4955.

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

**2.11 ACCIDENT PREVENTION AND REGULATIONS AT THE SEAPORT DEPARTMENT:**

All operations at the County's Seaport Department are under the direct control of Seaport Department personnel. Interference with vessels and vehicular traffic must be kept to a minimum. Ship berthing areas and roadways shall not be closed or opened by or for the vendor unless express permission is given to the vendor by the Seaport Engineer. The vendor shall plan the scheduling of its work in collaboration with the Engineer in order to insure safety for, and minimum hindrance to, port operations. All equipment shall be withdrawn from work areas at the end of the workday in order to eliminate immediate or potential hazard to traffic and facilities. Materials stored at the Seaport by the vendor shall be stored in a manner that minimizes any obstruction to water and ground traffic. All equipment and stored materials shall be marked by barriers with flashing lights at no additional cost to the County. The County accepts no responsibility for any damage or loss to materials stored by the vendor. The vendor shall exercise careful control during all phases of the work to prevent damage to Seaport utilities; including, but not limited to, overhead lights and buried cables. Before commencing work in any given area, the vendor, working in conjunction with the Engineer and the Dade County Seaport Department maintenance staff, shall endeavor to locate any possible utility conflicts. Should the vendor damage any Seaport utility through negligence, it shall promptly repair the damage at its own expense.

**2.12 ADDITIONAL ITEMS MAY BE PURCHASED:**

At any time during the term of this contract, the County may add additional items, groups, services, or other requirements. These additions shall be made through spot market quotations issued by the department(s).

In addition, it is understood and agreed that the County may, within six (6) months after the terms and conditions of this contract have been fulfilled through the delivery and acceptance of the items, purchase additional items or units from the vendor; and that the vendor shall accept a separate purchase order containing the same terms and conditions stipulated in the contract.

**2.13 CLEAN-UP:**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

**2.14 COMPETENCY OF VENDORS:**

The County may elect to conduct a pre-award inspection of the vendor's facility during the offer evaluation process. Offers will be considered only from firms which are regularly engaged in the business of providing or distributing the goods and/or performing the services as described in the solicitation, and who can produce evidence that they have a satisfactory record of performance for a reasonable period of time. Vendors must demonstrate that they have sufficient financial support and organization to ensure that they can satisfactorily execute the contract if awarded under the terms and conditions herein stated

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

**2.15 DEFICIENCIES IN WORK TO BE CORRECTED BY THE VENDOR:**

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within seven (7) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within three (3) calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

**2.16 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR:**

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager. Unless otherwise specified in the RFQ, the vendor shall use "new" materials for all items purchased under this contract. At the discretion of a county representative through issuing an RFQ, some signs may be recycled or allow for parts to be reused in order to obtain a discounted price. Authorization from a county representative must be obtained prior to manufacturing or installing the recycled sign.

**2.17 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING:**

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.



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

**TITLE: Signs and Banners: Purchase and/or Installation, Pre-Qualification Pool**

- c. Single Sided "A" Frame Unit : One 4'X8'X3/4", medium density overlay treated piece of plywood, applied with a 4'X8' 3M vinyl laminate decal (or approved equal). Must be graffiti proof with a 5 to 7 year endurance rating.

Installation: Sign to be attached to an "A" frame structure using four 2' x 4' x 10' pressure treated wood posts joined at the apex by a piano hinge. Two 2" x 4" X 4' horizontal bars used at base of unit. Two 38 inch "S" Loop chains connecting front and back posts.

- d. Small "A" Frame Unit :Plastic base unit 45" tall with image area 24" Wide X 36" High. The sign is two-sided, whereas, signs can be attached with Velcro, double sided tape, or a screw mount on regressed sign area. A patented locking hinge keeps the Sign (example brand: Signicade) open and through a ballast port, water or sand can be used for weight purposes.

The County may elect at any time to add or modify items under the Groups depending on the needs of each User Department.

**Section 3 Economic Opportunity and Affirmative Marketing Plan**  
DOCUMENT 00400

(DOCUMENT REQUIRED WITH BID SUBMISSION FROM ALL BIDDERS)

**Firm Name** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

The individual above, (consultant), is responsible for planning, implementing and tracking firm's Section 3 (S-3) and affirmative marketing training, employment and contracting goals applicable to Public Housing and Community Development (PHCD) projects and must comply with United States Housing and Urban Development's (USHUD) S-3 regulation at 24 CFR Part 135.

**Recruitment Procedures Required to Fill Vacant or New Consultant/Subconsultant Positions Resulting from PHCD Awards (Applicable to Single Trade and Multi-Trade Projects)**

1. For employment referrals from public housing, Section 8 and other housing program recipients, and low-income persons email [Section3@miamidade.gov](mailto:Section3@miamidade.gov)
2. Advertise at job site and surrounding neighborhood for targeted workers (see #1 above) and use *Document 00404, "Section 3 Language for News Ads, Flyers and Job Notices"* in all job notices & flyers.
3. Schedule a time and place convenient for public housing, other S-3 residents (listed under #1 above) to complete job applications.
4. Contact YWCA of Greater Miami, Inc. at (305) 377-9922, or fax (305) 373-9922, for HUD Youthbuild employment referrals.
5. Send notices about S-3 training and employment obligations and opportunities required for Public Housing and Community Development projects to labor organizations, where applicable (review **Section 3 Clause**).
6. Present *Document 00401, "Section 3 Resident Preference Claim Form"* to all job applicants, explaining S-3 residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.
7. Ensure applicants that claim a S-3 preference provide proof as described in *Document 00401*, or complete *Document 00402, "Section 3 Resident or Employee Household Income Certification Form"* (Public housing residents must receive the highest preference points during the interview/selection process.)
8. Consultant and subconsultants are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects; (b) use *Document 00403, "Training & Employment Outreach Documentation"* form to document agency referral responses, and (c) produce evidence of recruitment efforts to PHCD as requested.
9. Consultant is responsible for collection of subconsultant(s) training and employment documentation outreach efforts (described under no. 8), new hire reports (required) and weekly employment forms (only when subconsultant(s) hire workers for vacant or new positions in connection with PHCD awards).

Forms described above, under nos. 2 and 6-8, are post-award forms, applicable to successful PHCD bidders only, and will be distributed at each pre-construction meeting.

**Consultant's Recruitment of Section 3, Small, Minority and Women-Owned Businesses  
(Solicitation Requirements Applicable to Multi-Trade Projects Only)**

Consultant will follow Plan's affirmative marketing steps for each PHCD award, when he or she subcontracts work, to award a minimum goal of 10% of the overall award amount to S-3 businesses, where feasible, and ensure small, minority and women-owned businesses are used (definitions of a S-3 business and a small, minority and/or women-owned business may overlap, permitting S-3 and affirmative marketing goals in these awards to be simultaneously met). Consultants who subcontract work are required to provide PHCD with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.

1. Refer any interested subconsultants that may meet the criteria to become a certified S-3 business to *PHCD Section 3 Coordinator* for S-3 business application assistance.
2. Email [Section3@miamidade.gov](mailto:Section3@miamidade.gov) , for current PHCD S-3 business lists and solicit to firms on these lists.

**Section 3 Economic Opportunity and Affirmative Marketing Plan**  
DOCUMENT 00400

(DOCUMENT REQUIRED WITH BID SUBMISSION FROM ALL BIDDERS)

3. Contact *Internal Services Department*, (305) 375-5298 to obtain lists of small businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm's own minority, and to women firms.
4. Advertise for S-3 subconsultants/subcontractors (subs) in construction trade journals, such as "The Dodge Reports", and post notices and distribute flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.
5. Fax, send or deliver "**Subconsultant Solicitation to Section 3, Small, Minority and Women Businesses**" form, to all prospective subconsultant firms solicited for each PHCD award.
6. Allow each subconsultant *a minimum of five business days* to respond to consultant's solicitation request. Include all "**Letters of Intent**" forms received from S-3, small, and minority, and women-owned subconsultants. Request subconsultants not interested or unavailable to bid to provide consultant with "**Certificate of Unavailability**" form .
7. Use the "**Outreach Documentation Form**" to document recruitment and follow-up with subconsultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses, second, if the subconsultant' s bid amount would make the project infeasible.
9. Submit the following evidence to PHCD when requested during pre-award phase, and during post-award phase prior to selection of any new subcontractors: (1) Refer to nos. 3-8 above and bid document under "Contractors Recruitment of S-3, Small, Minority and Women businesses", page one, para. one), (2) *Document 00430, "List of Subcontractors/Subconsultants"*, and, (3) from consultant/contractor and its subconsultants or subcontractors, *Documents 00450, 00452 and 00453, "Estimated Workforce Breakdown", "Employee List" and "Consultant/Subconsultant Certification"*.
10. For each PHCD project award, retain documentation of outreach efforts and responses received from any organizations and subconsultants contacted for three years after project is completed.

\_\_\_\_\_  
**Sign and Print** Firm Official's Name and Title

\_\_\_\_\_  
Submission Date

\_\_\_\_\_  
Firm Name/Address

\_\_\_\_\_  
Firm Telephone and Fax Numbers:

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.  
WEDNESDAY  
TBD After BCC Approval



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, and Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: Josh Brown      ISD/PM      Date Issued:      This Bid Submittal Consists of Pages 12 through 19.

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:  
**SIGNS AND BANNERS: PURCHASE AND/OR INSTALLATION,  
PRE-QUALIFICATION POOL**

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: 55066, 550, 55048, 55049, 55050, 55061, 55062, 55063, 55070, 55071, 55762, 55763, 55970, 57058, 57879, 57880, 57882, 93674, 96166, 96880, 96881, 350, 35010, 28530, 03579, 801, 80181.	
Procurement Contracting Officer: Josh Brown	

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.**

BID SUBMITTAL FORM

**4.0 AWARD GROUPS:**

Bidders are requested to indicate whether or not the firm represented can provide the signs and banners identified in each group below.

<i>This contract will establish a Pre-Qualification Pool for each Group listed below. Please select Yes or No to each Group to identify the product(s) that your company can supply.</i>		
Group A: Signs and Banners (Purchase only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Group B: Non-Electrical Signs and Banners (Purchase and Installation)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Group C: Electrical Signs and Banners (Purchase and Installation)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Group D: Construction Site Signs (Purchase, Installation, and Removal)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Additional Groups or Items may be added or modified as necessary by the County. The User Department will provide specific details of all spot market quotes on as needed when needed basis.

**4.1 REFERENCES:**

Reference Section	Summarized Requirements: <i>Refer to the details in section 2, paragraph 2.3.1, and sub-paragraph (a) requiring three (3) business references to which you have supplied signs and/or banners.</i>	Initial as completed
Section 2, Paragraph 2.3.1.(a)	<b>Client Reference Letter #1</b>	
	Company Name:	
	Contact Name:	
	Contact Title:	
	Contact Address:	
	Contact Telephone Number:	
	Contact E-mail address:	
	Products you have supplied to this Reference: <u>(Choose Yes or No for each group)</u>  Group A: Signs & Banners Yes/No: _____ Group B: Installation of Non-Electrical Signs & Banners Yes/No: _____ Group C: Installation of Electrical Signs & Banners Yes/No: _____ Group D: Installation of Construction Site Signs Yes/No: _____	

BID SUBMITTAL FORM

<b>Section 2, Paragraph 2.3.1.(a)</b>	<b>Client Reference Letter #2</b>		
	Company Name:		
	Contact Name:		
	Contact Title:		
	Contact Address:		
	Contact Telephone Number:		
	Contact E-mail address:		
	Products you have supplied to this Reference: <b>(Choose Yes or No for each group)</b> Group A: Signs & Banners Yes/No: _____ Group B: Installation of Non-Electrical Signs & Banners Yes/No: _____ Group C: Installation of Electrical Signs & Banners Yes/No: _____ Group D: Installation of Construction Site Signs Yes/No: _____		
<b>Section 2, Paragraph 2.3.1.(a)</b>	<b>Client Reference Letter #3</b>		
	Company Name:		
	Contact Name:		
	Contact Title:		
	Contact Address:		
	Contact Telephone Address:		
	Contact E-Mail Address:		
	Products you have supplied to this Reference: <b>(Choose Yes or No for each group)</b> Group A: Signs & Banners Yes/No: _____ Group B: Installation of Non-Electrical Signs & Banners Yes/No: _____ Group C: Installation of Electrical Signs & Banners Yes/No: _____ Group D: Installation of Construction Site Signs Yes/No: _____		

BID SUBMITTAL FORM

4.2 CONTACT INFORMATION:

Reference Section	<i>Summarized Requirements: Refer to the details in section 2, paragraph 2.3.1, sub-paragraph (b) to verify your contact information requirements</i>	Initial as completed
Section 2, Paragraph 2.3.1(b)	<b><u>Primary Contact Information:</u></b>	
	Primary Contact Name:	
	Address:	
	E-Mail Address:	
	Contact Phone Number:	
	Cellular Phone Number:	
	Fax Number:	
	Company Website:	
Section 2, Paragraph 2.3.1(b)	<b><u>Secondary Contact Information:</u></b>	
	Secondary Contact Name:	
	Address:	
	E-Mail Address:	
	Contact Phone Number:	
	Cellular Phone Number:	
	Fax Number:	

BID SUBMITTAL FORM

4.3 LICENSE REQUIREMENTS:

Reference Section	<i>Summarized Requirements: Refer to the details in section 2, paragraph 2.3.1, sub-paragraphs (d &amp; e) to verify your contractor license requirements</i>	Initial as completed
<p>Section 2, Paragraph 2.3.1 (d) Section 2, Paragraph 2.3.1 (e)</p>	<p>Vendor must submit a copy of the required Contractor Licenses as stated in section 2, paragraph 2.3.1, sub-paragraph D &amp; E. Failure to submit a copy of the required license will deem the vendor non-responsive and ineligible to be added to any group which requires a license.</p> <p><input type="checkbox"/> Non-Electrical Contractor License (To qualify for Group B &amp; D)</p> <p><input type="checkbox"/> Electrical Contractor License (To qualify for Group C)</p>	

BID SUBMITTAL FORM

**SECTION 4  
BID SUBMITTAL FOR:  
SIGNS AND BANNERS: PURCHASE AND/OR INSTALLATION, PRE-  
QUALIFICATION POOL**

**ACKNOWLEDGEMENT OF ADDENDA**

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**INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES**

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**PART I:**

LIST BELOW ARE 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 SUBMITTAL FORM

**Bid Title: Signs and Banners: Purchase and/or Installation, Pre-qualification pool**

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 \_\_\_\_\_.

BID SUBMITTAL FORM

**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**







**APPENDIX**  
**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD)**  
**SECTION 3 OF THE HUD ACT OF 1968**

**CONE OF SILENCE EXEMPTION. PHCD staff and bidders may communicate orally while a bid is in progress and prior to award of bid to clarify Section 3 definitions, requirements and business preference procedures, pursuant to the Miami-Dade Commission on Ethics opinion on March 10, 2004.**

**I. GENERAL REQUIREMENTS FOR PHCD ONLY**

This contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (CFR) Part 135, as amended by interim rule published on June 30, 1994 (59 FR 33866). Bidders interested in receiving copy of this regulation may email their request to Public Housing and Community Development (PHCD) Resident Services Unit at section3@miamidade.gov. Section 3 requires that, to the greatest extent feasible and consistent with Federal, State and local laws and regulations, job training, employment, and contracting opportunities be directed to low and very-low income persons. Contractors must familiarize themselves with Section 3 regulations and requirements.

This contract is also subject to federal affirmative marketing plan requirements, which require the contractor to take all necessary affirmative marketing steps to ensure small, minority and women-owned business enterprises are used only, if subcontracting is applicable to this contract.

**II. SECTION 3 DEFINITIONS**

The term "Section 3 business" is defined as follows:

Firms owned by Miami-Dade County (M-DC) residents who meet M-DC's low income household limits (see "Miami-Dade Income Limits") or whose firms include 30% of these persons as full-time employees.

The term "new hires" is defined as follows:

New hires means full-time employees for permanent, temporary or seasonal employment opportunities and include, but are not necessarily limited to, all management, maintenance, clerical and administrative jobs arising in connection with the development(s) stipulated in the contract award.

The term "Section 3 Resident" is defined as follows:

A **Section 3 Resident** is an individual who lives in Miami-Dade County and (a) is a resident of public housing; **or** (b) is a resident of another federally assisted housing program (Section 8, Section 202, etc.); **or** is a current recipient or participant in a public assistance program (TANF, JTPA, etc.); **or** (c) whose family household income meets the definition of a low-or very-low income family (see no. 5, below).

The current Miami-Dade Income Limits are as follows:

**MIAMI-DADE 2011 INCOME LIMITS**

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low Income (50%)	\$24,150	\$27,600	\$31,050	\$34,500	\$37,300	\$40,050	\$42,800	\$45,550
Low-Income (80%)	\$38,650	\$44,200	\$49,700	\$55,200	\$59,650	\$64,050	\$68,450	\$72,900

**III. SECTION 3 BID PREFERENCE TERMS AND REQUIREMENTS**

***Preference in the award of PHCD requests for quotes under this contract will be provided as follows:***

1. Bids are being solicited from all businesses. If no responsive bid by a PHCD pre-certified Section 3 business meets the "X" factor, as defined below, the contract may be awarded to the lowest responsive, responsible bidder.
2. Where applicable, an award will be made to the LOWEST responsive, responsible pre-certified Section 3 business, with the highest priority ranking, as stipulated under Section III, "Section 3 Business Priority Rankings", if that bid: is within the maximum total contract price established in PHCD's budget, and is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

Bid Amount	X = Lesser of:
When the lowest responsive bid is less than \$100,000	10% of that bid, up to <b>\$9,000</b>
When the lowest responsive bid is between:	
\$100,000, but less than \$200,000	9% of that bid, up to <b>\$16,000</b>
\$200,000, but less than \$300,000	8% of that bid, up to <b>\$21,000</b>
\$300,000, but less than \$400,000	7% of that bid, up to <b>\$24,000</b>
\$400,000, but less than \$500,000	6% of that bid, up to <b>\$25,000</b>
\$500,000, but less than \$1 million	5% of that bid, up to <b>\$40,000</b>
\$1 million, but less than \$2 million	4% of that bid, up to <b>\$60,000</b>
\$2 million, but less than \$4 million	3% of that bid, up to <b>\$80,000</b>
\$4 million, but less than \$7 million	2% of that bid, up to <b>\$105,000</b>
\$7 million or more	1 %of lowest/responsive bid, with no dollar limit

3. For information on how to become a PHCD-certified Section 3 business, download application at [www.miamidade.gov/housing/section3](http://www.miamidade.gov/housing/section3) or email, PHCD Resident Services Unit, at [section3@miamidade.gov](mailto:section3@miamidade.gov).
4. **In order for bidder to qualify for a Section 3 contracting preference**, bidder must be pre-certified by PHCD as a Section 3 business, at least two weeks prior to the bid opening date, and submit **Document 00200-B, "Section 3 Business Preference Claim"** (Attachment 2) with bid quote.
5. Section 3 businesses are required to comply with procedures listed under Section IV, "Section 3 Required Documents to Be Submitted with Each PHCD Bid (When Subcontracting is Not Applicable)", page 3, and Section VI "Section 3 Required Contractor and Subcontractor Post-Award Procedures (PHCD Projects Only)".

6. **SECTION 3 BUSINESS PRIORITY RANKINGS:** (The highest priority ranking (PR) is #1.)
- PR#1:** 51% or more owned by PHCD public housing residents, **or** whose full-time, permanent work force includes 30 percent of these persons as employees (**Category 1 Businesses**);
- PR#2:** Business owners who are or were participants (within last three years) in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc., at 305- 377-9922, or Fax 305-373-9922 (**Category 2 Businesses**);
- PR#3:** 51% or more owned by residents of a federally assisted housing program, such as Section 8, Section 202, HOME, etc., **or** whose full-time, permanent work force includes no less than 30 percent of those persons as employees (**Category 3 Businesses**);
- PR#4:** a) 51 percent or more owned by low or very low-income persons who reside in Miami-Dade County; **or** whose permanent, full-time work force includes no less than 30 percent of low-income Miami-Dade County persons as employees, including persons that are not currently low or very low-income persons but were low or very- low-income persons, as long as the date of first employment with the business concern has not exceeded a period of three years (see Section II. no. 4” for current Miami-Dade low and very-low income limits); **or**
- b) Provide evidence of a commitment to subcontract in excess of 25 percent of the total amount of subcontracts to be awarded to business concerns identified under Priority # 1 (category 1 businesses only (PR#4 a and b above are **Category 4 Businesses**).

**IV. SECTION 3 REQUIRED DOCUMENTS TO BE SUBMITTED WITH EACH PHCD BID (WHEN SUBCONTRACTING IS NOT APPLICABLE)**

This contract is a Section 3 covered activity (PHCD only). Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

**All bidders are required to execute and submit Document 00400, “Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)”, with the bid (see Appendix Attachment 1).** An executed Plan document is the bidder’s certification that he or she will take all necessary affirmative marketing steps required, in connection with PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards; and (b) meet Section 3 subcontract goals and ensure small minority and women subcontractors are used (where applicable is permitted).

**V. SECTION 3 OPTIONAL DOCUMENT (TO BE SUBMITTED WITH BID)**

Bidders who wish to claim a Section 3 bid preference, are required to submit *Document 00200-B, “Section 3 Business Preference Claim”* (Attachment 2), with the bid (see Section II., Section 3 Bid Preference Terms and Requirements, page 2). Only bidders who have been pre-certified by PHCD as a Section 3 business shall be eligible to claim a Section 3 business preference.

**VI. SECTION 3 POST-AWARD PROCEDURES (PHCD PROJECTS ONLY)**

1. The contractor must submit required PHCD post-award forms (presented at a PHCD post-award meeting), during the performance of the contract in the frequency and format requested by PHCD.
2. Contractor will be required to submit documentation to PHCD of efforts and results made to train and employ Section 3 residents (resulting from PHCD awards only) in accordance with his or her Plan during the performance of the contract in the format and frequency required by PHCD.
3. Contractor, including any Section 3, small, minority or women-owned business concern awarded work through this PHCD project, must commit to train and employ qualified Section 3 residents (only where vacant or new positions exist in connection with this award) to the greatest extent feasible, not less than **30% of the total number of new hires, but no less than one, whichever is greater**, within their labor force during the term of the contract, in the priority order indicated under Section VII, "Section 3 Resident Priority Order for Training and Employment Opportunities", no.8, below.
4. Contractor is also required to undertake efforts to hire public housing, Section 8 and other Section 3 residents (only where vacant or new positions exist in connection with this award), in part-time positions, for permanent, temporary, or seasonal employment.
5. In addition to nos. 1 and 2 above, contractors must solicit to all minorities and women when filling vacant or new full-time or part-time positions generated through PHCD projects.
6. Contractor must explain to all job applicants how to claim a Section 3 preference (using PHCD forms provided at each pre-construction meeting) and show them the Miami-Dade income chart, included under Section II, page 1.
7. When there is a need for new hires, contractor must include Section 3 preference language in job news ads, flyers, and community notice. Notices must be placed at the site where work is to take place and in the surrounding community.
8. When there is a need for new hires resulting from PHCD awards, contractor must carry out recruitment in accordance with the training and employment recruitment requirements listed in Contractor's Plan (see Document 00400, Attachment 1).

**VII. SECTION 3 RESIDENT PRIORITY ORDER FOR TRAINING AND EMPLOYMENT OPPORTUNITIES**

1. PHCD public housing residents (Category 1 residents);
2. Participants in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc. at 305-377-9922, or Fax 305-373-9922 (Category 2 residents);
3. Recipients of federal government housing assistance programs, such as Section 8, Section 202, HOME, etc., or who are participants in a federally funded job training program, such as J.T.P.A., etc. (Category 3 residents); or
4. Other individuals who reside in Miami-Dade County, and meet the definition of a low, or very low-income person, as defined, in the current Miami-Dade Income limits (Category 4 residents).

**VIII. WELFARE-TO-WORK TAX INCENTIVE AND WORK OPPORTUNITY TAX CREDIT PROGRAM**

For information and application assistance, contact the South Florida Workforce, at 305-693-2060, 7900 NW 27 Avenue, Miami, FL 33147.

**IX. SECTION 3 CLAUSE**

The *Section 3 Clause* found at Section 3 regulation, 24 CFR Part 135, p.135.38, must be included in all Section 3 covered contracts. The awarded contractor and subcontractors (where





goals in these awards to be simultaneously met). Consultants who subcontract work are required to provide PHCD with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.

1. Refer any interested sub consultants that may meet the criteria to become a certified S-3 business to *PHCD Resident Services Unit* for S-3 business application assistance. The application to become a Section 3 pre-certified business is available at <http://www.miamidade.gov/housing/section3.asp>.
2. You may solicit Section 3 pre-certified businesses from PHCD S-3 business lists by emailing a request to the Section 3 Coordinator at [section3@miamidade.gov](mailto:section3@miamidade.gov).
3. Contact *Division of Small Business Development (SBD)*, 305-375-3111 or via email [miamidade.gov](mailto:miamidade.gov) to obtain lists of small, minority and/or women-owned businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm's own minority, and to women firms.
4. Advertise for S-3 sub consultants/subcontractors (subs) in construction trade journals, such as "The Dodge Reports", and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.
5. Fax, send or deliver "**Sub consultant Solicitation to Section 3, Small, Minority and Women Businesses**" form, to all prospective sub consultant firms solicited for each PHCD award.
6. Allow each sub consultant *a minimum of five business days* to respond to consultant's solicitation request. Include all "**Letters of Intent**" forms received from S-3, small, and minority, and women-owned sub consultants. Request sub consultants not interested or unavailable to bid to provide consultant with "**Certificate of Unavailability**" form.
7. Use the "**Outreach Documentation Form**" to document recruitment and follow-up with sub consultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses; second, if the sub consultant's bid amount would make the project infeasible.
9. Submit the following evidence to PHCD when requested (described under nos. 3-8 above and under "Contractors Recruitment of S-3, Small, Minority and Women businesses", page one, para. one). Other post-award required submittals include Document 00430, "List of Subcontractors/Sub consultants", and, from consultant and its sub consultants or subcontractors, Documents 00450, 00452 and 00453, "Estimated Workforce Breakdown", "Employee List" and "Consultant/Sub consultant Certification".
10. For each PHCD project award, retain documentation of outreach efforts and responses received from any organizations and sub consultants contacted for three years after project is completed.

Forms described above, under nos. 5-9, are post-award forms, applicable only if successful bidder will be subcontracting (where subcontracting is permitted)

(To obtain copies or additional information send request to PHCD Section 3 Coordinator at email [section3@miamidade.gov](mailto:section3@miamidade.gov)).

\_\_\_\_\_  
**Sign and Print Firm Official's Name and Title**

Submission Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Firm Name/Address  
Firm Telephone and Fax Numbers: \_\_\_\_\_

DOCUMENT REQUIRED WITH BID

DOCUMENT 00200-B

ATTACHMENT 2

SECTION 3 BUSINESS PREFERENCE CLAIM FORM

This document applies to current PHCD certified Section 3 (S-3) businesses who wish to claim a bidder's preference. S-3 businesses must become certified at least two weeks prior to bid opening date to be eligible to claim S-3 bidder's preference. The S-3 Business application is available at <http://www.miamidade.gov/housing/section3.asp> or by request to the Section 3 Coordinator, at email [section3@miamidade.gov](mailto:section3@miamidade.gov).

**Only initial those items applicable to your firm.**

1. \_\_\_\_\_ (Initial) \_\_\_\_\_ (Firm Name) was certified by PHCD as a S-3 Business on \_\_\_\_\_ (Date). Said firm is claiming a preference for the bid, identified below.
2. \_\_\_\_\_ (Initial) Firm's original business certification was based on proof that firm owner was low or very low income. Firm owner's current family income meets the definition of a very-low or low-income household.
3. \_\_\_\_\_ (Initial) Said firm certifies, below, with the firm president's signature, that the full-time employee composition, and the ratio of S-3 full-time employees to non-S-3 employees continues to be at least 30% or higher.
4. \_\_\_\_\_ (Initial) Said firm has attached Document 00452, "Employee List". This list includes all current employees and is back-up for item no. 3 above.
5. \_\_\_\_\_ (Initial) Said firm has attached, for each new S-3 employee (hired since original business certification date shown under item one above, if this proof has not previously been provided to PHCD Office of Compliance staff), Documents 00401, "Resident or Employee Preference Claim" and 00402, "Household Income Verification", or other applicable documentation, to demonstrate whether any new employees who have been hired after date of business certification meet the definition of a low or very-low income Miami-Dade family (based on household size and family income).

**If items 4 and 5 above are initialed by bidder and/or applicable to bidder, bidder must attach the listed S-3 documentation. FAILURE TO DO SO SHALL INVALIDATE BIDDER'S S-3 BUSINESS PREFERENCE CLAIM.**

BID NUMBER \_\_\_\_\_ BID NAME \_\_\_\_\_

FIRM NAME (Please print or type) \_\_\_\_\_

PRESIDENT'S NAME (Please print or type) \_\_\_\_\_

PRESIDENT'S SIGNATURE: \_\_\_\_\_

PHONE AND FAX NUMBERS: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



SECTION 3 BUSINESS PREFERENCE CLAIM FORM
DOCUMENT 00200-B

OPTIONAL DOCUMENT: Only applicable to current PHCD certified Section 3 (S-3) businesses who wish to claim a bidder's preference. S-3 businesses must become certified at least two weeks prior to bid opening date to be eligible to claim S-3 bidder's preference.

Only initial those items applicable to your firm.

- 6. (Initial) (Firm Name) was certified by PHCD as a S-3 Business on (Date). Said firm is claiming a preference for the bid, identified below.
7. (Initial) Firm's original business certification was based on proof that 51% of the firm's ownership was low or very low income. Currently, 51% of the firm ownership's family income meets the definition of a very-low or low-income household.
8. (Initial) Firm certifies, below, with the firm president's signature, that the full-time employee composition, and the ratio of S-3 full-time employees to non-S-3 employees continues to be at least 30% or higher.
9. (Initial) Firm has attached Document 00452, "Employee List". This list includes all current employees and is back-up for item no. 3 above.
10. (Initial) Firm has attached, for each new S-3 employee (hired since original business certification date shown under item one above, if this proof has not previously been provided to PHCD staff), Documents 00401, "Resident or Employee Preference Claim" and 00402, "Household Income Verification", or other applicable documentation, to demonstrate whether any new employees who have been hired after date of business certification meet the definition of a low or very-low income Miami-Dade family (based on household size and family income).

If items 4 and 5 above are initialed by bidder and/or applicable to bidder, bidder must attach the listed S-3 documentation. FAILURE TO DO SO SHALL INVALIDATE BIDDER'S S-3 BUSINESS PREFERENCE CLAIM.

BID NUMBER BID NAME

FIRM NAME (Please print or type)

PRESIDENT'S NAME (Please print or type)

PRESIDENT'S SIGNATURE:

PHONE AND FAX NUMBERS:

DATE:



## Section 3 Economic Opportunity and Affirmative Marketing Plan

DOCUMENT 00400

(DOCUMENT REQUIRED WITH BID SUBMISSION FROM ALL BIDDERS)

**Firm Name** \_\_\_\_\_ **Contact Name** \_\_\_\_\_

The individual above, (consultant), is responsible for planning, implementing and tracking firm's Section 3 (S-3) and affirmative marketing training, employment and contracting goals applicable to Public Housing and Community Development (PHCD) projects and must comply with United States Housing and Urban Development's (USHUD) S-3 regulation at 24 CFR Part 135.

### **Recruitment Procedures Required to Fill Vacant or New Consultant/Subconsultant Positions Resulting from PHCD Awards (Applicable to Single Trade and Multi-Trade Projects)**

7. For employment referrals from public housing, Section 8 and other housing program recipients, and low-income persons email [Section3@miamidade.gov](mailto:Section3@miamidade.gov)
8. Advertise at job site and surrounding neighborhood for targeted workers (see #1 above) and use *Document 00404*, "**Section 3 Language for News Ads, Flyers and Job Notices**" in all job notices & flyers.
9. Schedule a time and place convenient for public housing, other S-3 residents (listed under #1 above) to complete job applications.
16. Contact YWCA of Greater Miami, Inc. at (305) 377-9922, or fax (305) 373-9922, for HUD Youthbuild employment referrals.
17. Send notices about S-3 training and employment obligations and opportunities required for Public Housing and Community Development projects to labor organizations, where applicable (review **Section 3 Clause**).
18. Present *Document 00401*, "**Section 3 Resident Preference Claim Form**" to all job applicants, explaining S-3 residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.
19. Ensure applicants that claim a S-3 preference provide proof as described in *Document 00401*, or complete *Document 00402*, "**Section 3 Resident or Employee Household Income Certification Form**" (Public housing residents must receive the highest preference points during the interview/selection process.)
20. Consultant and subconsultants are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects; (b) use *Document 00403*, "**Training & Employment Outreach Documentation**" form to document agency referral responses, and (c) produce evidence of recruitment efforts to PHCD as requested.
21. Consultant is responsible for collection of subconsultant(s) training and employment documentation outreach efforts (described under no. 8), new hire reports (required) and weekly employment forms (only when subconsultant(s) hire workers for vacant or new positions in connection with PHCD awards).

Forms described above, under nos. 2 and 6-8, are post-award forms, applicable to successful PHCD bidders only, and will be distributed at each pre-construction meeting.

### **Consultant's Recruitment of Section 3, Small, Minority and Women-Owned Businesses (Solicitation Requirements Applicable to Multi-Trade Projects Only)**

Consultant will follow Plan's affirmative marketing steps for each PHCD award, when he or she subcontracts work, to award a minimum goal of 10% of the overall award amount to S-3 businesses, where feasible, and ensure small, minority and women-owned businesses are used (definitions of a S-3 business and a small, minority and/or women-owned business may overlap, permitting S-3 and affirmative marketing goals in these awards to be simultaneously met). Consultants who subcontract work are required to provide PHCD with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.



**Section 3 Economic Opportunity and Affirmative Marketing Plan**  
DOCUMENT 00400

(DOCUMENT REQUIRED WITH BID SUBMISSION FROM ALL BIDDERS)

1. Refer any interested subconsultants that may meet the criteria to become a certified S-3 business to *PHCD Section 3 Coordinator* for S-3 business application assistance.
2. Email [Section3@miamidade.gov](mailto:Section3@miamidade.gov) , for current PHCD S-3 business lists and solicit to firms on these lists.
3. Contact *Internal Services Department*, (305) 375-5298 to obtain lists of small businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm’s own minority, and to women firms.
4. Advertise for S-3 subconsultants/subcontractors (subs) in construction trade journals, such as “The Dodge Reports”, and post notices and distribute flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.
5. Fax, send or deliver **“Subconsultant Solicitation to Section 3, Small, Minority and Women Businesses”** form, to all prospective subconsultant firms solicited for each PHCD award.
6. Allow each subconsultant *a minimum of five business days* to respond to consultant’s solicitation request. Include all **“Letters of Intent”** forms received from S-3, small, and minority, and women-owned subconsultants. Request subconsultants not interested or unavailable to bid to provide consultant with **“Certificate of Unavailability”** form .
7. Use the **“Outreach Documentation Form”** to document recruitment and follow-up with subconsultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses, second, if the subconsultant’s bid amount would make the project infeasible.
9. Submit the following evidence to PHCD when requested during pre-award phase, and during post-award phase prior to selection of any new subcontractors: (1) Refer to nos. 3-8 above and bid document under “Contractors Recruitment of S-3, Small, Minority and Women businesses”, page one, para. one), (2) *Document 00430, “List of Subcontractors/Subconsultants”*, and, (3) from consultant/contractor and its subconsultants or subcontractors, *Documents 00450, 00452 and 00453, “Estimated Workforce Breakdown”, “Employee List” and “Consultant/Subconsultant Certification”*.
10. For each PHCD project award, retain documentation of outreach efforts and responses received from any organizations and subconsultants contacted for three years after project is completed.

\_\_\_\_\_  
**Sign and Print Firm Official’s Name and Title**

\_\_\_\_\_  
Submission Date

\_\_\_\_\_  
Firm Name/Address

\_\_\_\_\_  
Firm Telephone and Fax Numbers: