



Department of Procurement Management

Invitation to Bid Addendum

Addendum No. 4

DATE: April 14, 2011

TO: All Potential Bidders

INVITATION TO BID NO.: 7263-1/21

TITLE: Electrical Control Panels, Controllers, and variable Frequency Drives (Prequalification)

REVISED BID OPENING DATE: WEDNESDAY, April 20, 2011

This Addendum is and does become a part of the above-mentioned Invitation to Bid.

Please note the following changes:

1. DELETION from Section 2, Paragraph 2.6, Group A:
Section 2, Paragraph 2.6, (A), DELETE No. 6 from the minimum requirements.
2. Section 2 Paragraph 2.6 (C): ADD new Group C to Section 2, Paragraph 2.6, Method of Award.

The following Group is ADDED to Section 2, Paragraph 2.6:

- C. Group C: Installation, Maintenance, Repair and Emergency Services (for Projects Requiring Plans and Drawings)

Award of this group will be made to all responsive, responsible vendors who meet the minimum requirements stated for Group A, (Requirements 1 – 5), and who also meet the following additional minimum requirement:

1. Vendor(s) shall provide the company's or a list of subcontractors having a Florida Professional Electrical Engineer License (P.E.) for installation projects requiring plans and drawings.

3. DELETE Section 4, Bid Submittal Form, in its entirety.

A REVISED Section 4, Bid Submittal Form is attached to this Bid Addendum. Vendor(s) MUST use this revised form to submit their bid to the County. **Failure to use this revised form may result in your bid submittal being rejected for consideration.**

The changes to Section 4 are:

Under "Emergency Rates/Material Prices", the row requesting a percentage discount off MSRP is DELETED in its entirety.

A section for Group C has been added for vendors bidding on that Group to complete.

All terms, covenants and conditions of the subject solicitation and any addenda issued thereto shall apply, except to the extent herein amended.


Km! Ra for
Robin Webb
Procurement Contracting Officer I

SECTION 4
REVISED BID SUBMITTAL FORM
(Revised April 13, 2011)

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
Wednesday, April 20, 2010



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: DPM Date Issued: 4/13/2011 This Bid Submittal Consists of
R.W. Bids & Contracts Pages 22A through 31A

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.

ELECTRICAL CONTROL PANELS, CONTROLLERS AND VARIABLE FREQUENCY DRIVES, PRE-QUALIFICATION

A Bid Deposit in the amount of N/A of the total amount of the bid shall accompany all bids
A Performance Bond in the amount of N/A of the total amount of the bid will be required upon execution of the contract by the successful Vendor 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:	285-09, 285-64, 220-04
PROCUREMENT CONTRACTING OFFICER: Robin Webb	

FIRM NAME: _____

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

FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON PAGE 31A OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE.

FAILURE TO SIGN PAGE 31A OF SECTION 4, BID SUBMITTAL FORM, WILL RENDER YOUR BID NON-RESPONSIVE.

BID SUBMITTAL FOR:

MANUFACTURE, RETROFIT, REPAIR, PURCHASE, INSTALL, ELECTRICAL CONTROL PANELS, CONTROLLERS, VARIABLE FREQUENCY DRIVES, PARTS, COMPONENTS AND ACCESSORIES, PRE-QUALIFICATION

FIRM NAME: _____

This checklist must be completed by all vendor(s)
 Refer to the details in Paragraph 2.6 and its sub-paragraphs to verify that the information provided will suffice as evidence of meeting the requirements.

GROUP A: Installation, Maintenance and Repair																	
<u>Reference</u>	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>															
Paragraph 2.6 A. 1.	Vendor(s) shall maintain an office staffed by competent company representative authorized to discuss matters pertaining to the contracted products, who can provide manufacturing information, and who are cognizant of the industry and industry standards. Contact Person: _____ Phone Number: _____	<hr/>															
Paragraph 2.6 A. 2.	Vendor(s) shall provide a list of the firm's key personnel, including their roles and contact information. The list shall include the personnel's applicable experience/qualifications demonstrating that the vendor's staff meets the requirements to the satisfaction of the County. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Title</u></th> <th style="text-align: left;"><u>Phone Number</u></th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4. _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Name</u>	<u>Title</u>	<u>Phone Number</u>	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	<hr/>
<u>Name</u>	<u>Title</u>	<u>Phone Number</u>															
1. _____	_____	_____															
2. _____	_____	_____															
3. _____	_____	_____															
4. _____	_____	_____															

BID SUBMITTAL FOR:

MANUFACTURE, RETROFIT, REPAIR, PURCHASE, INSTALL, ELECTRICAL CONTROL PANELS, CONTROLLERS, VARIABLE FREQUENCY DRIVES, PARTS, COMPONENTS AND ACCESSORIES, PRE-QUALIFICATION

FIRM NAME: _____

GROUP A: Installation, Maintenance and Repair		
<u>Reference</u>	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>
Paragraph 2.6 A. 3.	<p>Vendor(s) shall be equipped with a dedicated facsimile (FAX) and an e-mail address. Both resources must be available to provide immediate support and expedite quotations.</p> <p>Fax Number: _____</p> <p>Email Address: _____</p>	<hr/>
Paragraph 2.6 A. 4.	<p>The reference(s) must be customers to whom the vendor has provided the services or products described in this solicitation. These references shall ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in this discipline. The County, at its sole discretion, may choose to request additional information in order to assess vendor responsibility.</p> <p>Company Name _____</p> <p>Contact Person: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p> <p>Company Name _____</p> <p>Contact Person: _____ Title: _____</p> <p>Address: _____</p> <p>Phone Number: _____</p>	<hr/>

BID SUBMITTAL FOR:

MANUFACTURE, RETROFIT, REPAIR, PURCHASE, INSTALL, ELECTRICAL CONTROL PANELS, CONTROLLERS, VARIABLE FREQUENCY DRIVES, PARTS, COMPONENTS AND ACCESSORIES, PRE-QUALIFICATION

FIRM NAME: _____

GROUP A: Installation, Maintenance and Repair		
<u>Reference</u>	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>
	Company Name _____ Contact Person: _____ Title: _____ Address: _____ Phone Number: _____ Company Name _____ Contact Person: _____ Title: _____ Address: _____ Phone Number: _____	
Paragraph 2.6 A. 5.	A. In accordance with the Code of Miami-Dade County, Florida, Section 10-2, vendor(s) shall hold a valid Certificate of Competency for one of the following: <ol style="list-style-type: none"> 1. State Electrical Contractor 2. Miami-Dade County Electrical Contractor License# _____ Expiration Date: _____	_____

BID SUBMITTAL FOR:

MANUFACTURE, RETROFIT, REPAIR, PURCHASE, INSTALL, ELECTRICAL CONTROL PANELS, CONTROLLERS, VARIABLE FREQUENCY DRIVES, PARTS, COMPONENTS AND ACCESSORIES, PRE-QUALIFICATION

FIRM NAME: _____

GROUP B: Purchase of New Units, Parts, Supplies, Components and Accessories

Paragraph 2.6 B.

To be prequalified to compete in subsequent spot market quotations, for the purchase of new units, parts, supplies, components and accessories of the above-described products, vendors must be authorized dealer(s) or distributor(s) of the manufacturer. The vendor(s) shall provide a recent letter from the manufacturer that indicates that the vendor is an authorized dealer or distributor. The vendor(s) may also provide at its option the manufacturer's web site where the vendor is listed as an authorized distributor/dealer.

Manufacturer

Product Description

<u>Manufacturer</u>	<u>Product Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A. Vendor(s) shall provide evidence that the manufacturer is certified by Underwriters Laboratories (UL) for the manufacture of industrial control panels:

Certification # _____ Expiration Date: _____

BID SUBMITTAL FOR:

MANUFACTURE, RETROFIT, REPAIR, PURCHASE, INSTALL, ELECTRICAL CONTROL PANELS, CONTROLLERS, VARIABLE FREQUENCY DRIVES, PARTS, COMPONENTS AND ACCESSORIES, PRE-QUALIFICATION

FIRM NAME: _____

GROUP C: Installation, Maintenance and Repair – FOR PROJECTS REQUIRING PLANS AND DRAWINGS																	
Paragraph 2.6 C.	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>															
	<p>Vendor(s) shall maintain an office staffed by competent company representative authorized to discuss matters pertaining to the contracted products, who can provide manufacturing information, and who are cognizant of the industry and industry standards.</p> <p>Contact Person: _____ Phone Number: _____</p>																
	<p>Vendor(s) shall provide a list of the firm’s key personnel, including their roles and contact information. The list shall include the personnel’s applicable experience/qualifications demonstrating that the vendor’s staff meets the requirements to the satisfaction of the County.</p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> <th><u>Phone Number</u></th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4. _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Name</u>	<u>Title</u>	<u>Phone Number</u>	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____	4. _____	_____	_____	
<u>Name</u>	<u>Title</u>	<u>Phone Number</u>															
1. _____	_____	_____															
2. _____	_____	_____															
3. _____	_____	_____															
4. _____	_____	_____															

BID SUBMITTAL FOR:

MANUFACTURE, RETROFIT, REPAIR, PURCHASE, INSTALL, ELECTRICAL CONTROL PANELS, CONTROLLERS, VARIABLE FREQUENCY DRIVES, PARTS, COMPONENTS AND ACCESSORIES, PRE-QUALIFICATION

FIRM NAME: _____

	<p>Vendor(s) shall be equipped with a dedicated facsimile (FAX) and an e-mail address. Both resources must be available to provide immediate support and expedite quotations.</p> <p>Fax Number: _____ Email Address: _____</p>	
	<p>The reference(s) must be customers to whom the vendor has provided the services or products described in this solicitation. These references shall ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in this discipline. The County, at its sole discretion, may choose to request additional information in order to assess vendor responsibility.</p> <p>Company Name _____ Contact Person: _____ Title: _____ Address: _____ Phone Number: _____</p> <p>Company Name _____ Contact Person: _____ Title: _____ Address: _____ Phone Number: _____</p> <p>Company Name _____ Contact Person: _____ Title: _____ Address: _____</p>	

BID SUBMITTAL FOR:

MANUFACTURE, RETROFIT, REPAIR, PURCHASE, INSTALL, ELECTRICAL CONTROL PANELS, CONTROLLERS, VARIABLE FREQUENCY DRIVES, PARTS, COMPONENTS AND ACCESSORIES, PRE-QUALIFICATION

FIRM NAME: _____

	Phone Number: _____ Company Name _____ Contact Person: _____ Title: _____ Address: _____ Phone Number: _____	
	Vendor(s) shall provide the company's or a list of subcontractors having a Florida Professional Electrical Engineer License (P.E.) for installation projects requiring plans and drawings (please included on separate page).	

EMERGENCY RATES / MATERIAL PRICES

Emergency Hourly Rate (See Section 2, Paragraph 2.27)	\$ _____ hr
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SECTION 4
BID SUBMITTAL FOR:

ELECTRICAL CONTROL PANELS, CONTROLLERS AND VARIABLE FREQUENCY DRIVES, PRE-QUALIFICATION

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER 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: Electrical Control Panels, Controllers and Variable Frequency Drives, Pre-qualification

By signing this Bid Submittal Form the Vendor 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 Vendor must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Vendor. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Vendor is not a responsible contractor.

The Vendor 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 Vendor 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 prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if Vendor has such conviction to disclose to comply with this requirement.

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 Vendor 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 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 Vendor 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 Vendor 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. Vendor participation in the Joint Purchase portion of the UAP is voluntary, and the Vendor's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the Vendor.

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 ***By signing this document the Vendor agrees to all Terms (Please see paragraph 1.2 H of General Terms and Conditions) and Conditions of this Solicitation and the resulting Contract***

Signature: _____ (Signature of authorized agent)

Print Name: _____ Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



APPENDIX

AFFIDAVITS

FORMAL BIDS



Miami-Dade County
 Department of Procurement Management
Affirmation of Vendor Affidavits

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

Contract No. : _____ **Federal Employer Identification Number (FEIN):** _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

1. Miami-Dade County Ownership Disclosure Sec. 2-8.1 of the County Code	6. Miami-Dade County Vendor Obligation to County Section 2-8.1 of the County Code
2. Miami-Dade County Employment Disclosure County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. Miami-Dade County Code of Business Ethics Article 1, Section 2-8.1(l) and 2-11(b)(1) of the County Code through (b) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. Miami-Dade County Employment Drug-free Workplace Certification Section 2-8.1.2(b) of the County Code	8. Miami-Dade County Family Leave Article V of Chapter 11 of the County Code
4. Miami-Dade County Disability Non-Discrimination Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. Miami-Dade County Living Wage Section 2-8.9 of the County Code
5. Miami-Dade County Debarment Disclosure Section 10.38 of the County Code	10. Miami-Dade County Domestic Leave and Reporting Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant _____ Printed Title of Affiant _____ Signature of Affiant _____

Name of Firm _____ Date _____

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 _____

