DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

[Checkmark] New  [ ] OTR  [ ] Sole Source  [ ] Bid Waiver  [ ] Emergency  Previous Contract/Project No.
0607-5/12-5
[ ] Re-Bid  [ ] Other

LIVING WAGE APPLIES: [ ] YES  [ ] NO

Requisition No./Project No.: ROID1300209  TERM OF CONTRACT: 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: SPECIALIZED AUTOMOTIVE PARTS AND SERVICE LIGHT/HEAVY TRUCKS

The purpose of this contract is to establish a contract for the purchase of specialized automotive parts and services for light and heavy duty vehicles.

Description:

Issuing Department: AV, ER, ID, PROS, WS  Contact Person: Rey Llerena  Phone: 305-375-2299

Estimate Cost: $1,000,000

Funding Source: GENERAL  FEDERAL  OTHER

Proactive Staff: Proprietary  IS Funds  Gen and Prop

ANALYSIS

Commodity Codes: 060, 06046  060-83-84  060-86  928-10-76

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

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

<table>
<thead>
<tr>
<th>Contractors</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PALM TRUCK CENTERS INC, DADE TRUCK INC., ROSE SPRING CORP., AND ADVANCED BODY &amp; FRAME INC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Small Business Enterprise: [ ]

Contract Value: $356,000 $356,000 394,805

Comments:

Continued on another page (s): [ ] YES  [ ] NO

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
</tr>
</thead>
</table>

Basis of recommendation:

Date sent to SBD: 09/27/2013

Date returned to DPM:
MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

TITLE:
Specialized Automotive Parts And Repair Services For Light And Heavy Duty Vehicles

FOR INFORMATION CONTACT:
LOURDES BETANCOURT, 305-375-4121, L1121@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
INVITATION TO BID

Bid Number: 0607-0/18

Bid Title: SPECIALIZED AUTOMOTIVE PARTS AND REPAIR SERVICES FOR LIGHT AND HEAVY DUTY VEHICLES

Procurement Officer: LOURDES BETANCOURT, CPPB

Bids will be accepted until 2:00 p.m. on Wednesday, October 23, 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.
SECTION 1
GENERAL TERMS AND CONDITIONS

Specialized Automotive Parts And Repair Services For Light And Heavy Duty Vehicles

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:

SPECIAL CONDITIONS

Specialized Automotive Parts And Repair Services For Light And Heavy Duty Vehicles

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of specialized automotive parts and services for light and heavy duty vehicles. The solicitation is organized into the following three (3) groups:

Group 1 (Cars and Trucks up to 1½ Ton): A vehicle up to 1½ Ton is one that has manufacturer's assigned Gross Vehicle Weight Rating (GVWR) up to 16,000 lbs. as designated in the identification plate on the vehicle.

Group 2 (Trucks Over 1½ Ton): A vehicle over 1½ Ton is one that has manufacturer's assigned Gross Vehicle Weight Rating (GVWR) greater than 16,000 lbs. as designated in the identification plate on the vehicle.

Group 3 (Buses)

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 purchase order distributed by the County's Internal Services Department, 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 five (5) year contract term.

2.3 METHOD OF AWARD: To Multiple Bidders By Group

Award of this contract will be made to the three (3) lowest priced responsive, responsible Bidders in the aggregate by each group. The aggregate price for a group will be calculated by adding the extended prices for each line item within that group. To be considered for award for a group, the Bidder shall submit an offer on all items listed within a given group. If a Bidder fails to submit an offer for all items within a group, its offer for that specific group may be deemed non-responsive.

The extended pricing for Front Suspension and Steering Cap Repair Services will be calculated as follows: 

\[ \text{Extended Price} = \text{Estimated Labor Hours} \times \text{Hourly Labor Rate} \]

The extended pricing for purchase of parts will be calculated as follows:

\[ \text{Extended Price} = \text{Estimated Spend} - (\text{Estimated Spend for Parts} \times \text{Percentage Discount offered}) = \]

The extended pricing for alignment service will be calculated as follows:

\[ \text{Extended Price} = \text{Unit Price} \times \text{Estimated Number of Alignment Services for Five Years} \]

The extended pricing for tire balancing service will be calculated as follows:

\[ \text{Extended Price} = \text{Unit Price} \times \text{Estimated Number of Tires to be Balanced for Five Years} \]

While the method of award prescribes the method for determining the lowest responsive, responsible Bidder, the County will award each group to the designated lowest Bidder as the primary Bidder and to the designated second lowest Bidder as the secondary Bidder and the third lowest Bidder as the tertiary awarded Bidder respectively. If the County exercises this
Specialized Automotive Parts And Repair Services For Light And Heavy Duty Vehicles

right, the primary awarded Bidder shall have the primary responsibility to initially perform the service identified in this group. If the primary Bidder cannot perform, the County shall have the option to seek the identified services from the secondary and tertiary awarded Bidders respectively.

Award to multiple Bidders is made for the convenience of the County and does not exempt the primary awarded Bidder from fulfilling its contractual obligations. Failure of any awarded Bidder(s) to perform in accordance with the terms and conditions of the contract may result in the awarded Bidder(s) being deemed in breach of contract. The County may terminate the contract for default and charge the awarded Bidder(s) re-procurement costs, if applicable.

All bidders are required to provide Original Equipment Manufacturer (OEM) Manufacturer’s Suggested Retail Price (MSRP) pricing catalogs or their pricing catalogs with the bid submittal. Bidder may submit three (3) hard copies of these catalogs or provide three (3) compact discs containing these catalogs. The bidders will need to provide these same catalogs or compact disc, or internet access to the pricing catalog to the requesting repair facility for invoice pricing verification.

2.4 PRICES

Percentage discount offered for the purchase of parts shall be firm and fixed for the term of the contract.

Prices for services (Front Suspension and Steering Cap Repair Services, Alignment Service and Tire Balancing) shall remain firm and fixed for a one-year period from the effective date of the Contract. Prior to the end of the initial one-year period and for each subsequent year thereafter, the County will review price adjustments for services only based on the Consumer’s Price Index:

U.S. City Average, All Urban Consumers, Motor Vehicle Maintenance & Repair, Series ID: CUSR0000SETD.

It is the awarded Bidders’ responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next one-year period, the request for adjustment should be submitted thirty (30) days prior to expiration of the then current one-year period. This adjustment request shall not be in excess of the relevant pricing index change. If no adjustment request is received, the County will assume that the awarded Bidder has agreed to the current prices.

The adjustment will be applied by calculating the percentage change (increase or decrease) between the index values effective on the first day of the twelve (12) month period and the most recent index including all months designated as preliminary available on the day of adjustment. Day of adjustment will be the last business day of the twelve (12) month period.

The County reserves the right to reject any price adjustments submitted by the awarded Bidder.
SECTION 2
SPECIAL CONDITIONS

Specialized Automotive Parts And Repair Services For Light And Heavy Duty Vehicles

2.5 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lourdes Betancourt, at (305) 375-4121 email: L1121@miamidade.gov.

2.6 DELIVERY SHALL BE (24) HOURS AFTER COMPLETION OF THE WORK:

The awarded Bidder(s) shall return the vehicles within twenty-four (24) hours after the completion of the work.

Certain County employees may be authorized to pick-up the vehicles under this contract. Awarded Bidder(s) shall require presentation of this written authorization. The awarded Bidder(s) shall maintain a copy of the authorization. If the awarded Bidder(s) is in doubt about any aspect of the vehicle pick-up, the awarded Bidder(s) shall contact the appropriate department to confirm the authorization.
SECTION 3
TECHNICAL SPECIFICATIONS

Specialized Automotive Parts And Repair Services For Light And Heavy Duty Vehicles

3.1 SCOPE OF WORK

The contract is for purchase of specialized automotive parts and services for light and heavy duty vehicles. The specialized services include: frame (chassis) straightening, precision frame work, welding work, front-end suspension repairs, bus coach air suspension work, steering cap repairs, tire balancing, complete front-end alignment and four (4) wheel alignment, replacement and/or reconstruction of drive-line components, returning the vehicle to its original manufacturing operating specifications.

3.2 PARTS AND MATERIALS

All parts and materials used shall be new Original Equipment Manufacturer (OEM) and of the best quality and finest workmanship consistent with or exceeding standards in the industry. Rebuilt parts or components may only be used when requested by the Shop Supervisor.

3.3 PICK-UP AND DELIVERY

Prices quoted shall include pick up of vehicles which can be driven and delivery back to the facility assigning the work. Delivery of vehicles which are not road-worthy will be done by the County to the awarded Bidder’s facility. Delivery back to the County shall be accomplished within 24 hours of completion of work. Awarded Bidders shall familiarize themselves with Miami-Dade County Facilities and a sample listing of Miami-Dade County locations is below but these are not to be considered complete, final or total.

NOTE: Bus Coach Work required by Miami-Dade Transit may require turnaround on a one day per unit schedule, except as may be agreed by the Shop Supervisor assigning the work.
## Location Listing:
### 3.5.1 Shop Listing: ISD’s Fleet Management Division

#### Light Equipment Operations

<table>
<thead>
<tr>
<th>Shop</th>
<th>Address</th>
<th>Phone #</th>
<th>Fax #</th>
<th>Shop #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop 1 Main</td>
<td>703 NW 25th St., Miami, FL 33127</td>
<td>305 638-6071</td>
<td>305 638-5790</td>
<td>010</td>
</tr>
<tr>
<td>Downtown Motor Pool</td>
<td>201 NW 1st St., Miami, FL 33128</td>
<td>305 375-4053</td>
<td>305 375-3650</td>
<td>015</td>
</tr>
<tr>
<td>Police Headquarters Shop</td>
<td>9109 NW 25th St., Doral, FL 33172</td>
<td>305 471-2930</td>
<td>305 593-8867</td>
<td>018</td>
</tr>
<tr>
<td>South Dade Gov’t Center (SDGC)</td>
<td>10740 SW 211th St., Miami, FL 33189</td>
<td>305 251-3125</td>
<td>305 232-2434</td>
<td>011</td>
</tr>
<tr>
<td>Station 1</td>
<td>5975 Miami Lakes Dr., Miami Lakes, Fl. 33014</td>
<td>305 557-9844</td>
<td>305 828-1405</td>
<td>016</td>
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<tr>
<td>Station 2</td>
<td>2950 NW 83rd St., Miami, FL 33147</td>
<td>305 691-3134</td>
<td>305 694-8672</td>
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<td>Station 5</td>
<td>7707 SW 117th Ave., Miami, Fl 33173</td>
<td>305 271-5342</td>
<td>305 275-8901</td>
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<tr>
<td>Station 6</td>
<td>15665 Biscayne Blvd., Miami, FL 33160</td>
<td>305 947-4429</td>
<td>305 948-9923</td>
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<tr>
<td>Station 8</td>
<td>10000 SW 142nd Ave., Miami, Fl 33186</td>
<td>305 383-6820</td>
<td>305 382-1445</td>
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<tr>
<td>Station 9</td>
<td>18802 NW 27th Ave., Miami, Fl 33056</td>
<td>305 627-7180</td>
<td>305 627-7293</td>
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<tr>
<td>Shop 2-Auto</td>
<td>6100 SW 87th Ave., Miami, Fl 33173</td>
<td>305 273-4127</td>
<td>305 270-4932</td>
<td>024</td>
</tr>
<tr>
<td>Shop 3 Body Shop &amp; Auction</td>
<td>8801 NW 58th St., Miami, FL 33178</td>
<td>305 468-2518</td>
<td>305 468-2552</td>
<td>043</td>
</tr>
<tr>
<td>Shop 3-Auto</td>
<td>8801 NW 58th St., Miami, Fl 33178</td>
<td>305 470-1787</td>
<td>305 406-2978</td>
<td>033</td>
</tr>
<tr>
<td>New Car Get Ready Facility</td>
<td>6100 SW 87th Ave., Miami, Fl 33173</td>
<td>305 273-4127</td>
<td>305 270-4932</td>
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</table>

#### Heavy Equipment Operations

<table>
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<th>Fax #</th>
<th>Shop #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop 2-Truck,</td>
<td>6100 SW 87th Ave., Miami, Fl 33173</td>
<td>305 273-4125</td>
<td>305 270-4912</td>
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<tr>
<td>Shop 3-Main</td>
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<td>305 591-9515</td>
<td>305 470-1613</td>
<td>030</td>
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<tr>
<td>Shop 3A</td>
<td>18701 NE 6th Ave, Miami, Fl 33179</td>
<td>305 652-0764</td>
<td>305 770-3142</td>
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<tr>
<td>Shop 3B</td>
<td>7900 SW 107th Ave., Miami, Fl 33173</td>
<td>305 279-5050</td>
<td>305 273-7418</td>
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<tr>
<td>Shop 3C-Const. /Weld.</td>
<td>8801 NW 58th St., Doral, Fl 33178</td>
<td>305 477-1008</td>
<td>305 499-5466</td>
<td>038</td>
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<td>Shop 3D</td>
<td>10820 SW 211th St., Miami, Fl 33189</td>
<td>305 233-5297</td>
<td>305 255-5345</td>
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<tr>
<td>Tire Shop</td>
<td>8801 NW 58th St., Miami, FL 33178</td>
<td>305 470-1769</td>
<td>305 468-2569</td>
<td>039</td>
</tr>
</tbody>
</table>
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.
Wednesday
October 23, 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: ISD/PM Date Issued: 9/26/2013
Lourdes Betancourt

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.

Specialized Automotive Parts And Repair Services For Light And Heavy Duty
Vehicles

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.

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: 060-00, 060-46, 060-83, 060-84,
060-86, 928-10, 928-76

Procurement Contracting Officer: Lourdes Betancourt

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.
GROUP 1 - CARS AND TRUCKS UP TO 1½ TON

A. Front Suspension and Steering Cap Repair Services, including frame straightening and rebuilding components.

<table>
<thead>
<tr>
<th>Estimated Labor Hours for Five Years</th>
<th>Hourly Labor Rate</th>
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<tr>
<td>14,375</td>
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B. Percentage Discount off the O.E.M. / Manufacturer Suggested Retail Price (MSRP) List for Parts:

<table>
<thead>
<tr>
<th>Estimated Spend for Parts for Five Years</th>
<th>Percentage Discount Off MSRP List Price</th>
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<tbody>
<tr>
<td>$250,000</td>
<td>________ %</td>
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C. Alignment Service

<table>
<thead>
<tr>
<th>Estimated Number of Alignment Services for Five Years</th>
<th>Description of Alignment Service</th>
<th>Unit Price</th>
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</thead>
<tbody>
<tr>
<td>1 1,250 each</td>
<td>Alignment Of Front Axle Only</td>
<td>$__________</td>
</tr>
<tr>
<td>2 250 each</td>
<td>Alignment Of Front and Single Rear Axle</td>
<td>$__________</td>
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</table>

D. Tire Balancing

<table>
<thead>
<tr>
<th>Estimated Number of Tires to be Balanced for Five Years</th>
<th>Description</th>
<th>Unit Price</th>
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<tbody>
<tr>
<td>1,500 each</td>
<td>Balancing Per Tire</td>
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</table>
GROUP 2 - TRUCKS OVER 1½ TON

A. Front Suspension and Steering Cap Repair Services, including frame straightening and rebuilding components.

<table>
<thead>
<tr>
<th>Estimated Labor Hours for Five Years</th>
<th>Hourly Labor Rate</th>
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<td>6,000</td>
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B. Percentage Discount off the O.E.M. / Manufacturer Suggested Retail Price (MSRP) List for Parts:

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<tr>
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<td>$160,000</td>
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C. Alignment Service

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<th>Description of Alignment Service</th>
<th>Unit Price</th>
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<td>1 500 each</td>
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</tr>
<tr>
<td>2 250 each</td>
<td>Alignment Of Front and Single Rear Axle</td>
<td>$__________</td>
</tr>
<tr>
<td>3 250 each</td>
<td>Alignment Of Front and Tandem Rear Axle</td>
<td>$__________</td>
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D. Tire Balancing

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<thead>
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<th>Estimated Number of Tires to be Balanced for Five Years</th>
<th>Description</th>
<th>Unit Price</th>
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<tr>
<td>750 each</td>
<td>Balancing Per Tire</td>
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</table>
GROUP 3 - BUSES

A. Front Suspension and Steering Cap Repair Services, including frame straightening and rebuilding components.

<table>
<thead>
<tr>
<th>Estimated Labor Hours for Five Years</th>
<th>Hourly Labor Rate</th>
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<td>670</td>
<td>$ ___________</td>
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B. Percentage Discount off the O.E.M. / Manufacturer Suggested Retail Price (MSRP) List for Parts:

<table>
<thead>
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<tr>
<td>$30,000</td>
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C. Alignment Service

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<thead>
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<th>Unit Price</th>
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</thead>
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<tr>
<td>1 100 each</td>
<td>Alignment Of Front Axle Only</td>
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</tr>
<tr>
<td>2 50 each</td>
<td>Alignment Of Front and Single Rear Axle</td>
<td>$ ___________</td>
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</tbody>
</table>

D. Tire Balancing

<table>
<thead>
<tr>
<th>Estimated Number of Tires to be Balanced for Five Years</th>
<th>Description</th>
<th>Unit Price</th>
</tr>
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<tbody>
<tr>
<td>250 each</td>
<td>Balancing Per Tire</td>
<td>$ ___________</td>
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</table>
ACKNOWLEDGEMENT OF ADDENDA

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

<table>
<thead>
<tr>
<th>Addendum #1</th>
<th>Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addendum #2</td>
<td>Dated</td>
</tr>
<tr>
<td>Addendum #3</td>
<td>Dated</td>
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<td>Addendum #4</td>
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</tr>
<tr>
<td>Addendum #7</td>
<td>Dated</td>
</tr>
<tr>
<td>Addendum #8</td>
<td>Dated</td>
</tr>
</tbody>
</table>

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: ____________________________

AUTHORIZED SIGNATURE: ____________________________  DATE: ____________

TITLE OF OFFICER: ____________________________
Bid Title: Specialized Automotive Parts And Repair Services For Light And Heavy Duty Vehicles

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-HEAEDQUARTERED 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 Affidavit Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavit 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>
</tr>
</thead>
</table>

**Affidavits and Legislation/ Governing Body**

1. **Miami-Dade County Ownership Disclosure**  
   Sec. 2-8.1 of the County Code

2. **Miami-Dade County Employment Disclosure**  
   County Ordinance No. 90-133, amending Section 2-8.1(c)(2) of the County Code

3. **Miami-Dade County Employment Drug-free Workplace Certification**  
   Section 2-8.1.2(b)(1) of the County Code

4. **Miami-Dade County Disability Non-Discrimination**  
   Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95

5. **Miami-Dade County Debarment Disclosure**  
   Section 10.38 of the County Code

6. **Miami-Dade County Vendor Obligation to County**  
   Section 2-8.1 of the County Code

7. **Miami-Dade County Code of Business Ethics**  
   Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (d) and (f) of the County Code and County Ordinance No. 00-1 amending Section 2-11.1(c) of the County Code

8. **Miami-Dade County Family Leave**  
   Article V of Chapter 11 of the County Code

9. **Miami-Dade County Living Wage**  
   Section 2-6.9 of the County Code

10. **Miami-Dade County Domestic Leave and Reporting**  
    Article 8, Section 11A-60 11A-67 of the County Code

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**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 __________________________

Page 1 of 3  
Revised 1/12/12
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 Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. The Proposers who are awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Proposers should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

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

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

<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>Employees(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grid with columns for gender, race/ethnicity, and notes</td>
<td></td>
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</tr>
</tbody>
</table>

<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>Employees(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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 department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at [http://www.miamidadep真相/business/business-development-contracts.asp](http://www.miamidadep真相/business/business-development-contracts.asp). As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at [http://www.miamidadep真相/business/library/forms/subcontractors-payment.pdf](http://www.miamidadep真相/business/library/forms/subcontractors-payment.pdf).

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

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**Signature of Proposer**

**Print Name**

**Print Title**

**Date**