DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract ☐ OTR ☐ CO ☐ SS ☐ BW ☐ Emergency ☐

☐ Re-Bid ☐ Other ☐

LIVING WAGE APPLIES: ___ YES ☐ NO

Requisition/Project No: RQ1D1700053

TERM OF CONTRACT: __60__ months with _0_ options to renew

Description: Items are purchased from this contract to secure evidence collected from crime scenes, storing property for arrested juveniles at (JAC), and storage of evidence for Criminal and Juvenile Court.

User Department(s): PD, CL, CO
Issuing Department: ISD/PM
Contact Person: Fred Taylor
Contact Person Phone: (305) 375-1078
Funding Source: General Funds, State Funds

ANALYSIS

Commodity/Service No: 680-47
SIC:

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases for Previous Three (3) Years
Check Here ___ If this is a New Contract/Purchase with no Previous History

The current release against the this contract is $178,246.39 from 11/01/2012 - 09/01/2017.

Contractor: Peavey Corporation
Small Business Enterprise: N
Contract Value: $193,205.95

Comments:
Continued on another page(s): ______ Yes ☐ No

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-Aide</th>
<th>Sub-Contractor Goal</th>
<th>Bid Preference</th>
<th>Selection Factor</th>
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</tbody>
</table>

Basis of Recommendation:

Signed: Fred Taylor Date to DBD: 3/17/2017

Date Returned to DPM: ________________
SECTION 2
SPECIAL CONDITIONS

EVIDENCE PACKAGING EQUIPMENT AND SUPPLIES

2.1 PURPOSE:
The purpose of this solicitation is to establish a contract for the purchase of evidence packaging, equipment and supplies for various County departments on an as needed basis.

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 Internal Services Department, 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 last month of the contract term.

County reserves the right to extend this contract for up to one hundred-eighty (180) calendar days beyond the current contract term and will notify the bidders in writing of the extension. This contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the bidders, upon approval by the Board of County Commissioners.

2.3 METHOD OF AWARD BY LINE ITEM
Award of this contract will be made to the two (2) lowest priced responsive, responsible vendors on a line item basis.

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 first ranked Bidder and will award this contract to the designated second lowest bidder as the secondary Bidder respectively. If the County exercises this right, the first ranked Bidder shall have the primary responsibility to initially perform the service or deliver the goods identified in this contract. If the first ranked bidder fails to perform the County shall have the option to seek the identified goods from the secondary Bidder. Award to multiple bidders is made for the convenience of the County and does not exempt the first ranked Bidder from fulfilling its contractual obligations. Failure of any bidder to perform in accordance with the terms and conditions of the contract may result in the bidder being deemed in breach of contract. The County may terminate the contract for default and charge the bidder re-procurement costs, if applicable.

2.4 PRICES SHALL BE FIXED WITH ADJUSTMENTS:
Prior to the end of the initial one (1) year period, and at each anniversary thereafter, bidders shall have the option to submit a written request for a price adjustment to the County based on changes in the following pricing index: Producer Price Index (PPI) Series Id: WPU072, Plastic Products and Series Id: WPU0915021611, Specialty bags, pouches, and liners, coated.

It is the bidder’s responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the anniversary, the bidder’s request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The bidder’s adjustment request should not be in excess of the relevant pricing index change.

If no adjustment request is received from the bidder, the County will assume that the bidder has agreed that the next term will remain at the current price. Any adjustment request
SECTION 2
SPECIAL CONDITIONS

received after the commencement of a new year may not be considered.

The County reserves the right to reject any price adjustments submitted by the bidder and/or to not continue the contract based on such price adjustments. Continuation of the contract beyond the initial term, and any anniversary term, is a County prerogative, and not a right of the bidders. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

2.5 "EQUAL" PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA:

Manufacturer’s name, brand name and/or model number information contained in this Solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer’s items of equal material unless otherwise indicated on the Bid/Proposal Submission Form.

This specific solicitation requires submission of the following documentation to enable County evaluation of "equal" products:

- X: Product Information Sheets
- X: Product Samples with Initial Offer

If an “equal” product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an “or equal” item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the item offered as an equal. Also for product information submittals, all supporting documentation submitted by the offeror must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the offeror shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the item described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

If samples of all “or equal” items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For “equal” products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification for each “or equal” item offered. Failure to meet this requirement may result in your offer being rejected.

County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County’s Bid/Proposal Submission Form are the only products that will be accepted under this solicitation.
2.6 **METHOD OF PAYMENT:**
Awarded Bidder(s) shall submit an invoice(s) 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 awarded Bidder. 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. **Awarded Bidder Information:**
   - The name of the business organization as specified on the contract between Miami-Dade County and awarded Bidder
   - Date of invoice
   - Invoice number
   - Awarded Bidder’s Federal Identification Number on file with Miami-Dade County

II. **County Information:**
   - Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. **Pricing Information:**
   - Unit price of items provided
   - Extended total price of the items
   - Applicable discounts

IV. **Items provided per Contract:**
   - Description
   - Quantity

V. **Delivery Information:**
   - Delivery terms set forth within the Miami-Dade County Release Purchase Order

2.7 **SHIPPING TERMS: F.O.B. DESTINATION**
All awarded Bidders shall quote prices based on Free On Board (F.O.B.) Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative.
SECTION 2
SPECIAL CONDITIONS

Awarded Bidder(s) shall make deliveries within thirty (30) 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 awarded Bidder(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 awarded Bidder. In these cases, the awarded Bidder(s) shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should any of the awarded Bidder(s) to whom the contract(s) are 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 for the awarded primary Bidder is terminated, it is hereby understood and agreed that the County has the authority to purchase the items from the awarded secondary Bidder, and to charge the awarded primary Bidder with any re-procurement costs. If the awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

County may authorize certain County employees in writing to pick-up items under this contract. Awarded Bidder(s) shall require presentation of this written authorization and shall maintain a copy of such authorization. If the awarded Bidder is in doubt about any aspect of pick-up items, awarded Bidder shall contact the appropriate user department to confirm the authorization.

2.8 BACK ORDERS MUST BE FILLED WITHIN TEN (10) CALENDAR DAYS:
If the awarded Bidder(s) cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the awarded bidder’s manufacturer or distributor; the awarded Bidder(s) shall insure that such back orders are filled within ten (10) calendar days from the initial scheduled delivery date for the item. The awarded Bidder(s) shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County’s authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from the awarded secondary Bidder, and charge the awarded primary Bidder under this contract for any directly associated re-procurement costs. If the awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.9 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS:
Any County department or agency may avail itself of this contract(s) and purchase any and all items specified herein from the awarded 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).

2.10 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS:
Awarded Bidder(s) hereby acknowledges and agrees that all items, except where recycled content is specifically requested, supplied by the awarded Bidder(s) in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the items supplied to the County by the awarded Bidder(s) are found to be defective or do not conform to specifications: (1) the items may be returned to the awarded Bidder(s) at the bidder’s expense and the contract cancelled, or (2) the County may require the awarded Bidder(s) to replace the items at the awarded bidder’s expense.
2.11 PACKING SLIP/DELIVERY TICKET TO ACCOMPANY ITEMS DURING DELIVERY:
Awarded Bidder(s) shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the County’s authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

2.12 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:
While the County has listed all major items within this Solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded primary Bidder to obtain a price quote for the similar items. In the event that the awarded primary Bidder cannot provide the items, the County representative may obtain a price quote from the awarded secondary Bidder. The County reserves the right to award these similar items to the awarded primary awarded Bidder, to the awarded secondary Bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.13 SAMPLES MAY BE REQUIRED DURING EVALUATION:
After the County opens the Bid Proposals, the awarded Bidder(s) may be required to submit a sample for the items to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the awarded Bidder(s) of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the Bidder's proposal. All samples shall become the property of Miami-Dade County.

County reserves the right to perform its own testing procedures or to send any and all samples to any certifiable laboratory for analysis. Any costs for testing shall be borne by the awarded Bidder(s). On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the items to be provided by the awarded Bidder(s) during the contract period shall conform to the sample submitted. Awarded Bidder(s) shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

2.14 SHELF LIFE OF STOCK:
Awarded Bidder(s) shall supply the County with fresh stock only and shall insure that items with a limited shelf life are inspected and certified fresh by the bidder prior to shipment to the County.

2.15 SUBSTITUTION OF ITEMS DURING TERM OF CONTRACT:
Substitute brands or models may be considered during the contract period for discontinued items. Awarded Bidder(s) shall not deliver any substitute item as a replacement to an awarded brand or model without express written consent of the County prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes shall be considered only in emergency situations and excessive substitution requests may be cause to cancel the contract.
3.1 **SCOPE OF WORK:**
To provide evidence packaging and security system supplies for various Miami-Dade County departments.

3.2 **"EQUAL" PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA:**
Manufacturer's name, brand name and/or model number information contained in this Solicitation are being used for the sole purpose of establishing the minimum requirements of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated on the Bid/Proposal Submission Form.

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3.3 **SPECIFICATIONS:**

3.3.1 Electric Evidence Pouch Sealer, 115 volts AC, 12" sealing length, with hinge on one end and one end open, time/temperature control. The following manufacturers, Scotc 1 Model No. 210-12, Lynn Peavey Co. Model No. 5197, Fitzco Model No 07003, or approved equal.

3.3.2 Evidence Labels, size: 3-1/4" x 5", self adhering, sensitive, non-peelable, tamper proof, capable of being written on with marker and ball point pens without smudging. Preprinted on face with organizational logo, and format designed by Miami-Dade County, Property Evidence Bureau. The following manufacturers, Kapak Model No. KL-116, Lynn Peavey Co. Model No. 80120, Fitzco Model No. 04 044, or approved equal.

3.3.3 Chain of Custody Labels, size: 3-1/4" x 5-1/2", self-adhering, sensitive, non-peelable, tamper proof, capable of being written on with marker and ball point pens without smudging. Preprinted on face with organizational logo and format designed by Property Evidence Bureau. Must be compatible with scotch polyester evidence pouches. The following manufacturers, Kapak Model No. KL-142, Lynn Peavey Co. Mode No. 99999, Fitzco Model No. 04043., or approved equal.

3.3.4 Multipurpose Pouches heavy-duty construction, 4.5 mil. thick, heat sealable, polyester, polyolefin barrier film, transparent, airtight and moisture proof, resistant to storage effects and dimensional change at high relative humidity and resealable.

3.2.4.1 Tear Strength 80 Elmendorf GM/mill
Burst Strength 50 lb/sq. inch
Tensile Strength 20 lb/in. width
Heat sealing range 300 Degrees – 400 Degrees F

3.3.4.2 Evidence Pouch, size: 6-1/2" x 8", Kapak Model No. 502B-1M, Lynn Peavey Co. Model No. 5191, Fitzco Model No. 21201, or approved equal.

3.3.4.3 Pouch, size: 8" x 12", Kapak Model No. 504-B-1M, Lynn Peavey Co. Model No. 5351, Fitzco Model No. 21202, or approved equal.

3.3.4.4 Pouch, size: 10" x 12", Kapak Model No. 505-B-1M, Lynn Peavey Co. Model No. 5187, Fitzco Model No. 21023, or approved equal.

3.3.4.5 Pouch, size: 12" x 16", Kapak Model No. 5088-500, Lynn Peavey Co. 5190, Fitzco Model No. 21206, or approved equal.
3.3.5 Security Seal, tamper resistant, size 1-3/8” x 1-3/8” Fitzco Model No. 03006, Lynn Peavey Model No. 05289, or approved equal.

3.3.6 Biohazard Labels, Fitzco Model No 03002, Lynn Peavey Model No. 05818, or approved equal.

3.3.7 Custom Zip-weld tamper indicating tape, size 1,375” x 108”, Lynn Peavey Co. Model No. 75012, Fitzco Model No. 05043, or approved equal.

3.3.8 Kraft Evidence Bag No. 25, size (8” x 5” x 18”), Lynn Peavey Co. Model No. 05231, Fitzco Model No. 06155, or approved equal.

3.3.9 Kraft Evidence Bag No. 12, (size 7” x 4” x 14”) printed, Lynn Peavey Co. Model No. 05229, Fitzco Model No. 06156, or approved equal.

3.3.10 Kraft Evidence Bag No. 1/6 (size 12” x 7” x 17”) printed, Lynn Peavey Co. Model No. 05233, Fitzco Model No. 05157, or approved equal.

3.3.11 Knife box, size 16” x 3” x 2”, Lynn Peavey Co. Model No. 05855, Fitzco Co Model No. 06154, or approved equal.

3.3.12 Biohazard Labels, “Handle with Gloves” Lynn Peavey Co. Model No. 05294, Fitzco Mode No. 06158, or approved equal.


3.3.14 Zip-top bag, size 2-1/2” x 3”, Lynn Peavey Co. Model No. 05098, Fitzco Model No. 06160, or approved equal.

3.3.15 Evidence labels, size 3-1/2” x 6” printed, Lynn Peavey Co. Model No. 05275, Fitzco Model No. 06161, or approved equal.

3.3.16 Nylon Ties, size 11-3/4”, Lynn Peavey Co. Model No. 05673, Fitzco Model No. 06162, or approved equal.

3.3.17 Plastic adjust-a-tube, size 4” x 8”, Lynn Peavey Co. Model No. 06300, Fitzco Model No. 06163, or approved equal.

3.3.18 Plastic adjust-a-tube, size 8” x 14”, Lynn Peavey Co. Model No. 06301, Fitzco Model No. 06164, or approved equal.

3.3.19 Plastic adjust-a-tube, size 14” x 24”, Lynn Peavey Co. Model No. 06302, Fitzco Model No. 06165, or approved equal.
### 4.1 PRICING

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<th>Est. Quantity</th>
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<th>Description</th>
<th>Unit Price/Each</th>
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<td>Evidence Pouch, size 6-1/2 x 8&quot;, Kapak Model No. 502B-1M, Lynn Peavey Co. Model No. 5191, Fitzco Model No. 21201, 1000/per case, or approved equal. Make and Model No. Packed:________________ per case</td>
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<td>Item</td>
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<td>1,500</td>
<td>Roll</td>
<td>Security Seal, tamper resistant, size 1-3/8&quot; x 1-3/8&quot; Fitzco Model No. 03006, Lynn Peavey Co. Model No. 05289, 100/roll per pack, or approved equal. Make and Model No.</td>
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<td>Pack</td>
<td>Kraft Evidence Bag No. 25, Size (8&quot; x 5&quot; x 18&quot;) Lynn Peavey Co. Model No. 05231, Fitzco Model No. 06155, 100/per pack, or approved equal. Make and Model No.</td>
<td>$______/Pack</td>
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<td>Kraft Evidence Bag No. 12, Size (7&quot; x 4&quot; x 14&quot;) Lynn Peavey Co. Model No. 05229, Fitzco Model No. 06156, 100/per pack, or approved equal. Make and Model No.</td>
<td>$______/Pack</td>
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<td>Packed: ___________ per pack</td>
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<td>Kraft Evidence Bag No. 1/6 (size 12&quot; x 7&quot; x 17&quot;) printed, Lynn Peavey Co. Model No. 06233, Fitzco Model No. 06157, 100/per pack, or approved equal. Make and Model No. __________________ Packed: ____________ per pack</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>14</td>
<td>2</td>
<td>Pack</td>
<td>Knife Box Size, 16&quot; x 3&quot; x 2&quot;, Lynn Peavey Co. Model No. 05855, Fitzco Model No. 06154, 20/per pack, or approved equal. Make and Model No. __________________ Packed: ____________ per pack</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>15</td>
<td>5</td>
<td>Roll</td>
<td>Biohazard Labels,&quot;Handle with Gloves&quot;, Lynn Peavey Co. Model No. 05294, Fitzco Model No. 06158, 250/labels per roll, or approved equal. Make and Model No. __________________ Packed: ____________ per roll</td>
<td>$________/Roll</td>
</tr>
<tr>
<td>16</td>
<td>100</td>
<td>Roll</td>
<td>Custom Evidence label, &quot;Sealed Evidence, Do Not Tamper&quot;, Color: Yellow without white stripe, Plate No. PC331002-01, Lynn Peavey Co. Model No. 88887, Fitzco Model No. 06159, 108 feet per roll, or approved equal. Make and Model No. __________________ Packed: ____________ per roll</td>
<td>$________/Roll</td>
</tr>
<tr>
<td>17</td>
<td>1</td>
<td>Case</td>
<td>Zip-top bag, size 2-1/2&quot; x 3&quot;, Lynn Peavey Co. Model No. 05098, Fitzco Model No. 06160, 100/per case, or approved equal. Make and Model No. __________________ Packed: ____________ per case</td>
<td>$________/Case</td>
</tr>
<tr>
<td>18</td>
<td>1</td>
<td>Pack</td>
<td>Evidence labels, size 3-1/2&quot; x 6&quot; printed, Lynn Peavey Co. Model No. 05275, Fitzco Model No. 06161, 100/per/pack, or approved equal. Make and Model No. __________________ Packed: ____________ per pack</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>Item</td>
<td>Est. Quantity</td>
<td>Unit</td>
<td>Description</td>
<td>Unit Price/Each</td>
</tr>
<tr>
<td>------</td>
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<td>----------------</td>
</tr>
<tr>
<td>19</td>
<td>1</td>
<td>Pack</td>
<td>Nylon Ties, Size 11-3/4&quot;, Lynn Peavey Co. Model No. 05673, Fitzco Model No. 06162, 100 per/pack, or approved equal. Make and Model No._________ Packed:___________per pack</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>20</td>
<td>50</td>
<td>Pack</td>
<td>Plastic adjust-a-tube, size 4&quot; x 8&quot;, Lynn Peavey Co. Model No. 06300, Fitzco Model No. 06163, 12/per pack, or approved equal. Make and Model No._________ Packed:___________per box</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>21</td>
<td>50</td>
<td>Pack</td>
<td>Plastic adjust-a-tube, size 8&quot; x 14&quot;, Lynn Peavey Co. Model No. 06301, Fitzco Model No. 06164, 12/per pack, or approved equal. Make and Model No._________ Packed:___________per box</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>22</td>
<td>50</td>
<td>Pack</td>
<td>Plastic adjust-a-tube, size 14&quot; x 24&quot;, Lynn Peavey Co. Model No. 06302, Fitzco Model No. 06165, 12/per pack or approved equal. Make and Model No._________ Packed:___________per box</td>
<td>$________/Pack</td>
</tr>
</tbody>
</table>
MIA MI-DADE COUNTY, FLORIDA

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

TITLE:

EVIDENCE PACKAGING AND SECURITY SYSTEM SUPPLIES

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

BID DEPOSIT AND PERFORMANCE BOND: ........... NA
CATALOGUE AND LISTS: ................................ NA
CERTIFICATE OF COMPETENCY: ...................... NA
INDEMNIFICATION/INSURANCE: ...................... NA
SMALL BUSINESS ENTERPRISE MEASURE: ........... SEE SECTION 2, PARA. 2.2
SAMPLES/INFORMATION SHEETS: ...................... SEE SECTION 2, PARA.2.9
SITE VISIT/AFFIDAVIT: ................................ NA
USER ACCESS PROGRAM: ............................. SEE SECTION 2, PARA. 2.21
WRITTEN WARRANTY: ................................ NA

FOR INFORMATION CONTACT:
Constance Thame, CPPB, 305-375-1078, cthame@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

• READ THIS ENTIRE DOCUMENT AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH SECTION 1, PARAGRAPH 1.2(D).

• FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON BID SUBMITTAL FORM IN SECTION 4 SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE

• 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: 5706-0/17

Bid Title: EVIDENCE PACKAGING AND SECURITY SYSTEM SUPPLIES

Procurement Officer: Constance Thame, CPPB

Bids will be accepted until 2:00 p.m. on Wednesday July 25, 2012

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
1.1. DEFINITIONS

Bid – shall refer to any offer(s) submitted in response to the solicitation.
Bidder shall refer to anyone submitting a Bid in response to the solicitation.
Bid Solicitation - shall mean his solicitation documentation, including any and all addenda.
Bid Solicitation Form - defines the requirement of items to be purchased and must be completed and submitted with the Bid. The Bidder should indicate its name in the appropriate space on each page.
County – shall refer to Miami-Dade County, Florida
ISD/PM – shall refer to Miami-Dade County's Internal Services Department, Procurement Management Division.
Enrolled Vendor – shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County.
Registered Vendor – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter into business agreements with the County.
The Vendor Registration Package – shall refer to the Business Entity Registration Application.

For additional information about online vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33126, Phone: 305-376-5773. Vendors can enroll online and obtain forms to register by visiting our web site at www.miamidade.gov/ISD/PM

1.2. INSTRUCTIONS TO BIDDERS

A. Bidder Qualification

It is the policy of the County to encourage fair and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a notification list for solicited categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County by contacting the Vendor Assistance Unit. The County endorses to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact the Department of Small Business Development at 111 N.W. 1st Street, 13th Floor, Miami, FL 33126-1900, or telephone at 305-376-5111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

B. Vendor Registration

To be recommended for award the County requires that vendors complete a Miami-Dade County Vendor Registration Package. Effective June 1, 2009, a new Vendor Registration Package, including a Uniform Affidavit Packet (Miladiv Form), must be completed by vendors and returned to the Internal Services Department, Procurement Management Division (ISD/PM), Vendor Assistance Unit, within fourteen (14) days of notification of the intent to recommend for award. In the event the Vendor Registration Package is not properly completed and returned within the specified time, the County may refuse in writing, award to the lowest responsible, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the ISD/PM website at www.miamidade.gov or from the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33126.

Bidders are required to affirm that all information submitted with the Vendor Registration Package is current, complete and accurate, at the time they submit a response to a Bid Solicitation, by completing the provided Affidavit of Vendor Affirmation.

In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. Miami-Dade County Ownership Disclosure Affidavit (Sec. 2-8.1 of the County Code)

2. Miami-Dade County Employment Disclosure Affidavit (County Ordinance No. 90-133, amending Section 2.8-1(c)(2) of the County Code)

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

4. Miami-Dade Disability and Nondiscrimination Affidavit (Article I, Section 2-8.1.5 Resolution R182-00 amending R-385-85)

5. Miami-Dade County Debarment Disclosure Affidavit (Section 11.33 of the County Code)

6. Miami-Dade County Vendor Obligation to County Affidavit (Section 2-8.1 of the County Code)

7. Miami-Dade County Code of Business Ethics Affidavit (Article 1, Section 2-8.1(c) and 2-11.1(d) of the County Code through (G) and (H) 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 Affidavit (Article V of Chapter 11 of the County Code)

9. Miami-Dade County Living Wage Affidavit (Section 2-8.3 of the County Code)

10. Miami-Dade County Domestic Leave and Reporting Affidavit (Article 6, Section 11A-80 11A-67 of the County Code)

11. Subcontracting Practices (Ordinance 97-39)

12. Subcontractor/Supplier Listing (Ordinance 97-104)

13. Environmentally Acceptable Packaging Resolution (R-739-92)

14. W-9 and 8109 Forms

The vendor must furnish these forms as required by the Internal Revenue Service.

15. Social Security Number

In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number." To comply with Section 118.07(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that ISD/PM requests the Social Security Number for the following purposes:

- Identification of individual account records
- To make payments to individual/vendor for goods and services provided to Miami-Dade County
- Tax reporting purposes
- To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records


Pursuant to Section 2-10.06 of the County Code.

17. Small Business Enterprises

The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.

18. Antitrust Laws

By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.

C. PUBLIC ENTITY CRIMES

To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:
SECTION 1
GENERAL TERMS AND CONDITIONS

C. PUBLIC ENTITY CRIMES
Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or representative who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public authority for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity unless a threshold amount contained in Section 287.137 of the Florida Statutes, for CATEGORY TWO, is reached within a period of 20 months from the date of being placed on the convicted vendor list.

D. Request for Additional Information
1. Pursuant to Section 211.110 of the County Code, all Bidders, Solicitators, or individuals advertised and shall be awarded the appropriate authority are under the “Code of Silence”. Any communication or inquiry, except for clarification of process or procedure already contained in the solicitation, is to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the Procurement Agent in writing and shall contain the Bidder’s name, mailing address, and telephone number. If transmitted electronically, the request should also include a cover sheet with the Bidder’s facsimile number. The requestor must also submit a copy of any written request sent to the Clerk of the Board.
2. The Internal Services Department, Procurement Management Division may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or oral, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the text addendum issued shall prevail.
3. It is the Bidder’s responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed “Acknowledgment of Addenda” form, when any addenda have been issued.

E. Contents of Bid Solicitation and Bidders’ Responsibilities
1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. The Bidder should not rely on any representation, statement or explanation whether written or oral, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the text addendum issued shall prevail.
2. The Bidder is required to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed “Acknowledgment of Addenda” form, when any addenda have been issued.

F. Change or Withdrawal of Bids
1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, as indicated on the cover page) with a letter in writing on the firm’s letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The Bidder shall submit the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.
2. Withdrawal of Bid – A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only a written letter received by ISD/PM prior to the Bid opening date may withdraw a bid. A Bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the solicitation for public Bids Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

G. Conflicts Within The Bid Solicitation
Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Solicitation Section, or any addendum issued, the order of precedence shall be the last addendum issued, the Bid Solicitation Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

H. Prompt Payment Terms
1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 218.5, the time at which payment shall be made by the County or the Public Health Trust shall be twenty-one (21) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this solicitation, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to recover damages for late payment shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.
2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid solicitation.

I. Accounts Receivable Adjustments
In accordance with Miami-Dade County implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Contractor to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Contractor under its Contract. Such retained amount shall be applied to the amount owed by the Contractor to the County. The Contractor shall have no further claim to such retained amounts which shall be deemed full and final satisfaction of the amount due by the County to the Contractor for the applicable payment due herein.

1.3. PREPARATION OF BIDS
A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder’s offer.
B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crosed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
C. An authorized agent of the Bidder’s firm must sign the Bid submittal form.
D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum

- II -

Revised 6/13/12
MIAMI-DADE COUNTY

BID NO.: 5706-0/17

SECTION 1
GENERAL TERMS AND CONDITIONS

requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
G. An optional electronic submittal shall not be considered a part of the bid if it differs in any respect from the required manual submittal in the original hard copy.

1.4. CANCELLATION OF BID SOLICITATION
Miami-Dade County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

1.5. AWARD OF BID SOLICITATION
A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, bids, low Bid or in whichever manner deemed in the best interest of the County.
C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County Issued Local Business Tax Receipt.
F. Pursuant to County Code Section 2-6:1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope or make a request by e-mail. Bid results will not be given by telephone or facsimile.
H. The Bid Solicitation, any addenda and/or propery executed modifications, the purchase order, and any change order(s) shall constitute the contract.
I. In accordance with Resolution R-1574-88, the Director of ISD/PM will decide all Tie Bids.
J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.
K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

1.6. CONTRACT EXTENSION
A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

1.7. WARRANTY
All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

1.8. ESTIMATED QUANTITIES
Estimated quantities or dollars are for Bidder's guidance only. (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not constitute or include possible additional quantities that may be awarded by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase Program (JPP) described in Section 2.2.1 of this contract solicitation and the resulting contract. If that section is present in this solicitation document, no guarantee is expressed or implied or to quantities or dollars that will be used during the contract period. The County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

1.9. NON-EXCLUSIVITY
It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as described herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it deems fit, including but not limited to (a) award of other contracts, use of any contractor or perform the work with its own employees.

1.10. LOCAL PREFERENCE
The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to the bid or proposal submission date, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County 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 in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
   a. vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employee, worked 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
   b. vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
   c. some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2012, therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Solicitation.

1.11. CONTINUATION OF WORK
Any work that commences prior to and will extend beyond the
SECTION 1
GENERAL TERMS AND CONDITIONS

1.12. BID PROTEST
A recommendation for contract award or rejection of award may be protested by a bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.

1.13. LAWS AND REGULATIONS
The successful bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

1.14. LICENSES, PERMITS AND FEES
The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Delays, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by the said awarded bidder.

1.15. SUBCONTRACTING
Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior written consent of the County may result in termination of the contract for default. When Subcontracting is allowed, the Bidder shall comply with County Resolution No. 1634-30, Section 10-34 of the County Code and County Ordinance No. 5735.

1.16. ASSIGNMENT
The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

1.17. DELIVERY
Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

1.18. RESPONSIBILITY AS EMPLOYER
The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

1.19. INDEMNIFICATION
The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentality from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentality 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 the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder 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, whose applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no wise limit the responsibility to indemnify, keep and save harmless and defend the County and its officers, employees, agents and instrumentality as herein provided.

1.20. COLLUSION
A contractor recommended for award as the result of a competitive solicitation for any County purchase of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Secs. 210.4 and Sec. 267.059 Fla. Stat.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County, stating either that the contractor is not related to any of the other parties bidding in the competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and asserting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-61.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

A. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.

B. Failure to provide a Collusion Affidavit within five (5) business days after the recommendation to award has been made with the Clerk of the Board shall cause the contractor to forfeit their bid bond.

1.21. MODIFICATION OF CONTRACT
The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as applicable.

1.22. TERMINATION FOR CONVENIENCE
The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

1.23. TERMINATION FOR DEFAULT
The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions herein stated. The County further reserves the right to suspend or cancel the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

1.24. FRAUD AND MISREPRESENTATION
Pursuant to Section 2-61.4 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.25. ACCESS TO RECORDS
The County reserves the right to require the Contractor to submit to an audit by the County's Auditor, the Commission Auditor, or any other auditor of the County's office and the Contractor's expenses.
The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

1.26 OFFICE OF THE INSPECTOR GENERAL
Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, for a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 21-179 of the County Code.

1.27 PRE-AWARD INSPECTION
The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

1.28 PROPRIETARY/CONFIDENTIAL INFORMATION
Proposers are hereby notified that all information submitted as part of, or in support of bid submittals, will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes, popularly known as the "Public Record Law." The proposer shall not submit any information in response to this solicitation which the proposer considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer. In the event that the proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and without identifying that information in the bid as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Proposer in writing in an effort to obtain the Proposer's withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of individually identifiable health information ("IIHI") and/or Protected Health Information ("PHI") shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosure;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurance that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

1.30. CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX
When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds, as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and 2) either, 1) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, 2) in response to the CITT's disapproval, the County Commission ratifies award of the contract by two-thirds (2/3) vote of the Commission's membership and such ratification becomes final. Notwithstanding the other provisions of Section 1.20, award of an allocation for services in support of the CITT's oversight which does not exceed $1,000,000 need not require Commission or CITT approval and may be awarded by the Executive Director of the CITT.

1.31. LOBBYIST CONTINGENCY FEES
A) In accordance with Section 2.11.16 of the Code of Miami-Dade County, after May 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or declaration of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the term of the entire decision-making process regarding such action, decision or recommendation which subsequently will be heard or reviewed by the County Commission or a County board or committee.

1.32. COMMISSION AUDITOR – ACCESS TO RECORDS
Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related reports, property, and equipment purchased in whole or in part with government funds.
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EVIDENCE PACKAGING AND SECURITY SYSTEMS SUPPLIES  

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY: 

The purpose of this solicitation is to establish a contract for the purchase of evidence packaging and security system supplies for various County departments on an as needed basis. 

2.2 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN $50,000 (Bid Preference): 

A Small Business Enterprise (SBE) bid preference applies to this solicitation. 

A 10% percent bid preference shall apply to awards valued up to $1 million and a 5% percent bid preference shall apply to awards greater than $1 million. A SBE/Micro Business Enterprise must be certified by the Sustainability, Planning and Economic Enhancement Department (SPEED) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact Sustainability, Planning and Economic Enhancement Department at 305-375-CERT (2378) or access http://www.miamidade.gov/sba/business certificate.asp. 

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference. 

2.3 PRE BID CONFERENCE: INTENTIONALLY OMITTED 

2.4 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 Internal Services Department, 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 last month of the contract term. 

The County reserves the right to extend this contract for up to one hundred-eighty (180) calendar days beyond the current contract term and will notify the bidders in writing of the extension. This contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the bidders, upon approval by the Board of County Commissioners. 

2.5 OPTION TO RENEW: INTENTIONALLY OMITTED 

2.6 METHOD OF AWARD: TO TWO (2) LOWEST PRICED BIDDERS IN THE AGGREGATE 

Award of this contract will be made to two (2) 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. If the County exercises this right, the primary Bidder shall have the primary responsibility to initially
SECTION 2
SPECIAL CONDITIONS

perform the service or deliver the goods identified in this contract. If the primary bidder fails to perform it may be terminated for default and the County shall have the option to seek the identified goods from the secondary Bidder. Award to multiple bidders is made for the convenience of the County and does not exempt the primary Bidder from fulfilling its contractual obligations. Failure of any bidder to perform in accordance with the terms and conditions of the contract may result in the bidder being deemed in breach of contract. The County may terminate the contract for default and charge the bidder re-procurement costs, if applicable.

2.7 PRICES SHALL BE FIXED WITH ADJUSTMENTS:

Prior to the end of the initial one (1) year period, and at each anniversary thereafter, bidders shall have the option to submit a written request for a price adjustment to the County based on changes in the following pricing index: Producer Price Index Industry Data All Urban Consumers U.S. City Average Other Goods and Services.

It is the bidder’s responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the anniversary, the bidder’s request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The bidder’s adjustment request should not be in excess of the relevant pricing index change.

If no adjustment request is received from the bidder, the County will assume that the bidder has agreed that the next term will remain at the current price. Any adjustment request received after the commencement of a new year may not be considered.

The County reserves the right to reject any price adjustments submitted by the bidder and/or to not continue the contract based on such price adjustments. Continuation of the contract beyond the initial term, and any anniversary term, is a County prerogative, and not a right of the bidders. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT: INTENTIONALLY OMITTED

2.9 "EQUAL" PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA:

The manufacturer’s name, brand name and/or model number information contained in this Solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer’s items of equal material unless otherwise indicated on the Bid/Proposal Submission Form.

This specific solicitation requires submission of the following documentation to enable County evaluation of “equal” products:

X: Product Information Sheets
X: Product Samples with Initial Offer

If an “equal” product may be considered by the County in accordance with the Bid/Proposal Submission Form, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an "or equal" item is offered, and product information sheets are required, the initial offer must be accompanied with two (2) complete sets of
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product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, two (2) copies of performance test results of the item offered as an equal. Also for product information submittals, all supporting documentation submitted by the offeror must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the offeror shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the item described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

If samples of all “or equal” items bid are required for evaluation, such items are to be provided at no cost to the County, and should be submitted with the initial offer, or at the time of specific request. Failure to meet this requirement may result in your offer being rejected.

For “equal” products to be evaluated based on submission of product labels, the initial offer should be accompanied with labels indicating the specification for each “or equal” item offered. Failure to meet this requirement may result in your offer being rejected.

The County shall be sole judge of equality, based on the best interests of the County, and its decision in this regard shall be final. Items labeled "No Substitute" on the County’s Bid/Proposal Submission Form are the only products that will be accepted under this solicitation.

2.10 LIQUIDATED DAMAGES: INTENTIONALLY OMITTED

2.11 INDEMNIFICATION AND INSURANCE: INTENTIONALLY OMITTED

2.12 BID GUARANTY: INTENTIONALLY OMITTED

2.13 PERFORMANCE BOND: INTENTIONALLY OMITTED

2.14 CERTIFICATIONS: INTENTIONALLY OMITTED

2.15 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES

The awarding Bidder(s) shall submit an invoice(s) 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 awarded Bidder. 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. Awarded Bidder Information:
SECTION 2
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- The name of the business organization as specified on the contract between Miami-Dade County and awarded Bidder
- Date of invoice
- Invoice number
- Awarded Bidder's Federal Identification Number on file with Miami-Dade County

II. County Information:
- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:
- Unit price of items provided
- Extended total price of the items
- Applicable discounts

IV. Items provided per Contract:
- Description
- Quantity

V. Delivery Information:
- Delivery terms set forth within the Miami-Dade County Release Purchase Order

2.16 SHIPPING TERMS: F.O.B. DESTINATION

All awarded Bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative.

2.17 DELIVERY SHALL BE THIRTY (30) DAYS AFTER DATE OF ORDER:

The awarded Bidder(s) shall make deliveries within thirty (30) 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 awarded Bidder(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 awarded Bidder. In these cases, the awarded Bidder(s) shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should any of the awarded Bidder(s) to whom the contract(s) are 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 for the awarded primary Bidder is terminated, it is hereby understood and agreed that the County has the authority to purchase the items from the awarded secondary
Bidder, and to charge the awarded primary Bidder with any re-procurement costs. If the awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

The County may authorize certain County employees in writing to pick-up items under this contract. Awarded Bidder(s) shall require presentation of this written authorization and shall maintain a copy of such authorization. If the awarded Bidder is in doubt about any aspect of pick-up items, awarded Bidder shall contact the appropriate user department to confirm the authorization.

2.18 BACK ORDERS MUST BE FILLED WITHIN TEN (10) CALENDAR DAYS:

If the awarded Bidder(s) cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the awarded bidder's manufacturer or distributor; the awarded Bidder(s) shall insure that such back orders are filled within ten (10) calendar days from the initial scheduled delivery date for the item. The awarded Bidder(s) shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from the awarded secondary Bidder, and charge the awarded primary Bidder under this contract for any directly associated re-procurement costs. If the awarded Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.19 WARRANTY REQUIREMENTS: INTENTIONALLY OMITTED

2.20 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Constance Thame, at (305) 375-1078 email -cthame@miamidade.gov.

2.21 COUNTY USER ACCESS PROGRAM (UAP):

User Access Fee

Pursuant to Miami-Dade County Code Section 2-8.10, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The awarded Bidder(s) providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction portion of the UAP is mandatory.
Joint Purchase

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approve entities a UAP Participant Validation Number. The awarded Bidder(s) must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the awarded Bidder(s) shall be entitled to ship goods on an “FOB Destination, Prepaid and Charged Back” basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the awarded Bidder(s) for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the vendor and shall be paid by the ordering entity less the 2% UAP.

Vendor Compliance

If an awarded Bidder fails to comply with this section, that bidder may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

2.23 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS:

Although this Solicitation is specific to several County Departments, it is hereby agreed and understood that any County department or agency may avail itself of this contract(s) and purchase any and all items specified herein from the awarded 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).

2.24 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS:

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

2.25 PACKING SLIP/Delivery TICKET TO ACCOMPANY ITEMS DURING DELIVERY:

The awarded Bidder(s) shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to
the County's authorized representative during delivery. The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

2.26 AWARDED PRIMARY BIDDER DESIGNATION:

While the method of award identified in Section 2.6 of the Solicitation 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. If the County exercises this right, the awarded primary Bidder shall have the primary responsibility to deliver the items identified in this contract. Failure of any bidder to perform in accordance with the terms and conditions of the contract may result in the bidder being deemed in breach of contract.

2.27 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

While the County has listed all major items within this Solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the awarded primary Bidder to obtain a price quote for the similar items. In the event that the awarded primary Bidder cannot provide the items, the County representative may obtain a price quote from the awarded secondary Bidder. The County reserves the right to award these similar items to the awarded primary awarded Bidder, to the awarded secondary Bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.28 SAMPLES MAY BE REQUIRED DURING EVALUATION:

After the County opens the Bid Proposals, the awarded Bidder(s) may be required to submit a sample for the items to be supplied for evaluation by, and at no cost to the County. If samples are required, the County will notify the awarded Bidder(s) of such in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the bidder fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the Bidder's proposal. All samples shall become the property of Miami-Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples any certifiable laboratory for analysis. Any costs for testing shall be borne by the awarded Bidder(s). On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the items to be provided by the awarded Bidder(s) during the contract period shall conform to the sample submitted. The awarded Bidder(s) shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.
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2.29 SHELF LIFE OF STOCK:

The awarded Bidder(s) shall supply the County with fresh stock only and shall ensure that items with a limited shelf life are inspected and certified fresh by the bidder prior to shipment to the County.

2.30 SUBSTITUTION OF ITEMS DURING TERM OF CONTRACT:

Substitute brands or models may be considered during the contract period for discontinued items. The awarded Bidder(s) shall not deliver any substitute item as a replacement to an awarded brand or model without express written consent of the County prior to such delivery. Substitute items must be of equal or better quality than the awarded item. Substitutes shall be considered only in emergency situations and excessive substitution requests may be cause to cancel the contract.
SECTION 3
TECHNICAL SPECIFICATIONS

EVIDENCE PACKAGING AND SECURITY SYSTEM SUPPLIES

3.1 SCOPE OF WORK:

To provide evidence packaging and security system supplies for various Miami-Dade County departments.

3.2 SPECIFICATIONS:

3.2.1 Electric Evidence Pouch Sealer, 115 volts AC, 12" sealing length, with hinge on one end and one end open, time/temperature control. The following manufacturers, Scotch Model No. 210-12, Lynn Peavey Co. Model No. 5197, Fitzco Model No 07003, or approved equal.

3.2.2 Evidence Labels, size: 3-1/4" x 5", self adhering, sensitive, non-peelable, tamper proof, capable of being written on with marker and ball point pens without smudging. Preprinted on face with organizational logo, and format designed by Miami-Dade County, Property Evidence Bureau. The following manufacturers, Kapak Model No. KL-116, Lynn Peavey Co. Model No. 80120, Fitzco Model No. 04 044, or approved equal.

3.2.3 Chain of Custody Labels, size: 3-1/4" x 5-1/2", self-adhering, sensitive, non-peelable, tamper proof, capable of being written on with marker and ball point pens without smudging. Preprinted on face with organizational logo and format designed by Property Evidence Bureau. Must be compatible with scotch polyester evidence pouches. The following manufacturers, Kapak Model No. KL-142, Lynn Peavey Co. Model No. 99999, Fitzco Model No. 04043, or approved equal.

3.2.4 Multipurpose Pouches heavy-duty construction, 4.5 mil. thick, heat sealable, polyester, polyolefin barrier film, transparent, airtight and moisture proof, resistant to storage effects and dimensional change at high relative humidity and resealable.

3.2.4.1 Tear Strength 80 Elmendorf GM/mill
    Burst Strength 50 lb/sq. inch
    Tensile Strength 20 lb/in. width
    Heat sealing range 300 Degrees – 400 Degrees F

3.2.4.2 Evidence Pouch, size, 6-1/2" x 8", Kapak Model No. 502B-1M, Lynn Peavey Co. Model No. 5191, Fitzco Model No. 21201, or approved equal.

3.2.4.3 Pouch, size 8" x 12", Kapak Model No. 504-B-1M, Lynn Peavey Co. Model No. 5351, Fitzco Model No. 21202, or approved equal.

3.2.4.4 Pouch, size 10" x 12", Kapak Model No. 505-B-1M, Lynn Peavey Co. Model No. 5187, Fitzco Model No. 21023, or approved equal.

3.2.4.5 Pouch, size 12" x 16", Kapak Model No. 5088-500, Lynn Peavey Co. 5190, Fitzco Model No. 21206, or approved equal.
SECTION 3
TECHNICAL SPECIFICATIONS

3.2.5 Security Seal, tamper resistant, size 1-3/8" x 1-3/8" Fitzco Model No. 03006, Lynn Peavey Model No. 05289, or approved equal.

3.2.6 Biohazard Labels, Fitzco Model No 03002, Lynn Peavey Model No. 05818, or approved equal.

3.2.7 Custom Zip-r-weld tamper indicating tape, size 1 3/4" x 108", Lynn Peavey Co. Model No. 75012, Fitzco Model No. 05043, or approved equal.

3.2.8 Kraft Evidence Bag No. 25, size (8" x 5" x 18"), Lynn Peavey Co. Model No. 05231, Fitzco Model No. 06155, or approved equal.

3.2.9 Kraft Evidence Bag No. 12, (size 7" x 4" x 14") printed, Lynn Peavey Co. Model No. 05229, Fitzco Model No. 06156, or approved equal.

3.2.10 Kraft Evidence Bag No. 1/6 (size 12" x 7" x 17") printed, Lynn Peavey Co. Model No. 05233, Fitzco Model No. 05157, or approved equal.

3.2.11 Knife box, size 16" x 3" x 2", Lynn Peavey Co. Model No. 05855, Fitzco Co Model No. 06154, or approved equal.

3.2.12 Biohazard Labels, “Handle with Gloves” Lynn Peavey Co. Model No. 05294, Fitzco Model No. 06158, or approved equal.


3.2.14 Zip-top bag, size 2-1/2" x 3", Lynn Peavey Co. Model No. 05098, Fitzco Model No. 06160, or approved equal.

3.2.15 Evidence labels, size 3-1/2" x 6" printed, Lynn Peavey Co. Model No. 05275, Fitzco Model No. 06161, or approved equal.

3.2.16 Nylon Ties, size 11-3/4", Lynn Peavey Co. Model No. 05673, Fitzco Model No. 06132, or approved equal.

3.2.17 Plastic adjust-a-tube, size 4" x 8", Lynn Peavey Co. Model No. 06300, Fitzco Model No. 06163, or approved equal.

3.2.18 Plastic adjust-a-tube, size 8" x 14", Lynn Peavey Co. Model No. 06301, Fitzco Model No. 06164, or approved equal.

3.2.19 Plastic adjust-a-tube, size 14" x 24", Lynn Peavey Co. Model No. 06302, Fitzco Model No. 06165, or approved equal.
Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

SELECTION 4
BID SUBMITTAL FORM

OPENING: 2:00 P.M.
Wednesday
July 25, 2012

MIAMI-DADE COUNTY

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: ct

Date Issued: 7/18/12

This Bid Submittal Consists of Pages 11 through 18

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:
EVIDENCE PACKAGING AND SECURITY SYSTEMS SUPPLIES
A Bid Deposit in the amount of NA of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of NA 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: 680, 680-00, 680-47

Procurement Contracting Officer Constance Thame, CPPB

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.
## PRICING

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price/Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>Each</td>
<td>Electric Evidence Pouch Sealer, 12” Sealing Length, Scotch Model No. 210-12, Lynn Peavey Co. Model No. 5197, Fitzco Model No. 07003, 1/sealer per case, or approved equal. Make and Model No.______________ Packed:___________ per case</td>
<td>$_________/Each</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
<td>Roll</td>
<td>Evidence Label, size 3-1/4” x 5”, Kapak Model No. KL-116, Lynn Peavey Co. Model No. 80120, Fitzco Model No. 04044, 500/per roll, or approved equal. Make and Model No.______________ Packed:___________ per roll</td>
<td>$_________/Roll</td>
</tr>
<tr>
<td>3</td>
<td>100</td>
<td>Roll</td>
<td>Custody Label, size 3-1/4” x 5-1/2” Kapak No. KL142, Lynn Peavey Co. Model No. 99999, Fitzco Model No. 04043, 500/ per roll, or approved equal. Make and Model No.______________ Packed:___________ per roll</td>
<td>$_________/Roll</td>
</tr>
<tr>
<td>4</td>
<td>33</td>
<td>Case</td>
<td>Evidence Pouch, size 6-1/2 x 8”, Kapak Model No. 502B-1M, Lynn Peavey Co. Model No. 5191, Fitzco Model No. 21201, 1000/per case, or approved equal. Make and Model No.______________ Packed:___________ per case</td>
<td>$_________/Case</td>
</tr>
<tr>
<td>5</td>
<td>23</td>
<td>Case</td>
<td>Pouch, size 8” x 12” Kapak No. 504-B-1M, Lynn Peavey Co. No. Model. 5351, Fitzco No. 21202, 1000/per case, or approved equal. Make and Model No.______________ Packed:___________ per case</td>
<td>$_________/Case</td>
</tr>
<tr>
<td>6</td>
<td>20</td>
<td>Case</td>
<td>Pouch, size 10” x 12”, Kapak Model No. 505-B-1M, Lynn Peavey Co. Model No. 5187, Fitzco Model No. 21023, 1000/per case, or approved equal. Make and Model No.______________ Packed:___________ per case</td>
<td>$_________/Case</td>
</tr>
</tbody>
</table>
### Evidence Packaging and Security System Supplies

#### Item | Est. Quantity | Unit | Description | Unit Price/Each
--- | --- | --- | --- | ---
7 | 15 | Case | Pouch, Size 12" x 16", Kapak Model No. 5088-500, Lynn Peavey Co. Model No. 5190, Fitzco Model No. 21208, 500/per case, or approved equal. Make and Model No. ____________ Packed: __________ per case | $_________/Case
8 | 1,500 | Roll | Security Seal, tamper resistant, size 1-3/8" x 1-3/8" x 1-3/8" Fitzco Model No. 03006, Lynn Peavey Co. Model No. 05289, 100/roll per pack, or approved equal. Make and Model No. ____________ Packed: __________ per roll | $_________/Roll
9 | 1,500 | Pack | Biohazard Labels, Fitzco Model No. 03002, Lynn Peavey Co. Model No. 05818, 250/labels per pack, or approved equal. Make and Model No. ____________ Packed: __________ labels per pack | $_________/Pack
10 | 5,000 | Roll | Custom Zipr-weld tamper indicating tape, size 1,375" x 108", Lynn Peavey Co. Model No. 75012, Fitzco Model No. 05043, 108 feet/roll, or approved equal. Make and Model No. ____________ Packed: __________/per pack | $_________/Roll
11 | 5 | Pack | Kraft Evidence Bag No. 25, Size (8" x 5" x 18") Lynn Peavey Co. Model No. 05231, Fitzco Model No. 06155, 100/per pack, or approved equal. Make and Model No. ____________ Packed: __________ per pack | $_________/Pack
12 | 4 | Pack | Kraft Evidence Bag No. 12, Size (7" x 4" x 14") Lynn Peavey Co. Model No. 05229, Fitzco Model No. 06156, 100/per pack, or approved equal. Make and Model No. ____________ Packed: __________ per pack | $_________/Pack
<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price/Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>3</td>
<td>Pack</td>
<td>Kraft Evidence Bag No. 1/6 (size 12&quot; x 7&quot; x 17&quot;) printed, Lynn Peavey Co. Model No. 05233, Fitzco Model No. 05157, 100/per pack, or approved equal. Make and Model No. ____________ Packed: ____________ per pack</td>
<td>$__________/Pack</td>
</tr>
<tr>
<td>14</td>
<td>2</td>
<td>Pack</td>
<td>Knife Box Size, 16&quot; x 3&quot; x 2&quot;, Lynn Peavey Co. Model No. 05855, Fitzco Model No 06154, 20/per pack, or approved equal. Make and Model No. ____________ Packed: ____________ per pack</td>
<td>$__________/Pack</td>
</tr>
<tr>
<td>15</td>
<td>5</td>
<td>Roll</td>
<td>Biohazard Labels,&quot;Handle with Gloves&quot;, Lynn Peavey Co. Model No. 05294, Fitzco Model No. 06158, 250/labels per roll, or approved equal. Make and Model No. ____________ Packed: ____________ per roll</td>
<td>$__________/Roll</td>
</tr>
<tr>
<td>16</td>
<td>100</td>
<td>Roll</td>
<td>Custom Evidence label, &quot;Sealed Evidence, Do Not Tamper&quot;, Color: Yellow without white stripe, Plate No. PC331002-01, Lynn Peavey Co. Model No. 88887, Fitzco Model No. 06159, 108 feet per roll, or approved equal. Make and Model No. ____________ Packed: ____________ per roll</td>
<td>$__________/Roll</td>
</tr>
<tr>
<td>17</td>
<td>1</td>
<td>Case</td>
<td>Zip-top bag, size 2-1/2&quot; x 3&quot;, Lynn Peavey Co. Model No. 05098, Fitzco Model No. 06160, 100/per case, or approved equal. Make and Model No. ____________ Packed: ____________ per case</td>
<td>$__________/Case</td>
</tr>
<tr>
<td>18</td>
<td>1</td>
<td>Pack</td>
<td>Evidence labels, size 3-1/2&quot; x 6&quot; printed, Lynn Peavey Co. Model No. 05275, Fitzco Model No. 06161, 100/per pack, or approved equal. Make and Model No. ____________ Packed: ____________ per pack</td>
<td>$__________/Pack</td>
</tr>
<tr>
<td>Item</td>
<td>Est. Quantity</td>
<td>Unit</td>
<td>Description</td>
<td>Unit Price/Each</td>
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<td>-----------------------------------------------------------------------------</td>
<td>------------------</td>
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<tr>
<td>19</td>
<td>1</td>
<td>Pack</td>
<td>Nylon Ties, Size 11-3/4&quot;; Lynn Peavey Co. Model No. 05673, Fitzco Model No. 06162; 100 per/pack, or approved equal. Make and Model No. ______________ Packed: __________ per pack</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>20</td>
<td>50</td>
<td>Pack</td>
<td>Plastic adjust-a-tube, size 4&quot; x 8&quot;, Lynn Peavey Co. Model No. 06300, Fitzco Model No. 06163, 12/per pack, or approved equal. Make and Model No. ______________ Packed: __________ per box</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>21</td>
<td>50</td>
<td>Pack</td>
<td>Plastic adjust-a-tube, size 8&quot; x 14&quot;, Lynn Peavey Co. Model No. 06301, Fitzco Model No. 06164, 12/per pack, or approved equal. Make and Model No. ______________ Packed: __________ per box</td>
<td>$________/Pack</td>
</tr>
<tr>
<td>22</td>
<td>50</td>
<td>Pack</td>
<td>Plastic adjust-a-tube, size 14&quot; x 24&quot;, Lynn Peavey Co. Model No. 06302, Fitzco Model No. 06165, 12/per pack, or approved equal. Make and Model No. ______________ Packed: __________ per box</td>
<td>$________/Pack</td>
</tr>
</tbody>
</table>
SECTION 4
BID SUBMITTAL FOR:
EVIDENCE PACKAGING AND SECURITY SYSTEM SUPPLIES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHERVER APPLIES

PART I:

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

Addendum #1, Dated ____________________
Addendum #2, Dated ____________________
Addendum #3, Dated ____________________
Addendum #4, Dated ____________________
Addendum #5, Dated ____________________
Addendum #6, Dated ____________________
Addendum #7, Dated ____________________
Addendum #8, Dated ____________________

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: ________________________________

AUTHORIZED SIGNATURE: ___________________ DATE: __________

TITLE OF OFFICER: __________________________
Bid Title: EVIDENCE PACKAGING AND SECURITY SYSTEM SUPPLIES

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 2-31 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(a) 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 if there 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) shall render the vendor ineligible for Local Preference.

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 Stats 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 Program 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 Program 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 Program 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 ______

Revised 1/2/12
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.
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.

<table>
<thead>
<tr>
<th>Contract No. :</th>
<th>Identification Number (FEIN):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Federal Employer**

**Contract Title:**

<table>
<thead>
<tr>
<th>Affidavits and Legislation/ Governing Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Miami-Dade County Ownership Disclosure</td>
</tr>
<tr>
<td>Section 2-8.1 of the County Code</td>
</tr>
<tr>
<td>2. Miami-Dade County Employment Disclosure</td>
</tr>
<tr>
<td>County Ordinance No. 99-133, amending Section 2-8.1(d)(2) of the County Code</td>
</tr>
<tr>
<td>3. Miami-Dade County Employment Drug-free Workplace Certification</td>
</tr>
<tr>
<td>Section 2-8.12(b) of the County Code</td>
</tr>
<tr>
<td>4. Miami-Dade County Disability Non-Discrimination</td>
</tr>
<tr>
<td>Article 1, Section 2-8.1 and 2-11(b)(1) of the County Code through (b) and (e) of the County Code</td>
</tr>
<tr>
<td>5. Miami-Dade County Debarment Disclosure</td>
</tr>
<tr>
<td>Section 10.38 of the County Code</td>
</tr>
<tr>
<td>6. Miami-Dade County Vendor Obligation to County</td>
</tr>
<tr>
<td>Section 2-8.1 of the County Code</td>
</tr>
<tr>
<td>7. Miami-Dade County Code of Business Ethics</td>
</tr>
<tr>
<td>Article 1, Section 2-8.1(e) and 2-8.1(f) of the County Code through (e) and (f) of the County Code</td>
</tr>
<tr>
<td>8. Miami-Dade County Family Leave</td>
</tr>
<tr>
<td>Article V of Chapter 11 of the County Code</td>
</tr>
<tr>
<td>9. Miami-Dade County Living Wage</td>
</tr>
<tr>
<td>Section 2-8.9 of the County Code</td>
</tr>
<tr>
<td>10. Miami-Dade County Domestic Leave and Reporting</td>
</tr>
<tr>
<td>Article 8, Section 11A-60 11A-69 of the County Code</td>
</tr>
</tbody>
</table>

---

Please fill in the following information:

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

---

**Notary Public Information**

- **Notary Public - State of**
- **County of**

- **Subscribed and sworn to (or affirmed) before me this day of,**
  - **day of,**
  - **year,**

- **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
**SUBCONTRACTOR/SUPPLIER LISTING**  
*(Ordinance 97-104)*

**Firm Name of Prime Contractor/Respondent:**  

**Bid No.:**  

**Title:**

---

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. A bidder or respondent who is awarded the 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.  

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word “NONE” under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

<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) Gender</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name and Address of Direct Supplier</th>
<th>Principal Owner</th>
<th>Supplies/Materials/Services to be Provided by Supplier</th>
<th>(Principal Owner) Gender</th>
<th>Race</th>
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</tbody>
</table>

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

---

**Prime Contractor/Respondent’s Signature**  

**Print Name**  
(Duplicate if additional space is needed)  

**Print Title**  

**Date**  

---

Page 3 of 3  
Revised 2/11/11