



**BID NO.: 7263-1/21**

**OPENING: 2:00 P.M.  
Wednesday  
April 13, 2011**

**MIAMI-DADE COUNTY, FLORIDA  
I N V I T A T I O N  
T O B I D**

**TITLE:**

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

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

<b>BID DEPOSIT AND PERFORMANCE BOND:</b> .....	N/A
<b>CATALOGUE AND LISTS:</b> .....	N/A
<b>CERTIFICATE OF COMPETENCY:</b>	N/A
<b>EQUIPMENT LIST:</b> .....	N/A
<b>EXPEDITED PURCHASING PROGRAM (EPP)</b>	N/A
<b>INDEMNIFICATION/INSURANCE:</b>	See Section 2, Paragraph 2.11
<b>LIVING WAGE:</b> .....	N/A
<b>PRE-BID CONFERENCE/WALK-THRU:</b>	N/A
<b>SMALL BUSINESS ENTERPRISE MEASURE:</b> .....	See Section 2, Paragraph 2.2
<b>SAMPLES/INFORMATION SHEETS:</b> .....	N/A
<b>SECTION 3 – MDHA:</b> .....	N/A
<b>SITE VISIT/AFFIDAVIT:</b>	N/A
<b>USER ACCESS PROGRAM:</b> .....	See Section 2, Paragraph 2.21
<b>WRITTEN WARRANTY:</b>	See Section 2, Paragraph 2.19

**FOR INFORMATION CONTACT:**

**Robin Webb at 305-375-1620, or at [drobin@miamidade.gov](mailto:drobin@miamidade.gov)**

**MIAMI-DADE COUNTY  
DEPARTMENT OF PROCUREMENT MANAGEMENT**

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON  
PAGE 28 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR  
INELIGIBLE FOR LOCAL PREFERENCE**

**FAILURE TO SIGN PAGE 28 OF SECTION 4, BID SUBMITTAL FORM WILL RENDER YOUR  
BID NON-RESPONSIVE**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: 7263-1/21**

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

**Procurement Contracting Officer 1: Robin Webb**

**Bids will be accepted until 2:00 p.m. on April 13, 2011**

**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. Failure to comply with this requirement may result in your Bid not being considered for award.

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 VENDORS:**

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

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.1. DEFINITIONS**

**Bid** – shall refer to any offer(s) submitted in response to this solicitation.

**Bidder** – shall refer to anyone submitting a Bid in response to this solicitation.

**Bid Solicitation** – shall mean this solicitation documentation, including any and all addenda.

**Bid Submittal Form** – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

**County** – shall refer to Miami-Dade County, Florida

**DPM** – shall refer to Miami-Dade County's Department of Procurement Management.

**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 on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128, Phone 305-375-5773. Vendors can enroll online and obtain forms to register by visiting our web site at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm)

**1.2. INSTRUCTIONS TO BIDDERS****A. Bidder Qualification**

It is the policy of the County to encourage full 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 selected 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 endeavors 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. 1 Street, 19<sup>th</sup> Floor, Miami, FL 33128-1900, or telephone at 305-375-3111. 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, 2008, a new Vendor Registration Package, including a Uniform Affidavit Packet (Affidavit form), must be completed by vendors and returned to the Department of Procurement Management (DPM), 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 in its sole discretion, award to the next lowest responsive, responsible Bidder. The Bidder is responsible for obtaining the Vendor Registration Package, including all affidavits by downloading from the DPM website at [www.miamidade.gov](http://www.miamidade.gov) or from the Vendor Assistance Unit at 111 N.W. 1<sup>st</sup> Street, 13<sup>th</sup> Floor, Miami, FL 33128.

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 Affirmation of Vendor Affidavit form.

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(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-free Workplace Certification** (Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit** (Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit** (Section 10.38 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(i) and 2-11(b)(1) of the County Code through (6) and (9) 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 2-8.9 of the County Code)
10. **Miami-Dade County Domestic Leave and Reporting Affidavit** (Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices** (Ordinance 97-35)
12. **Subcontractor /Supplier Listing** (Ordinance 97-104)
13. **Environmentally Acceptable Packaging** Resolution (R-738-92)
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 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that DPM 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
16. **Office of the Inspector General**  
Pursuant to Section 2-1076 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**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate 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 entity 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, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**D. Request for Additional Information**

1. Pursuant to Section 2-11.1(f) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are 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 requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).
2. The Department of Procurement Management 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 verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last 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. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/ Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

**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 firms letterhead, signed by an

authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain 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 DPM 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 front cover of this Bid 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 Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal 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 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) 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 section, 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 resolve disputes for payment of obligations shall be concluded by final written decision of the County Manager, 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 submittal signature page of the solicitation.

**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 crossed 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. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- 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 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.

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**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, total 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 2-8.1(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 properly 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 DPM 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 contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as 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 describe 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 sees fit, including but not limited to: 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 bid or proposal submission, 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" employees working 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 2011. 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 Section.

**1.11. CONTINUATION OF WORK**

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

**1.12. BID PROTEST**

- A. 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.
- B. A written intent to protest shall be filed with the Clerk of the

**SECTION 1  
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Board and mailed to all participants in the competitive process and to the County Attorney within three (3) County work days of the filing of the County Manager's recommendation. This three-day period begins on the County workday after the filing of the County Manager's recommendation. Such written intent to protest shall state the particular grounds on which it is based and shall be accompanied by a filing fee as detailed in Para C below.

- C. The written intent to protest shall be accompanied by a non-refundable filing fee, payable to the Clerk of the Board, in accordance with the schedule provided below:

<u>Award Amount</u>	<u>Filing Fee</u>
\$25,000-\$250,000	\$500
\$250,001-\$500,000	\$1,000
\$500,001-\$5 million	\$3,000
Over \$5 million	\$5,000

The protester shall then file all pertinent documents and supporting evidence with the Clerk of the Board and mail copies to all participants in the competitive process and to the County Attorney within three (3) County workdays after the filing of a written intent to protest.

- D. For award recommendations greater than \$250,000 the following shall apply:  
The County's recommendation to award or reject will be immediately communicated (via mail, fax or email) to all participants in the competitive process and filed with the Clerk of the Board.
- E. For award recommendations from \$25,000 to \$250,000 the following shall apply:  
Each County workday, as appropriate, recommendations to award or reject will be posted in the lobby of the Stephen P. Clark Center, located at 111 N.W. 1<sup>st</sup> Street. Participants may also view recommendations to award on-line at the DPM website or call the contact person as identified on the cover page of the Bid Solicitation.

**1.13. RULES, REGULATIONS AND LICENSES**

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. PACKAGING**

Unless otherwise specified in the Special Conditions or Technical Specifications, all containers shall be suitable for shipment and/or storage and comply with Resolution No. 738-92.

**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 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. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

**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 instrumentalities 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 instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of 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, where 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 way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

**1.20. COLLUSION**

A contractor recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), 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 attesting 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. 2-8.1.1. 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 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for 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 appropriate.

**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 stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County

## SECTION 1 GENERAL TERMS AND CONDITIONS

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/or 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 2-8.4.1 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 Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Contractor's expense. 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 and Public Health Trust programs, contracts, 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, on 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 2-1076 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

Bidders 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 bidder shall not submit any information in response to this invitation, which the bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this invitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the bidder. In the event that the bidder submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information in the bid as protected or confidential, the County shall endeavor to redact and return that information to the bidder as quickly as possible, and if appropriate, evaluate the balance of the bid. The redaction or return of information pursuant to this clause may render a bid 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 disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances 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 to pay 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, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT.

### 1.31 LOBBYIST CONTINGENCY FEES

A) In accordance with Section 2-11.1(s) 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 dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Manager or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably 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 records, property, and equipment purchased in whole or in part with government funds.

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

**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 or exceeds the minimum criteria set forth in this solicitation. All vendors who meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the manufacture, retrofit, repair, purchase and installation of electrical control panels, controllers and variable frequency drives.

**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 contracts valued up to \$1 million and a 5% percent bid preference shall apply to contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Small Business Development (SBD) 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 the Department of Small Business Development at 305-375-CERT (2378) or access <http://www.miamidade.gov/sbd>

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 Department of Procurement Management, Purchasing Division; and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years and upon completion of the expressed and/or implied warranty periods, and shall expire on the last day of the five year period.

**2.5 OPTION TO RENEW FOR FIVE (5) ADDITIONAL YEARS**

The initial contract resultant from this solicitation shall prevail for five (5) years from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional five (5) years.

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Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative may be exercised only when such continuation is clearly in the best interest of the County. Should the vendor decline the County's right to exercise the option period, the County will consider the vendor in default which decision shall affect that vendor's eligibility for future contracts.

**2.6 METHOD OF AWARD: By Group**

Award of this contract will be made on a group-by-group basis. To be considered for award by group, the vendor must meet the minimum requirements established for each group.

The County reserves the right to verify the information submitted by the vendor and to obtain and evaluate additional information, as it deems necessary to ascertain the vendor's ability to perform under the contract. The County shall be sole judge of the vendor's conformance with the solicitation's requirements and its decision shall be final.

**A. Group A: Installation, Maintenance, Repair and Emergency Services**

Award of this group will be made to the responsive, responsible vendors who meet the minimum requirements stated in this section. Vendors pre-qualified shall be regularly engaged in the business of installing and repairing electrical control panels, controllers and variable frequency drives in areas such as water and sewer utility plants and/or similar locations.

Minimum requirements:

1. Vendor(s) shall maintain an office staffed by competent company representatives authorized and qualified to discuss matters pertaining to the contracted products, who can provide manufacturing information, and who are cognizant of the industry and industry standards.
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 stated above to the satisfaction of the County.
3. Vendor(s) shall have a dedicated facsimile and an e-mail address. Both resources must be available to provide immediate support and expedite quotations.
4. Reference(s) shall be listed in the vendor's submittal. The reference(s) listed must be customers to whom the vendor has recently provided the services or products described in this solicitation. The references must include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the vendor has successfully provided the services 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,

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may choose to request additional information in order to assess vendor responsibility.

5. Vendor(s) shall hold a valid License/Certificate of Competency for one of the following:
  - State of Florida Electrical Contractor
  - Miami-Dade County Electrical Contractor
6. 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.

**B. Group B: Purchase of Parts, Supplies, Components and Accessories**

Award of this group will be made to the responsive, responsible vendors who meet the minimum requirement stated in this Group 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 manufacturers, authorized dealer(s), or distributor(s) of the manufacturer. The vendor(s) shall provide a 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.

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

Vendor(s) are required to submit all of the specified information, documents, and attachments with their bid submittal as proof of compliance to the requirements of this Invitation to Bid. The County may at its sole option and in its best interest allow the vendor(s) to supply the above documentation to the County during the bid evaluation process.

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

**Spot Market Quotation Procedures**

When all minimum qualifications are met, vendors shall be deemed to be pre-qualified to participate in subsequent spot market purchases or Request for Quotation (RFQ) as required by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, pre-qualified vendors shall be invited to offer a fixed price for the individual purchase. The vendor then offering the lowest fixed price shall be awarded the purchase.

The award to one vendor for this specific purchase does not preclude the remaining pre-qualified vendors from submitting spot market offers for other purchases.

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**Small Purchases**

No quotes will be necessary for purchases under \$500.00. In addition, the County may make these purchases based upon the availability of materials and/or geographic location of the vendor.

**2.7 PRICES: (Emergency Service Only – See Section 2.27)**

The initial hourly rates provided by the vendor(s) shall remain fixed and firm for the term of the contract. The Department of Procurement Management (DPM) may, at its option request updated hourly rates from all of the pre-qualified vendors on an as needed basis.

If DPM does not request updated labor hourly rates for the subsequent year, the pre-qualified vendor(s) may submit a price adjustment no later than ninety (90) days prior to the end of the current year. If the price adjustment is subsequently approved by the County, DPM will formalize the price adjustment via an addendum. The County reserves the right to negotiate lower pricing at any time.

The County reserves the right to reject any price adjustment submitted by the vendor(s) or, at its option, may choose to re-solicit pricing for the next term among the pre-qualified vendors, or solicit for the purchase of these products or services outside of the scope of this contract.

**2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT:**

INTENTIONALLY OMITTED

**2.9 EQUAL PRODUCT:**

INTENTIONALLY OMITTED

**2.10 LIQUIDATED DAMAGES**

Liquidated damages may be applicable to specific orders as determined by the County. If applicable, liquidated damages will be specified in the Request for Quote (RFQ) spot market quotation submitted to the vendors. The stipulated liquidated damages will represent fair and equitable compensation for damages incurred by the County.

Liquidated damages will commence on the first calendar day of the week after the established delivery is not met, and will continue until the total amount of the affected order is delivered to the County, unless otherwise specified in the RFQ. The County shall have the right to deduct the liquidated damages from any amount due, or that may become due to the vendor under this agreement, or to invoice the vendor for such damages if the costs incurred exceed the amount due the vendor.

The County reserves the right to suspend placing any further orders with a vendor while the vendor is in liquidated damages status and to place such orders with another

**SECTION 2**  
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contract vendor or to acquire the item(s) through a separate solicitation. In addition, the County may suspend orders that were recently awarded to the vendor.

In the event that a vendor fails to complete a project within the time required by the (RFQ) or at the rate established by the vendor's quotation, or fails to perform any other covenant or condition of the order or this contract, the vendor shall be liable to the County for any actual damages which the County may sustain as a direct or indirect result of such failure on the part of the vendor. Paragraph 2.10 shall not be construed as limiting the County's right to recover such actual damages.

**2.11 INDEMNIFICATION AND INSURANCE**

Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors. Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Contractor shall furnish to the Vendor Assistance Section, Department of Procurement Management, Bids and contracts Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \*\$500,000 combined single limit per occurrence for bodily injury and property damage.

**\*\*Under no circumstances** are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.

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All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division

Or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: MIAMI-DADE COUNTY BID NUMBER AND TITLE OF BID MUST APPEAR ON EACH CERTIFICATE.

CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY  
111 NW 1<sup>ST</sup> STREET  
SUITE 2340  
MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

Issuance of a purchase order is contingent upon the receipt of the insurance documents within fifteen (15) calendar days after Board of County Commission approval. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this solicitation, the vendor shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the County. If the vendor fails to submit the required insurance documents in the manner prescribed in this solicitation within twenty (20) calendar days after Board of Commission approval, the vendor shall be in default of the contractual terms and conditions and shall not be awarded the contract. Under such circumstances, the vendor may be prohibited from submitting future Proposal to the County in accordance with Section 1, Paragraph 1.23 of the General Terms and Conditions.

Vendor(s) shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2, Paragraph 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall

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suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days.

If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1, Paragraph 1.23 of this solicitation.

**2.12 BID GUARANTY:**

INTENTIONALLY OMITTED

**2.13 PERFORMANCE BOND:**

INTENTIONALLY OMITTED

**2.14 CERTIFICATE OF COMPETENCY:**

INTENTIONALLY OMITTED

**2.15 METHOD OF PAYMENT**

Vendor(s) shall submit invoice(s) to the County after the specific project has been completed.

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 invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

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

II. County Information:

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

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## III. Pricing Information:

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

## IV. Goods or Services Provided per Contract:

- Description
- Quantity

## V. Delivery Information:

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

Failure to submit invoices in the prescribed manner will delay payment.

**2.16 SHIPPING TERMS: F.O.B. DESTINATION**

Vendor(s) shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, inspected, and accepted by an authorized County representative at various storage locations and job sites within Miami-Dade County.

**2.17 DELIVERY /WORK COMPLETION /ACCEPTANCE****A. REQUIREMENTS**

The vendor shall make deliveries and complete work assignments as established within the individual RFQ.

All deliveries and assigned work shall be made in accordance with good commercial practice and shall be adhered to, by the vendor(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 vendor. In these cases, the vendor shall notify the County of the delays in advance so that a revised schedule can be appropriately considered by the County.

Should the vendor(s) to whom an order is awarded fail to deliver or complete the work in the number of days established, the County reserves the right to cancel the order on a default basis.

If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods and services elsewhere and to charge the vendor with any re-procurement costs by invoicing the vendor or offsetting the costs associated with re-procurement from amounts due to the vendor by the County.

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**B. PACKING SLIP/DELIVERY TICKET**

The packing slip or delivery ticket shall include, at a minimum, the following information: purchase order number; date of order and complete listing of items being delivered; Materials delivered to the jobsite shall be in the manufacturer's original unopened boxes that bear the name and brand of the manufacturer and project identification.

Failure to include the purchase order number and the department requisition number on the carrier's receipt ticket and to enclose a packing slip to the items being delivered in the prescribed manner may result in the shipment being refused and ordered off the property by the facility's security personnel. The County shall not be responsible for delays, re-delivery fees, restocking fees or any other additional cost incurred by noncompliance with these requirements.

Deliveries to Water & Sewer facilities shall be made under the rules and regulations provided by Ordinance Number 02-68 entitled "Provide Rules and Regulations Governing Security at the Miami Dade Water and Sewer Department Facilities". The standard procedures for receiving cartons/boxes/packages, etc. will either be included in the Request for Quote form or provided upon request by the vendor.

**C. ACCEPTANCE OF PRODUCT BY THE COUNTY**

The products to be purchased on this contract shall be maintained and delivered to the County in excellent condition. If a product does not meet specifications, it will be returned to the vendor as exchange for suitable merchandise or for full credit at no additional cost to the County. The vendor shall be responsible for arranging all shipping, or pick-up, and be responsible for all costs associated with the return of products that are deemed unacceptable by the County. Product acceptance by the County will take place after the vendor executes the delivery of the product, the County performs the product's inspection and installation, and the vendor completes the required start-up services. In the event the vendor fails to pick-up products that are deemed unacceptable by the County, or arrange to have such material shipped back to the vendor within a reasonable period of time, the County shall cause such material to be shipped to the vendor, and the vendor shall be liable for any cost of shipping incurred by the County.

**2.18 BACK ORDERS**

The County shall not accept any back orders of deliveries from the vendors, unless otherwise specified in the Spot Market Quote. Accordingly, the vendor is required to deliver all items to the County within the time specified in each RFQ; and no grace period shall be honored. In the event that the vendor fails to deliver the goods within the time specified, the County reserves the right to cancel the order, seek the items from another vendor, and charge the vendor for any re-procurement costs.

**2.19 WARRANTY REQUIREMENTS**

Vendor(s) shall warrant the products and/ or services provided for no less than one (1)

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year from date of acceptance by the County or as indicated in the RFQ. Vendor(s) shall guarantee that the work performed under this contract conforms to the contract and subsequent RFQ specifications and requirements. Vendor(s) shall guarantee the products and/or services are free from defects in installation and workmanship furnished by the vendor, or its subcontractors or suppliers for no less than one (1) year. The one (1) year period or defined period on the RFQ shall commence when the work has been inspected and accepted by an authorized County representative.

**A. Correcting Defects Covered Under Warranty**

Vendor(s) shall be responsible for promptly correcting any deficiency, at no cost to the County, within five (5) calendar days after the County notifies the vendor of such deficiency.

If the vendor fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor may be debarred as a County vendor and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within five (5) calendar days of receipt of the notice.

**B. Materials Shall Be New and Warranted Against Defects**

The vendor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the vendor 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 materials supplied to the County by the vendor are found to be defective or do not conform to specifications: (1) the materials may be returned to the vendor at the vendor's expense and the order cancelled or (2) the County may require the vendor to replace the materials at the vendor's expense.

If the vendor fails to satisfy the warranty within the period specified in the notice, the County may (a) place the vendor in default of its contract, and/or (b) procure the products or services from another vendor and charge the vendor for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

**2.20 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and the resultant contract contact Robin Webb, at 305-375-1620, or [drobin@miamidadegov](mailto:drobin@miamidadegov)

**2.21 COUNTY USER ACCESS PROGRAM (UAP)**

**User Access Fee**

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two

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**SPECIAL CONDITIONS**

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 vendor 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 approved entities a UAP Participant Validation Number. The vendor 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 successful vendor 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 vendor 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 a vendor fails to comply with this section, that vendor 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.

**2.22 COMPLIANCE**

**A. FEDERAL STANDARDS**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

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

**B. ACCIDENT PREVENTION AND REGULATIONS**

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall 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. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the vendor or an authorized representative of the County.

**C. POLLUTION CONTROL**

It is the intent of these specifications to 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 these specifications by reference and may be obtained, if necessary, by the vendor through the following department.

Department Environmental Resources Management (DERM)  
Pollution Control Division  
701 NW 1<sup>st</sup> Court, 8<sup>th</sup> floor  
Miami, Florida 33136,  
(305) 372-6700

**2.23 CLEAN UP**

All unusable material and debris shall be removed from the premises each day during any work performed under this contract. At completion, the vendor shall thoroughly clean up the areas where work has been involved as mutually agreed with the user department's project manager.

**2.24 LICENSES, PERMITS AND FEES**

Vendor(s) shall obtain and pay for all licenses, permits and inspection fees required for all projects and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work to be performed.

Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor. Vendor(s) shall obtain and pay for entry badges to work on site at any County facility that may require it.

**2.25 PATENTS AND ROYALTIES**

The vendor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted, patented, or unpatented invention, process, or article manufactured by the vendor. The vendor has no liability when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by vendor, or is based solely and exclusively upon the County's alteration of the article. The purchaser will provide prompt written

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

notification of a claim of copyright or patent infringement.

Further, if such a claim is made or is pending, the vendor may, at its option and expense, procure for the purchaser the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.) If the vendor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**2.26 SUPPLIERS OF MATERIALS/PRODUCTS SHALL BE IDENTIFIED**

If the vendor shall be utilizing a third party distributor or manufacturer as the source of supply for obtaining and delivering products and/or materials required in conjunction with this contract, the vendor may be required to supply a copy of its contractual agreement with the supplier, if indicated in the RFQ.

**2.27 EMERGENCY SERVICE**

Vendor(s) shall provide 24 hours, 7 days a week emergency service to the County under the contract. During regular work hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within two (2) hours after notification by the County. During other than regular work hours, the emergency response time, as defined above, shall be within four (4) hours after notification by the County. Vendor(s) are to provide their current emergency hourly rate and mark up for materials.

To be qualified for emergency calls, vendor(s) shall have a staffed facility located in South Florida, defined as Miami-Dade, Broward, Palm Beach, and Monroe Counties. Vendor(s) are to provide proof of location (i.e. Local Business Tax Receipt, Lease Agreement, etc).

**2.28 SPECIAL SECURITY PROCEDURES**

**A. MIAMI DADE WATER AND SEWER DEPARTMENT (WASD)**

**1. IDENTIFICATION BADGES**

WASD Security will be responsible for providing identification badges and color coded day passes for all individuals entering any plant. Each employee accessing any plant for more than five days in any ninety-day period will require an assigned identity badge. This badge will require a background check and be issued to the vendor. The vendor shall contact WASD to obtain the badge and the current fee. Color coded day passes will be issued at the plant entrance gates for visitors, inspectors and delivery personnel. There will be no cost to the Contractor for color coded day passes. All contractors, subcontractors and their staff shall be required to obtain a Miami Dade Water and Sewer Department identification badge or color coded day pass in

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

accordance with WASD Security Requirements. Everyone requesting access to any plant for more than five days in any ninety-day period will be required to submit to WASD Security a 'Non-Employee ID Card Application'.

WASD Security will maintain an operational security monitoring and control center within the project site. Security will be responsible for access control, badge or day pass issuance, monitoring of security areas, vehicular traffic and parking, emergency response and notification in the event of emergencies and the safeguarding of County assets. WASD Security management and guard staff will be on site 24/7 at designated posts in order to provide the required security levels and assist with the operational controls. The contractor shall contact the Security Section of the Miami Dade Water and Sewer Department at (786) 552-8590 for further information related to security.

**B. MIAMI-DADE AVIATION DEPARTMENT (MDAD)**

**1. BADGES**

Vendor(s) requiring access within the Security Identification Display Area (SIDA), Secured, Sterile, Aircraft Operations Area (AOA) are required to obtain (MDAD) identification badges to be worn at all times while within these areas. A security threat assessment is required at no fee, the applicant information will be provided to the Transportation Security Administration (TSA) by MDAD for approval before an applicant can be issued the ID.

Vendor(s) shall apply for identification badges once the contract is awarded through MDAD Security Operations Division. Approval for the issuance of MDAD ID badges will not be granted until the vendor(s) comply with all MDAD and TSA, requirements. The vendor(s) must ensure that there are sufficient badges available for the employees at all times to perform the required maintenance. Failure to comply may result in immediate termination for this contract.

**2. IDENTIFICATION OF VEHICLES**

Vendor(s) shall obtain a contractor ramp permit authorizing entrance onto the (AOA) for the term of the contract. All vehicles used for this contract by the vendor or the vendor's employees shall be identified on both doors of the vehicle with at least the companies name, phone number and contractor's license number.

Vehicles delivering materials to the job site shall pick up a temporary pass at the guard gate and shall surrender same upon leaving the terminal airside area. All parking charges incurred while at the airport are the responsibility of the vendor (s). There will not be any reimbursement of parking fees or tolls.

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

**3. AIRCRAFT OPERATING AREA (AOA)**

The vendor(s) must follow all security procedures required for workers at MIA. This will include security checks and passes for vendor's employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and may include bonding for a Customs I.D. For Customs ID, call 786-265-5715 for information and pick-up forms package at Flamingo Garage, 1<sup>st</sup> floor, Monday-Friday, Noon until 3:00 p.m.

For Miami Dade Aviation Department ID, call 305-876-7188 for appointment and pick-up package at Dolphin Garage, 6<sup>th</sup> floor. For Driver's Training and Permit information, call 305-876-7359. Vendors are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained after vendor has been awarded a contract.

**C. SEAPORT DEPARTMENT**

Vendor(s) must follow all security procedures required by the County Project Manager and Facility Manager. This may include background checks, badges, uniforms and personnel searches, security clearance must be obtained prior to start of project.

**1. IDENTIFICATION CARDS**

Miami-Dade County Seaport Department (Port of Miami) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of the Port of Miami frequently (more than 5 times within a 90-day period). These ID cards are required for access and are issued by the Seaport Department. Vendor(s) shall obtain and pay for ID cards for each of his /her employees and/or agents who will be frequently visiting or performing services at the Port of Miami restricted areas.

For more information concerning ID cards, you may contact the port of Miami ID Office at (305) 347-4955.

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

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

**3.1 SCOPE**

The purpose of this solicitation is to pre-qualify vendors for future pricing competition for the manufacture, retrofit, installation, repair, and purchase of electrical control panels, controllers, variable frequency drives, parts, components and accessories, in conjunction with the needs of Miami-Dade County.

The specifications and/or statement of work will be detailed on the Request for Quotations (RFQ) for each specific project, and will outline the various functions, type of work, equipment, parts and components, required as necessary for the completion of the project. Any omissions of inherent technical specifications shall not relieve the vendor(s) from performing the work awarded to satisfactorily complete the project. As applicable, the vendor(s) shall be responsible for manufacturing, installing, repairing, retrofitting, servicing, and/or the provision of the specified electrical control panels, controllers, variable frequency drives, parts, components and accessories described in the RFQ.

**SECTION 4  
BID SUBMITTAL FORM**

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

**OPENING: 2:00 P.M.**  
**WEDNESDAY**  
**April 13, 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.

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Issued by: R.W.                      DPM Bids & Contracts                      Date Issued: 3/24/2011                      This Bid Submittal Consists of Pages 22 through 28

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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

<b>DO NOT WRITE IN THIS SPACE</b>	
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 28 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE**

**FAILURE TO SIGN PAGE 28 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.**

<b>GROUP A: Installation, Maintenance and Repair</b>																	
<u>Reference</u>	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>															
Paragraph 2.6 A. 1.	<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: _____</p> <p>Phone Number: _____</p>	<hr/>															
Paragraph 2.6 A. 2.	<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 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. _____	_____	_____															
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/>															

BID SUBMITTAL FOR:

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

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

<b>GROUP A: Installation, Maintenance and Repair</b>		
<u>Reference</u>	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>
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>E-mail Address: _____</p> <p>Phone Number: _____</p> <p>Company Name: _____</p> <p>Contact Person: _____ Title: _____</p> <p>E-mail Address: _____</p> <p>Phone Number: _____</p> <p>Company Name: _____</p> <p>Contact Person: _____ Title: _____</p> <p>E-mail Address: _____</p> <p>Phone Number: _____</p> <p>Company Name: _____</p> <p>Contact Person: _____ Title: _____</p> <p>E-mail 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: \_\_\_\_\_

<b>GROUP A: Installation, Maintenance and Repair</b>		
<u>Reference</u>	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>
Paragraph 2.6 A. 5.	<p>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:</p> <ol style="list-style-type: none"> <li>1. State Electrical Contractor</li> <li>2. Miami-Dade County Electrical Contractor</li> </ol> <p>License# _____ Expiration Date: _____</p>	<hr/>

<b>GROUP B: Purchase of New Units, Parts, Supplies, Components and Accessories</b>																				
Paragraph 2.6 B.	<p>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.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 50%;"><u>Manufacturer</u></th> <th style="text-align: left; width: 50%;"><u>Product Description</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p>A. Vendor(s) shall provide evidence that the manufacturer is certified by Underwriters Laboratories (UL) for the manufacture of industrial control panels:</p> <p>Certification # _____ Expiration Date: _____</p>	<u>Manufacturer</u>	<u>Product Description</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<hr/>
<u>Manufacturer</u>	<u>Product Description</u>																			
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BID SUBMITTAL FOR:

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

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

**EMERGENCY RATES / MATERIAL PRICES**

Emergency Hourly Rate (See Section 2, Paragraph 2.27)	\$_____ hr
Discount off price list Note: Copy of documents showing MSRP price list must be submitted with invoices.	_____%

SECTION 4  
BID SUBMITTAL FOR:

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

ACKNOWLEDGEMENT OF ADDENDA

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**INSTRUCTIONS:** COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**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 \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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

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

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



**Bid Title: 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 interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **within** the geographical boundaries of Miami-Dade County?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located **outside** the geographical boundaries of Miami-Dade County?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

FEIN No. \_\_\_/\_\_\_-\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_

Prompt Payment Terms: \_\_\_\_\_% \_\_\_\_\_ days net \_\_\_\_\_ days

**\*"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**





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

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

**Bid No.:** \_\_\_\_\_ **Title:** \_\_\_\_\_

This forms, 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.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner) Gender    Race	
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner) Gender    Race	

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

FORM 100