DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency ☐ Previous Contract/Project No. ☐ IB8727-2/13-2

☐ Re-Bid ☐ Other ☐ LIVING WAGE APPLIES: YES ☑ NO

Requisition No./Project No.: ☐ RQPW1300018 ☐ TERM OF CONTRACT: 5 YEAR (S) WITH 5 YEAR OTR


Description: The purpose of this solicitation is to pre-qualify bidders to provide office machine repair and maintenance services on an as needed basis. All vendors that meet the criteria established within shall be placed on a pre-qualification list that will be accessed by County departments in order to obtain price quotations for the purchase and repair of solid state School Zone Flasher Control time switches and accessories for use by Miami-Dade County Public Works and Waste Management's (PWWM) Traffic Signals and Signs Division in conjunction with the County's needs on an as needed, when needed, basis

Issuing Department: PWWM ☐ Contact Person: Lluis Gorgoy ☐ Phone: 305-375-1075

Estimate Cost: $200,000.00

Funding Source: ☐ GENERAL ☐ FEDERAL ☐ OTHER: 200,000

ANALYSIS

Commodity Codes: 550-80 550-89 968-83 936-86

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

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

<table>
<thead>
<tr>
<th>Contractor</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temple Inc</td>
<td>$109,850.00</td>
<td>$109,850.00</td>
<td>$189,426.00</td>
</tr>
</tbody>
</table>

Comments:

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

RECOMMENDATIONS

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

Basis of recommendation:

Signed:\ Lluis Gorgoy

Date sent to SBD: 9/24/2013

Date returned to DPM: 2013 SEP 25

REV: 04/06
MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

TITLE:
WIRELESS PROGRAMMABLE TIME SWITCHES FOR THE ADVANCED TRAFFIC MANAGEMENT SYSTEM - PREQUALIFICATION POOL

FOR INFORMATION CONTACT:
Lluis Gorgoy, 305-375-1075, gorgoyl@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.

- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION
MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: WIRELESS PROGRAMMABLE TIME SWITCHES FOR THE ADVANCED TRAFFIC MANAGEMENT SYSTEM – PREQUALIFICATION POOL

Procurement Officer: Lluis Gorgoy

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

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

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

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

NOTICE TO ALL BIDDERS:

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

- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.
SECTION 1
GENERAL TERMS AND CONDITIONS

WIRELESS PROGRAMMABLE TIME SWITCHES FOR THE
ADVANCED TRAFFIC MANAGEMENT SYSTEM – PREQUALIFICATION POOL

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

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

2.1 PURPOSE

The purpose of this solicitation is to pre-qualify vendors for future pricing competition. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets the minimum criteria set forth in paragraph 2.4 of this solicitation. All vendors that meet the criteria established within shall be placed on a pre-qualification list that will be accessed by County departments in order to obtain price quotations for the purchase and repair of solid state School Zone Flasher Control time switches and accessories for use by Miami-Dade County Public Works and Waste Management's (PWWM) Traffic Signals and Signs Division in conjunction with the County's needs on an as needed, when 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 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.

2.3 OPTION TO RENEW

Miami-Dade County shall have the option to renew this contract for one additional five (5) year term. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the vendor(s). This prerogative may be exercised only when such continuation is clearly in the best interest of the County. Should the vendor(s) decline the County’s right to exercise the option period, the County will consider the vendor in default which shall affect that vendor’s eligibility for future contracts.

2.4 METHOD OF AWARD USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in the paragraphs below. Prospective Bidders shall:

1. Affirm that vendor is comfortable with the current manuals and specifications published by the Florida Department of Transportation (FDOT), and Miami Dade PWWM Traffic Signal and Signs Division (TSS), and all requirements in the request for quotation.

2. Bidders are to provide three references for which similar work has been conducted to confirm that the firm has successfully provided traffic poles and mast arms for other entities. The following information shall be provided: name, telephone number and/or e-mail address, and type/model of items sold.

3. Bidders must appear on or must be an Authorized Dealer for a manufacturer appearing on the Florida Department of Transportation (FDOT) Approved Product List- Time Switches and the Miami Dade County Traffic Signal and Signs Qualified Product List. The County will only accept products that have been approved by the FDOT and Miami Dade County.
SECTION 2
SPECIAL CONDITIONS

WIRELESS PROGRAMMABLE TIME SWITCHES FOR THE
ADVANCED TRAFFIC MANAGEMENT SYSTEM – PREQUALIFICATION POOL

The FDOT APL is available at on the FDOT website: http://www3.dot.state.fl.us/trafficcontrolproducts/

The Miami Dade County Traffic Signal and Signs Qualified Product List is available on the MiamiDade.gov website: http://www.miamidade.gov/qpl/

Bidders capable of meeting the above qualification requirements shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis.

During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

2.5 PRICES SHALL BE ESTABLISHED IN ACCORDANCE WITH TECHNICAL SPECIFICATIONS:

If the vendor is awarded a contract under this solicitation, the prices offered by the vendor shall be accepted in accordance with the provisions established in Section 3 of this solicitation entitled "Technical Specifications".

2.6 CONTACT PERSON

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Lluis Gorgoy, Procurement Contracting Agent via email at gorgoyl@miamidade.gov with a copy to the Clerk of the Board at clerkBCC@miamidade.gov. Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect.
3.1 **SCOPE OF SERVICE**

Vendors awarded a contract through this pool shall:

A. Comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of this solicitation by reference and may be obtained, through the Permitting, Environment and Regulatory Affairs, 33 SW 2nd Avenue, Miami, Florida 33130, Telephone (305) 372-6789.

B. Furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications of the RFQ, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval by the County. Barricades shall be provided by the Vendor when work is performed in areas traversed by persons, or when deemed necessary by the County.

C. Conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Vendor.

3.2 **Specifications: Wireless Programmable Time Switch and Accessories**

The following is a list of items that the County anticipates purchasing via this solicitation. This list is not inclusive and part numbers or model numbers may vary from those listed below:

- RTC CPR2102R Pager Programmable Time Switch, 900MHz Alpha POCSAG and FLEX, including Harness and Antenna – Part #503602
- Mounting Brackets for RTC CPR2102R Antenna – Part #500335 with Pole Bracket (this item shall support attachment to the Miami-Dade County traffic signal steel mast arm and concrete strain poles).
- RTC CPR Palm Kit Programmer (Model E2 Palm Pilot with cables, adaptor and software – Part #501662
- RTC DA2100 CPR Page Confirmation Devise (Audible/Visual Alarms) – Part #503626
- RTC CPR2102-V, Verify Unit with Harness and Antenna, 900 MHz Alpha POCSAG – Part #503600
- RTC CPR-USB Software Key – Part #501467U

Detailed specifications of items to be purchased shall be provided to the vendor by the County when a Request for Quote (RFQ) is issued.
3.3 **Acceptance Criteria**

The County will consider the time switches and accessories acceptable for use by the Traffic Signals & Signs Division (TSS) after performing the following test:

- The time switch will be powered up, connected to the antenna at the traffic Control Center, and configured to operate with the existing RTC CPR system in use by the County.
- The time switch will also be tested for compatibility with County approved and accepted cellular modem(s).
- Two messages will be transmitted to the time clock (time update and plan set).
- A failure to receive and process theses message will constitute a failed unit.
- The vendor shall replace the failed unit with no additional charge to the County.

The warranty period will commence when the County is fully satisfied with the test and the equipment is accepted.
Submit Bid To:  
CLERK OF THE BOARD  
Stephen P. Clark Center  
111 NW 1st Street  
17th Floor, Suite 202  
Miami, Florida 33128-1983

OPENING: 2:00 P.M., 2013

Please quote prices F.O.B. destination, freight allowed, less taxes, delivered in Miami-Dade County, Florida.

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

Issued by: ISD/PM Date Issued: This Bid Submittal Consists of
Lluis Gorgoy Pages 5 through 11

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title: 
Wireless Programmable Time Switches for the Advanced Traffic Management System – Prequalification Pool

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

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.
Instructions to Bidders: Please use the tables provided below to enter the pricing for the equipment:

4.1 CONTACT INFORMATION
(Required to be provided by all bidders requesting to be pre-qualified under this contract.)

Provide contact information for Primary (Required) and Secondary (Optional) staff within your Company who will be responsible for providing a response to Requests for Quotations (RFQ) issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5 PM.

<table>
<thead>
<tr>
<th>PRIMARY CONTACT (REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title and/or Job Function:</td>
</tr>
<tr>
<td>Business Address:</td>
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<tr>
<td>Local or Toll Free Telephoe Number:</td>
</tr>
<tr>
<td>Local or Toll Free Fax Number:</td>
</tr>
<tr>
<td>Mobile Telephone Number:</td>
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<tr>
<td>E-mail Address:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SECONDARY CONTACT (OPTIONAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Local or Toll Free Telephone Number:</td>
</tr>
<tr>
<td>Local or Toll Free Fax Number:</td>
</tr>
<tr>
<td>Mobile Telephone Number:</td>
</tr>
<tr>
<td>E-mail Address:</td>
</tr>
</tbody>
</table>
4.2 REFERENCES

INSTRUCTIONS: These references must represent commercial or government accounts that your firm currently services.

<table>
<thead>
<tr>
<th>Reference Section</th>
<th>Summarized Requirements: You must provide at least three references.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2, Paragraph 2.4</td>
<td>Client Reference Letter #1</td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Title:</td>
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<tr>
<td>Contact Address:</td>
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<tr>
<td>Contact Telephone Number:</td>
<td></td>
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<td>Contact E-mail Address:</td>
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</tr>
<tr>
<td>Estimated sales per year:</td>
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<tr>
<td>Section 2, Paragraph 2.4</td>
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<td>Contact Address:</td>
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<tr>
<td>Contact Telephone Number:</td>
<td></td>
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<tr>
<td>Contact E-mail Address:</td>
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</tr>
<tr>
<td>Estimated sales per year:</td>
<td></td>
</tr>
</tbody>
</table>
MIAMI-DADE COUNTY

SECTION 4

BID SUBMITTAL FOR: Wireless Programmable Time Switches for the Advanced Traffic Management System - Prequalification

FIRM NAME: ____________________________

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<table>
<thead>
<tr>
<th>Section 2, Paragraph 2.4</th>
<th>Client Reference Letter #3</th>
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<td>Contact Address:</td>
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<tr>
<td>Contact Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Contact E-mail Address:</td>
<td></td>
</tr>
<tr>
<td>Estimated sales per year:</td>
<td></td>
</tr>
</tbody>
</table>

4.3 PRE-QUALIFICATION CRITERIA AFFIRMATION

INSTRUCTIONS: Please initial each item to affirm that your company meets the pre-qualification criteria. Failure to affirm all items shall render your bid submittal non-responsive.

<table>
<thead>
<tr>
<th>Initial</th>
<th>Item #</th>
<th>Pre-Qualification Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.</td>
<td>I am familiar with the current manuals and specifications published by the Florida Department of Transportation (FDOT), and Miami Dade PWWM Traffic Signal and Signs Division.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>I have provided three references who can confirm that my company has successfully provided traffic poles, and mast arms.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>My company appears on or is an Authorized Dealer for a manufacturer appearing on the Florida Department of Transportation (FDOT) Approved Product List - Time Switches and the Miami Dade County Traffic Signal and Signs Qualified Product List.</td>
</tr>
</tbody>
</table>

- 8 -
ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

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

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: Wireless Programmable Time Switches for the Advanced Traffic Management System – Prequalification Pool

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

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor. The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

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

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

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

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

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

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

☐ Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is __________.
LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

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

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program
For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes ________ No ________

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes ________ No ________

Firm Name: ____________________________________________________________

Street Address: _________________________________________________________

Mailing Address (if different): _____________________________________________

Telephone No.: __________________________ Fax No.: __________________________

Email Address: __________________________________________________________

FEIN No. __ / __ / __ / __ / __ / __ / __

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

Signature: _____________________________________________________________

(Signature of authorized agent)

**By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.**

Print Name: ___________________________________________________________

Title: ________________________________________________________________

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.
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 Affidavit Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

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

Federal Employer

Contract Title:

Affidavits and Legislation/ Governing Body

<table>
<thead>
<tr>
<th>Affidavit Topic</th>
<th>Code Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Miami-Dade County Ownership Disclosure</td>
<td>Section 2-8.1 of the County Code</td>
</tr>
<tr>
<td>2. Miami-Dade County Employment Disclosure</td>
<td>Article 1, Section 2-8.1 of the County Code</td>
</tr>
<tr>
<td>County Ordinance No. 90-135, amending Section 2-8.1(2)(2) of the County Code</td>
<td>Article 1, Section 2-8.1 of the County Code</td>
</tr>
<tr>
<td>3. Miami-Dade County Employment Drug-free Workplace Certification</td>
<td>Article V of Chapter 1 of the County Code</td>
</tr>
<tr>
<td>Section 2-8.1.2(b) of the County Code</td>
<td>Section 2-8.1(2) of the County Code</td>
</tr>
<tr>
<td>4. Miami-Dade County Disability Non-Discrimination</td>
<td>Section 2-8.1.5 Resolution R182-00 amending R-385-95</td>
</tr>
<tr>
<td>Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95</td>
<td>Section 2-8.9 of the County Code</td>
</tr>
<tr>
<td>5. Miami-Dade County Debarment Disclosure</td>
<td>Article 8, Section 11A-60 11A-67 of the County Code</td>
</tr>
<tr>
<td>Section 10.38 of the County Code</td>
<td>Section 10.38 of the County Code</td>
</tr>
<tr>
<td>6. Miami-Dade County Vendor Obligation to County</td>
<td>Section 2-8.1 of the County Code</td>
</tr>
<tr>
<td>7. Miami-Dade County Code of Business Ethics</td>
<td>Section 2-8.1(8) and 2-11(8)(1) of the County Code</td>
</tr>
<tr>
<td>8. Miami-Dade County Family Leave</td>
<td>Section 2-8.1(9) of the County Code</td>
</tr>
<tr>
<td>9. Miami-Dade County Living Wage</td>
<td>Section 2-8.9 of the County Code</td>
</tr>
<tr>
<td>Article 8, Section 11A-60 11A-67 of the County Code</td>
<td>Section 10.38 of the County Code</td>
</tr>
</tbody>
</table>

Printed Name of Affiant  Printed Title of Affiant  Signature of Affiant

Name of Firm

Address of Firm  State  Zip Code

Notary Public Information

Notary Public – State of  County of

Subscribed and sworn to (or affirmed) before me this day of, 20.

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

Type of Identification produced

Signature of Notary Public  Serial Number

Print or Stamp of Notary Public  Expiration Date  Notary Public Seal

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

In accordance with Sections 2-8.1, 2-8.8 and 10-34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. The bidder/respondent who is awarded this bid/contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

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

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

### Business Name and Address of First Tier Subcontractor/Subconsultant

<table>
<thead>
<tr>
<th>Principal Owner</th>
<th>Scope of Work to be Performed by Subcontractor/Subconsultant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Owner</strong></td>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td><strong>(Enter the number of male and female owners by race/ethnicity)</strong></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td><strong>Employee(s)</strong></td>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td><strong>(Enter the number of male and female employees and the number of employees by race/ethnicity)</strong></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>

### Business Name and Address of First Tier Direct Supplier

<table>
<thead>
<tr>
<th>Principal Owner</th>
<th>Supplies/Materials/Services to be Provided by Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Owner</strong></td>
<td><strong>Gender</strong></td>
</tr>
<tr>
<td><strong>(Enter the number of male and female owners by race/ethnicity)</strong></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
</tr>
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<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at http://new.miamidade.gov/business/business-development.asp.

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

Signature of Bidder/Respondent: ______________________________ Print Name: ______________________________ Print Title: ______________________________ Date: ______________________________