DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☑ New ☑ OTR ☑ Sole Source ☑ Bid Waiver ☑ Emergency

Previous Contract/Project No.: 1910-SW

Contract:

Re-Bid: ☑ Other:

Requisition No./Project No.: RQID1300144

LIVING WAGE APPLIES: ☑ YES ☑ NO

TERM OF CONTRACT: ☑ 2 YEAR(S) WITH ☑ 0 YEAR(S) OTR

Requisition/Project Title: PRE-BABRICATED HAZARDOUS STORAGE SHED

Description:
The purpose of this solicitation is to establish a contract for the purchase of hazardous storage sheds in conjunction with the County's needs on an as needed when needed basis.

Issuing Department: PWWM

Contact Person: Amado Gonzalez

Phone: 305 514-6675

Estimate Cost: $80,000.00

Funding Source: GIRAL

ANALYSIS

Commodity Codes: 100-30

Contract/Project History of previous purchases three (3) years

Check here ☑ if this is a new contract/purchase with no previous history.

Contractor:

Small Business Enterprise:

Contract Value: $ $ $

Comments:

Continued on another page(s): ☑ YES ☑ NO

RECOMMENDATIONS

Set-aside Sub-contractor goal Bid preference Selection factor

Date sent to SBD: 6/11/2013

Date returned to DPM:

Signed: Esmilda Cardenas

RECEIVED ON:
DPT. BUSINESS:
June 11, 2013

REVISED:
DPT. BUSINESS:

[Handwritten notes and stamps]
MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

PRE-FABRICATED HAZARDOUS STORAGE SHED

FOR INFORMATION CONTACT:

Esmeralda Cardenas
ecarden@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: PRE-FABRICATED HAZARDOUS STORAGE SHED

Procurement Associate: Esmeralda Cardenas

Bids will be accepted until 2:00 p.m. on , 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney’s Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.

- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION
SECTION 1
GENERAL TERMS AND CONDITIONS

PRE-FABRICATED HAZARDOUS STORAGE SHED

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 general 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:

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of hazardous storage sheds in conjunction with the County's needs on an as needed when needed basis.

2.2 TERM OF CONTRACT:

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for twenty four (24) months and upon completion of the expressed and/or implied warranty periods. The contract shall expire on the last day of the twenty fourth (24) month term.

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.

2.5 DELIVERY:

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.

2.7 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Esmeralda Cardenas, at (305) 375-2676 email – ecarden@miamidade.gov.
SECTION 2
SPECIAL CONDITIONS

PRE-FABRICATED HAZARDOUS STORAGE SHED

2.8 QUESTION DEADLINE

Questions pertaining to this solicitation must be received in writing no later than June 21, 2013. Questions should specifically reference the section of the solicitation to which the question pertains.

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 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.

2.10 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 1 additional unit from the vendor, provided that these additional items or units represent the same manufacturer, model or brand, and unit price stipulated within the contract.

In addition, it is understood and agreed that the County may, within twelve (24) months after the terms and conditions of this contract have been fulfilled through the delivery and acceptance of the items, purchase as many as 1 additional unit from the vendor; provided that these additional items or units represent the same manufacturer, model or brand, and unit price stipulated in the contract, and that the vendor shall accept a separate purchase order containing the same terms and conditions stipulated in the contract.

2.11 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

2.12 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 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 and equipment shall be subject to the inspection and approval of the County’s Project Manager.

2.14 DELIVERY LOCATION

Delivery in accordance with Section 2.5 shall be to:
SECTION 2
SPECIAL CONDITIONS

PRE-FABRICATED HAZARDOUS STORAGE SHED

The vendor shall deliver items to the following County facility:
West Dade Home Chemical Collection (HC2) Center
8801 NW 58th Street
Miami, Florida 33178
3.1 SCOPE OF WORK

The Miami-Dade County Public Works and Waste Management (PWWM) Department is seeking to purchase a prefabricated hazardous materials storage shed ("Shed") for the West Dade Home Chemical Collection (HC2) Center.

The Shed shall be designed to safely store Household Hazardous Waste (HHW) which may include flammables, combustibles, chemicals, corrosives, and pesticides. The Shed shall be fire-rated for 4 hours for walls and 3 hours for roof. All material used in the construction shall be new and un-used. The use of wood in construction of the Shed is unacceptable.

The Shed shall be Factory Mutual (FM) approved and EPA (40 CFR) and OSHA (29 CFR) compliant. Additionally, the Shed manufacturing quality compliance shall be in accordance with American Society for Testing and Material (ASTM), Underwriters Laboratories (UL), American Institute of Steel Construction (AISC), and American Welding Society (AWS) materials and fabrication standards. The Shed shall meet County, State, and Federal building codes, fire codes, safety and environmental regulations.

3.2 SPECIFICATIONS

The Hazardous Storage Shed shall meet the following specifications:

1. SHED SIZE:

- Approximate Shed Measurement - L 25' X W5'/6" X H8' 6".
- Three door openings each with double doors, each double door should measure a minimum of 60" wide and 78" high, equipped with 3 locking doors, and commercial grade lock
- The Shed shall have 3 (three) segregated storage compartments of equal size for storing non-compatible HHW.

2. STRUCTURAL FEATURES:

- Wall Structural Framework:
  Interior and exterior walls to be constructed of a minimum of heavy 14 gauge Galvanneal sheet steel with a 4 (four) hour bi-directional fire rating, be non-combustible and weatherproof.

- Shed Roof System:
  Fire rated for up to 3 (three) hours and weatherproof construction. Roof sloped to facilitate rain runoff and equipped with rain shield over door(s). Roof to be constructed of heavy gauge Galvanneal sheet steel of at least 13 gauge.

- Floor system:
  Floor shall be constructed of galvanized steel grating and be equipped with a leak proof secondary containment sump. The grating shall be spark proof, and slip resistant. The grating must be removable to facilitate sump cleaning in the event of a spill. Sump shall be fabricated utilizing continuously welded steel sheets, of at least 10 gauge or approved equal, for maximum spill containment. A chemical-resistant epoxy coating shall be
applied to secondary containment sump. The capacity of the secondary containment sump shall be at least 25%.

• **Shed Base:**
The Shed shall have open channel construction, underside coated with chemical resistant coating for maximum corrosion resistance. The Shed shall have forklift pockets and hold-down brackets for ease of off-loading and relocation. The Shed base shall be constructed in such a manner to withstand continuous lifting of the by forklift, loading, transporting, offloading, and relocation. The Shed shall be equipped with welded anchor supports or tie downs for wind anchoring.

3. **ELECTRICAL SYSTEM:**
All electrical shall be installed in accordance with the NEC 2008 and 2011 editions and shall include UL Classified electrical accessories, as needed.

• **Pre-Wired System:**
  Shed shall be equipped with a pre-wired electrical including breaker panel, relays and switches. The pre-wired electrical system shall also be equipped with one exterior NEMA 3R load center with appropriate circuit breakers.

• **Static Grounding System:**
  Vendor shall provide one exterior grounding connection, one 10-foot long 5/8 diameter copper-clad steel grounding rod, and grounding lugs.

• **Electrical Receptacles:**
  Vendor shall provide at least two, one on each side of Shed, external GFCI Duplex receptacles with weatherproof cover.

• **Interior Lighting:**
  Explosion proof interior lighting for each compartment with heavy duty glass, steel guards, and switches.

4. **DRY CHEMICAL FIRE SUPPRESSION SYSTEM:**
The Shed shall be equipped with a pre-engineered dry chemical system rated for Class A, B, and C fires. System shall include the capacity for automatic actuation, and audible alarm, interior nozzle system in each compartment, and exterior manual activation. The dry chemical tank and release mechanism must be contained in an exterior weatherproof and tamperproof housing.

5. **VENTILATION SYSTEM:**
The Shed shall be equipped with a mechanical ventilation system serving each compartment. The ventilation system shall include an enclosed explosion proof motor with non-static, non-sparking cast aluminum blades which provide a rate of 1 cubic foot per minute per square foot of floor space. The ventilation system shall shut down automatically if fire occurs. The ventilation system shall be activated by one exterior switch.
SECTION 3
TECHNICAL SPECIFICATIONS

PRE-FABRICATED HAZARDOUS STORAGE SHED

6. SIGNAGE/LABELING:

The Shed shall have permanent Department of Transportation (DOT) metal flip placard with rust proof aluminum holder and stainless steel clips on each door. Shed shall also have one NFPA 704 Hazard Rating sign on each door.

7. SHELVING SYSTEM:

The Shed shall come equipped with at least four tiers of adjustable corrosive resistant steel shelving measuring at least 16" deep with 1" raised edges, along the length of three sides in each segregated storage compartment.

8. SHED FINISH:

- Exterior:
The finish of the exterior surfaces (roof, walls, and floors) of the shed shall be coated with a chemical resistant finish to provide UV resistance and exceptional durability.

- Interior:
The finish of the interior surfaces (ceilings, walls, and floors) of the Shed shall be coated with a finish to provide chemical resistance as well as abrasion, corrosion, and UV resistance and that will provide exceptional durability.

9. THE PREFABRICATED HAZARDOUS MATERIALS STORAGE SHED SHALL:

- Have an FM Approval Standard 6049 (Flammable and Combustible Liquid Storage Buildings) for a 4-hour fire rated building and 3-hour fire rated roof.
- Have all electrical components and accessories UL approved and compliant.
- Be EPA and OSHA complaint.
- Meet County, State, and Federal building codes, fire codes, safety and environmental regulations.

3.3 SPECIAL PROVISIONS

1. Price quoted on Shed shall include all necessary hardware for a complete functional unit.
2. All pricing shall be FOB to West Dade HC2 Center located at 8801 N.W. 58 Street, Miami, Florida.
3. The awarded bidder shall supply all shop repair manuals, operational manuals, and parts manual with the delivery of the Shed.
Submit Bid To: 
CLERK OF THE BOARD  
Stephen P. Clark Center  
111 NW 1st Street  
17th Floor, Suite 202  
Miami, Florida 33128-1983

OPENING: 2:00 P.M.  
, 2013

PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES, DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by:

Esmeralda Cardenas

This Bid Submittal Consists of

Pages 8 through 11

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:

PRE-FABRICATED HAZARDOUS STORE SHED

A Bid Deposit in the amount of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE

ACCEPTED HIGHER THAN LOW NON-RESPONSIVE NON-RESPONSIBLE

DATE B.C.C. NO BID

ITEM NOS. ACCEPTED

COMMODITY CODE: 100-30

Procurement Contracting Associate: Esmeralda Cardenas

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.
<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated (2yr.) Qty.</th>
<th>Unit of Measure</th>
<th>Unit Cost</th>
</tr>
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<tbody>
<tr>
<td>Pre-Fabricated Hazardous Store Shed</td>
<td>2</td>
<td>Each</td>
<td>$_________</td>
</tr>
<tr>
<td>Brand: ______________</td>
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<td>Model: ______________</td>
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</table>
INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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 ______________________

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _________________________________
AUTHORIZED SIGNATURE: ______________________ DATE: __________
TITLE OF OFFICER: ______________________________

- 9 -
Bid Title: PRE-FABRICATED HAZARDOUS STORAGE SHED

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 interested 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
In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Federal Employer**

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Identification Number (FEIN)</th>
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**Affidavits and Legislation/ Governing Body**

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<tbody>
<tr>
<td>1.</td>
<td>Miami-Dade County Ownership Disclosure</td>
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<td>Sec. 2-8.1 of the County Code</td>
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<tr>
<td>2.</td>
<td>Miami-Dade County Employment Disclosure</td>
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<tr>
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<td>County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code</td>
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<tr>
<td>3.</td>
<td>Miami-Dade County Employment Drug-free Workplace Certification</td>
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<td>Section 2-8.1.2(b) of the County Code</td>
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<tr>
<td>4.</td>
<td>Miami-Dade County Disability Non-Discrimination</td>
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<td>Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95</td>
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<tr>
<td>5.</td>
<td>Miami-Dade County Debarment Disclosure</td>
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<td>Section 10.38 of the County Code</td>
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<tr>
<td>6.</td>
<td>Miami-Dade County Vendor Obligation to County</td>
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<td>Section 2-8.1 of the County Code</td>
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<td>7.</td>
<td>Miami-Dade County Code of Business Ethics</td>
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<td>Article 1, Section 2-8.1(b) and 2-11(b)(1) of the County Code</td>
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<td>8.</td>
<td>Miami-Dade County Family Leave</td>
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<td>Article V of Chapter 11 of the County Code</td>
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<tr>
<td>9.</td>
<td>Miami-Dade County Living Wage</td>
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<td>Section 2-8.9 of the County Code</td>
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<tr>
<td>10.</td>
<td>Miami-Dade County Domestic Leave and Reporting</td>
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<td></td>
<td>Article 8, Section 11A-60 11A-67 of the County Code</td>
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</table>

**Printed Name of Affiant**  
**Printed Title of Affiant**  
**Signature of Affiant**  
**Name of Firm**  
**Address of Firm**  
**State**  
**Date**  
**Zip Code**

**Notary Public Information**

Notary Public - State of  
County of  
Subscribed and sworn to (or affirmed) before me this day of, 20 .

by  
He or she is personally known to me or has produced identification

Type of identification produced  

Signature of Notary Public  
Serial Number  
Print or Stamp of Notary Public  
Expiration Date  
Notary Public Seal
FAIR SUBCONTRACTING PRACTICES
(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

__________________________  __________________________
Signature                  Date
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 bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services, which involve expenditures of $100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of $160,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

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 successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder 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.)

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Subcontractor/Subconsultant</th>
<th>Principal Owner</th>
<th>Scope of Work to be Performed by Subcontractor/Subconsultant</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees by race/ethnicity)</th>
</tr>
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<tbody>
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<td>Gender</td>
<td>Race/Ethnicity</td>
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<td>M</td>
<td>F</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Direct Supplier</th>
<th>Principal Owner</th>
<th>Supplies/Materials/Services to be Provided by Supplier</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
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<td>Race/Ethnicity</td>
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</tbody>
</table>

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/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at http://new.miamidade.gov/business/business-development.asp.

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

Signature of Bidder/Respondent

Print Name

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Print Title

Date

SUB 100 Rev. 6/12
Good Morning Vivian,

Attached you may find a DBD Department Input, and a copy of the contract for review and recommendation.

Thank you,

Esmeralda Cardenas
Miami-Dade County
Internal Services Department
111 NW 1st Street, Suite 1300
Miami, FL 33128
Tel: 305-375-2676
http://www.miamidade.gov/dpm/
"Delivering Excellence Every Day"
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