

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

Rev 1

<input type="checkbox"/> <b>Accessing contract</b>	<input type="checkbox"/> <b>OTR</b>	<input type="checkbox"/> <b>CO</b>	<input type="checkbox"/> <b>SS</b>	<input type="checkbox"/> <b>BW</b>	<input type="checkbox"/> <b>Emergency</b>	<b>Previous Contract/Project No:</b> IB7611-3/13-3
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<input type="checkbox"/> <b>Re-Bid</b>	<input checked="" type="checkbox"/> <b>Other</b>
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LIVING WAGE APPLIES: YES  NO

**Requisition/Project No:** ROID1300202

**TERM OF CONTRACT:** 5 YEARS

**Requisition/Project Title:** Sound System and Technical Support Services

**Description:** The purpose of this solicitation is to establish a contract by Groups for the rental of turnkey sound system and technical support services, equipment, labor and supplies. In addition, to pre-qualify vendors for future bidding through the submission of documents and forms intended to verify that the vendors meets or exceeds the minimum criteria set forth elsewhere in this solicitation by Group.

**Funding Source :** VARIOUS  
**User Department(s):** VARIOUS

**Issuing Department:** \_\_\_\_\_  
**Estimated Cost:** \$413,450.00

**Contact Person:** R. Campbell **Phone:** 305-375-3233

**ANALYSIS**

<b>Commodity No.:</b> 985, 985-12		<b>SIC:</b>	
<b>Trade/Commodity/Service Opportunities</b>			
<p align="center"><b>Contract/Project History of Previous Purchases For Previous Three (3) Years</b> Check Here <u>N/A</u> if this is a New Contract/Purchase with no Previous History</p>			
	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>	STAGE COAST PRODUCTION	STAGE COAST PRODUCTION	STAGE COAST PRODUCTION
<b>Small Business Enterprise:</b>	N/A	N/A	N/A
<b>Contract Value:</b>	\$147,190.00	\$147,190.00	\$147,190.00
Continued on another page (s): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

<b>Basis of Recommendation:</b>

**Signed:** *Roma Campbell*

**Date to DBD:** September 17, 2013

**Date Returned to DPM:** \_\_\_\_\_



**BID NO.: RQID1300202**

**OPENING: 2:00 P.M.  
WEDNESDAY  
OCTOBER 2, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

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

**TITLE:**

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

**FOR INFORMATION CONTACT:**

**Roma Campbell, Procurement Contracting Officer<sup>1</sup>, at 305-375-3233,  
[rcamp@miamidade.gov](mailto:rcamp@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: RQID1300202

Bid Title: Sound System and Technical Support Services

Procurement Officer: R. Campbell 1

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

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

**<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>**

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

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

**2.1 PURPOSE:**

The purpose of this solicitation is to establish a contract by Groups for the rental of turnkey sound system and technical support services, equipment, labor and supplies. In addition, to pre-qualify vendors for future bidding through the submission of documents and forms intended to verify that the vendors meets or exceeds the minimum criteria set forth elsewhere in this solicitation by Group.

**2.2 TERM OF CONTRACT: FIVE (5) YEARS**

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 expire on the last day of the five (5) year period.

**2.3 OPTION TO RENEW: INTENTIONALLY OMITTED**

**2.4 METHOD OF AWARD: To Multiple Vendors By Group-Group A: Primary and Secondary and Group B: Pre-Qualification Pool**

Award of this contract will be made to the responsive, responsible vendors on a group-by-group basis based on the requirements and qualifications established for each Group. **Group A** will be awarded to the lowest priced responsive, responsible bidders who submit an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. While the method of award prescribes the method for determining the lowest responsive, responsible bidder, the County will award this contract to the designated lowest bidder as the primary bidder and will award this contract to the designated second lowest bidder as the secondary bidder respectively. **Group B – Pre-Qualified Vendors**, Pre-qualified vendors are eligible to participate in subsequent spot-market quotations as required by the County, on an as-needed or periodic basis. Spot-market pricing procedures may be initiated either by the using County department or by Procurement Management Division. In general, written spot-market quotes will be gathered from all prequalified vendors. Spot market quotations will include the technical specifications, any additional terms and conditions, specific warranty requirements and other requirements specific to the sound system services, equipment, labor and supplies being purchased. The County reserves the right to verify the information submitted by the bidder and to obtain and evaluate additional information, as it deems necessary, to ascertain the bidder's conformance to the minimum requirements.

**2.4.1 Minimum Qualifications Requirements for Group A:**

Group A under this solicitation requires High Level of Technical Experience:

- i. Vendors must be able to demonstrate that they have experience in providing sound system services for at least five (5) years to at least three (3) client references. These references should entails experience in major live sound productions within the past five (5) years. Vendor must provide name, address, phone numbers, and email address of persons who are providing these references.

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

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

- ii. Vendors must have at least one qualified sound technician on site during an event;
- iii. All equipment must be code compliant;
- iv. Vendors must have sufficient inventory to produce three (3) simultaneous events in separate venues;
- v. Vendors shall be available 24 hours a day 7 days a week, 365 days a year.
- vi. Vendors must have trucks and equipment in perfect working order;
- vii. Vendors shall supply uniforms with company logos, and ensure all staff appears professional and on time at all events and crew calls.

**2.4.2 Minimum Qualifications Requirements for Group B: Pre-Qualification Pool:**

- i. Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted items and who are cognizant of providing services and technical support for Sound System and Technical Support Services. Vendors shall provide contact information to include: Name of contact, e-mail address, phone number and fax number, cell numbers if possible 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.
- ii. Vendors must be able to demonstrate that they have experience in providing sound system and technical support services for at least three (3) years to at least two (2) client references. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in the Sound System services. Vendor must provide name, address, phone numbers, and email address of persons who are providing these references.
- iii. Vendors must have at least one qualified sound technician on site during an event who possess the knowledge of all equipment;
- iv. All electrical installation needs to be code compliant;
- v. Vendors must have sufficient inventory to produce three (3) simultaneous events in separate venues;
- vi. Vendors shall be available 24 hours a day 7 days a week, 365 days a year.
- vii. Vendors must have trucks and equipment in perfect working order;
- viii. Vendors shall supply uniforms with company logos, and ensure all staff appears professional and on time at all events and crew calls.

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

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

Note: If the Vendor is using a County department as a reference, the County will only accept one (1) reference from any County department. The other references must be from non-Miami-Dade County departments.

It shall be the sole prerogative of the County as to the total number of pre-qualified vendors on this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary. If the County elects to add vendors, they must meet the same minimum requirements established in this solicitation.

**2.5 PRICES:**

**Group A:** 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. Prices shall be inclusive of all costs, fees, materials labor and transportation necessary to deliver and provide these services and supplies.

**Group B:** The prices offered shall remain fixed and firm until the delivery or pick-up and acceptance of the order is completed and invoiced at the original price quoted to the County through the Request for Quote process. The prices quoted shall be inclusive of all costs, fees, materials, labor and transportation necessary to pick-up, deliver and provide these services and supplies. No changes or additions shall be allowed without prior written consent from the user department.

**2.6 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES:**

The vendor shall submit an invoice to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

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

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

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

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

**2.7 CONTACT PERSON:**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, please contact R. Campbell via e-mail at [rcamp@miamidade.gov](mailto:rcamp@miamidade.gov) with a copy to the Clerk of the Board at [clerk\\_BCC@miamidade.gov](mailto:clerk_BCC@miamidade.gov). Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect. The County reserves the right to change the contact person throughout the term of the agreement. Any changes will be communicated in writing to Vendors as needed.

**2.8 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS:**

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

**2.9 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT:**

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands



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

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1, Paragraph 1.21 of this solicitation.

**2.10 ACCEPTANCE OF SERVICE BY THE COUNTY:**

The services 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 service is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the services will be terminated at vendor's expense. The County reserves the right to engage the services of the awarded vendor designated as secondary for these services or obtain the services of another vendor deemed qualified as may be in the best operational interest of Miami Dade County. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

**2.11 CLEAN-UP:**

The vendor shall remove from the premises at the end of each event all used or unused material belonging to the vendor.

**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 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.

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

**SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES**

**2.13 LICENSES, PERMITS AND FEES**

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

**2.14 NOTIFICATION PRIOR TO COMMENCEMENT OF WORK SHALL BE TWO (2) DAYS:**

The County will give a minimum lead time of two (2) calendar days to the vendor prior to the desired starting date for any specific assignment; provided however, that such notification shall be superseded by any emergency services that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract. When possible, longer lead times will be given.

**2.15 RENTAL OF OTHER ITEMS NOT LISTED IN THIS SOLICITATION  
BASED ON PRICE QUOTES:**

While the County has listed all major services within the scope of this solicitation which are utilized by County departments in conjunction with its operations, there may be additional like services that must be rented by the County during the term of this contract. Under these circumstances, a County representative will contact the vendor and obtain a price quote for the additional like services. This County representative will also obtain price quotes from at least two (2) other sources, if available. The County reserves the right to award these additional like services to the vendor under this contract, or another commercial source, based on the lowest price quoted. If the vendor under this contract offers the lowest quotes, the award will be confirmed as a separate release or purchase order between the vendor and the County.

**2.16 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 3**  
**TECHNICAL SPECIFICATIONS**

**SOUND SYSTEM SERVICES, EQUIPMENT, LABOR AND SUPPLIES**

**3.1 SCOPE OF WORK**

The purpose of this solicitation is to establish a contract by Groups for the rental of turnkey sound system services, equipment, labor and supplies and to pre-qualify vendors for future bidding through the submission of documents and forms intended to verify that the vendors meets or exceeds the minimum criteria set forth elsewhere in this solicitation by Group.

Group A items will be awarded as Primary and Secondary and Group B is established as a prequalified pool of vendors who will be required to participate in spot market quotes as outlined in Section 2.4.

**3.2 Group A Bid Items Key Elements**

- a. Sound Systems Small, maximum of 16 input channels, two or less monitors, must have media play back capability; power supply must be self-contained less than 300 person coverage.
- b. Sound Systems Medium, 24- 32 input channels, maximum of four (4) monitors, must have media play capability; power supply must be self-contained, less than 1,000 person coverage.
- c. Sound Systems Large, more than 32 input channel input, five (5) or more monitors, must have media play back capability, power supply up to 6,000 person coverage.
- d. Conference System maximum 32 input channels, with gooseneck desktop microphones, Shure microflex or equivalent, 500 people coverage.
- e. Stage Small, up to 16' X 16' and up to 5' stage height
- f. Stage Medium, up to 24' X 30' and up to 5' stage height
- g. Stage Large, up to 40' X 60' and up to 5' stage height
- h. Stage Lighting Small, less than 6KW
- i. Stage Lighting Medium, up to 16KW
- j. Stage Lighting Large, up to 100KW
- k. LED, SMART, and DMX controlled lights

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

**SOUND SYSTEM SERVICES, EQUIPMENT, LABOR AND SUPPLIES**

**3.3 Group B Bid Items Key Elements (Pre-Qualification Pool)**

- a. Generator Small 5KW  
Generator, Medium 25KW to 45KW (silent operation)  
Generator, Large 45KW to 100KW (silent operation)  
Power Distribution installation and operation
- b. Portable Light Towers  
Podiums with built in sound systems  
Podiums
- c. Video Projector with stand, 3,000 Lumens maximum  
Video Projector Screen (front and rear) up to 12'
- d. Large Screen TV's 50" and above  
Large Screen LED modular Boards 10' and above  
DJ Equipment, professional grade  
DJ Services  
Outdoor Movie Screens 12' to 24' and 3,000 > Lumens Projectors
- e. Rough terrain Scissor Lifts  
Risers with various length legs from between 6" to 36" and hand rails
- f. Stage Props (i.e. live plants, media wall, and access to additional request of props for events)
- g. Incandescent lights  
Up lighting

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## SECTION 4

## BID SUBMITTAL FOR:

## SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES

FIRM NAME: \_\_\_\_\_

## 4.0 Note: Contract term is 60 months

Items	Description	Prices
1	Sound Systems Small, maximum of 16 input channels, two or less monitors, must have media play back capability; power supply must be self-contained less than 300 person coverage.	\$
2	Sound Systems Medium, 24- 32 input channels, maximum of four (4) monitors, must have media play capability; power supply must be self-contained, less than 1,000 person coverage.	\$
3	Sound Systems Large, more than 32 input channel input, five (5) or more monitors, must have media play back capability, power supply up to 6,000 person coverage.	\$
4	Conference System maximum 32 input channels, with gooseneck desktop microphones, Shure microflex or equivalent, 500 people coverage.	\$
5	Stage Small, up to 16' X 16' and up to 5' stage height	\$
6	Stage Medium, up to 24' X 30' and up to 5' stage height	\$
7	Stage Large, up to 40' X 60' and up to 5' stage height	\$
8	Stage Lighting Small, less than 6KW	\$
9	Stage Lighting Medium, up to 16KW	\$
10	Stage Lighting Large, up to 100KW	\$
11	LED, SMART, and DMX controlled lights	\$
12	Cancelation fee for events that are canceled prior to the event, on event day before any equipment being unloaded and/or after the equipment has been unloaded and set up.	\$

SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES

FIRM NAME: \_\_\_\_\_

4.1 CHECKLIST OF REQUIREMENTS

4.2 QUALIFICATION CRITERIA FOR GROUP A

Paragraph Reference	Qualification Requirements	Included (Yes/No)
Section 2, Paragraph 2.4.1	Vendors must be able to demonstrate that they have experience in providing sound system services for at least five (5) years to at least three (3) client references. These references should entails experience in major live sound productions within the past five (5) years. Vendor must provide name, address, phone numbers, and email address of persons who are providing these references.	
	<b>Client Reference Letter #1</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	<b>Client Reference Letter #2</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	
	<b>Client Reference Letter #3</b>	
	Contact Name:	
	Address:	
	Contact Phone Number:	
	Email address:	

4.3 PRE-QUALIFICATION CRITERIA TO BE PROVIDED

Bidders are required to provide all applicable documentation for pre-qualification as outlined in Section 2.4.2

Section 2, Paragraph 2.4.2.i	Vendors shall maintain an office staffed by competent company representatives authorized to discuss matters pertaining to the contracted items and who are cognizant of providing services and technical support for Sound System and Technical Support Services. Vendors shall provide contact information to include: Name of contact, address, e-mail address, phone number and	<b>Initial as completed</b>
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SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES

FIRM NAME: \_\_\_\_\_

	fax number, cell numbers if possible 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	
	<b>Primary Contact Information:</b>	
	Primary Contact Name:	
	Primary Address:	
	E-Mail Address:	
	Company Main Phone Number:	
	Facsimile:	
	Primary Contact Cellular Phone Number (if applicable)	
	<b>Secondary Contact Information (optional):</b>	
	Secondary Contact Name:	
	Secondary Address:	
	E-Mail Address:	
	Company Main Phone Number	
	Facsimile:	
	Secondary Contact Cellular Phone Number (if applicable)	
<b>Paragraph Reference</b>	<b>Qualification Requirements</b>	<b>Included (Yes/No)</b>
<b>Section 2, Paragraph 2.4.2.ii</b>	Vendors must be able to demonstrate that they have experience in providing sound system and technical support services for at least three (3) years to at least two (2) client references. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in the Sound System services. Vendor must provide name, address, phone numbers, and email address of persons who are providing these references.	
	<b>Client Reference Letter #1</b>	
	Contact Name:	
	Address:	
	Contact Phone Number	
	Email Address:	
	<b>Client Reference Letter #2</b>	
	Contact Name:	
	Address:	
	Contact Phone Number	
	Email Address:	

SECTION 4

BID SUBMITTAL FOR:

SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES

FIRM NAME: \_\_\_\_\_

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

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SECTION 4  
BID SUBMITTAL FOR:  
SOUND SYSTEM AND TECHNICAL SUPPORT SERVICES

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_



Bid Title: Sound System and Technical Support Services

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

[ ] Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 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. \_/ - \_/ / / / / / /

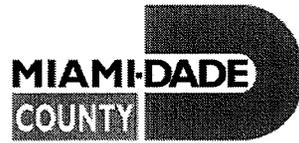
Prompt Payment Terms: \_\_\_% \_\_\_ days net \_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

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**





**MIAMI-DADE COUNTY  
SUBCONTRACTOR/SUPPLIER LISTING**

BID NO.: RQID1300202

(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Firm Name of Prime Contractor/Respondent \_\_\_\_\_  
Project/Contract Number \_\_\_\_\_ FEIN # \_\_\_\_\_

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 \$100,000 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 work 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. 11-900, an entity contracting with the County shall report the race, gender and ethnic origin 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.)

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

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

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 \_\_\_\_\_

Print Title \_\_\_\_\_

Date \_\_\_\_\_

**MIAMI-DADE COUNTY**

**Note: This affidavit will be requested from all bidders once bids are received and evaluated.**

**BID NO.: -OTR**



**Small Business Development Division**  
*Project Worksheet*

**Project/Contract Title:** SOUND SYSTEM SERVICES FOR SUPPLIES  
**Project/Contract No:** RQID1300054  
**Department:** VARIOUS  
**Estimated Cost of Project/Bid:** \$435,000.00

**Funding Source:** VARIOUS

**Received Date:** 02/01/2013

**Resubmittal Date(s):**

**Description of Project/Bid:** To establish a contract for the purpose of pre-qualifying vendors for professional turnkey sound system services, equipment, labor and supplies for various Miami-Dade County departments on an as needed basis.

Contract Measures Recommendation		
<u>Measure</u>	<u>Program</u>	<u>Goal Percent</u>
Bid Preference	SBE	

**Reasons for Recommendation**

**BID PREFERENCE - PREQUALIFICATION POOL**

This project meets all the criteria set forth in I.O. # 3-41.

One SBE firm is certified in the required Commodity Code.

Commodity Code: 985-Rental Or Lease Services Of Equipment - Office, Ph; 98500-Rental Or Lease Services Of Office, Photographic, Printing, Radio/Television/Telephone Equipment; 98512-Audio/Video Equipment And Accessory Rental Or Lease

Small Business Contract Measure Recommendation				
<u>Subtrade</u>	<u>Cat.</u>	<u>Estimated Value</u>	<u>% of Items to Base Bid</u>	<u>Availability</u>
				<b>Total</b>

**Living Wages:** YES  NO

**Responsible Wages:** YES  NO

*Responsible Wages and Benefits applies to all construction projects over \$100,000 that do not utilize federal fund. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the HIGHER wage between Davis Bacon and Responsible Wages and Benefits shall apply.*

REVIEW RECOMMENDATION					
Tier 1 Set Aside _____	Tier 2 Set Aside _____				
Set Aside _____	Level 1 _____	Level 2 _____	Level 3 _____		
Trade Set Aside (MCC) _____	Goal _____	Bid Preference _____			
No Measure _____	Deferred _____	Selection Factor _____			
CWP _____	 SBD Director	2/6/13 Date			