



**ADDENDUM NO. 2**

08/26/2008

**TO:** All Prospective Bidders  
**SUBJECT: BID NO.:** 8341-1/08  
**TITLE:** Equipment Rental (Entertainment & Special Events) – Prequalification  
**BID OPENING DATE:** September 03, 2008

This Addendum is and does become a part of the above mentioned bid.

Please note the following change(s):

**Section 2.0**

**2.27 License, Permits and Fees**

**(Shall read as follows):** Vendor(s) shall obtain and pay for all licenses, permits and inspection fees required for each project. Vendor(s) shall comply with all the Miami-Dade County, and City of Miami laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Vendor shall provide proof of permit to department liaison. 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.

**Section 4.0**

Page 24 shall be replaced with the attached page 24A

**ALL OTHER INFORMATION REMAINS THE SAME**

  
\_\_\_\_\_  
Basia M. Pruna, Supervisor  
Bids & Contracts Division

**GROUP A-TENTS**

**Tents, With/ Without Sidewalls**

				<u>Unit Price</u>	<u>Extended Price</u>
	<u>Est. QTY</u>	<u>Size</u>	<u># SQ Ft.</u>	<u>Daily Rental Charge</u>	<u>Daily Rental Charge</u>
1.	100	10'x 10'	100	\$ _____	\$ _____
2.	100	10'x 20'	200	\$ _____	\$ _____
3.	100	20'x 20'	400	\$ _____	\$ _____
4.	100	20'x 30'	600	\$ _____	\$ _____
5.	20	20'x 40'	800	\$ _____	\$ _____
<b>TOTAL GROUP A (1THRU 5)</b>				<b>\$ _____</b>	

**GROUP B – VIZCAYA MUSEUM - TENTS**

				<u>Unit Price</u>	<u>Extended Price</u>
	<u>Est. QTY</u>	<u>Size</u>	<u>Additional Description</u>	<u>Daily Charge</u>	
1	55	33'x 113'	Clear Span Tent (min. 9 foot poles)w Marquee ( White Canvas top)	\$ _____	\$ _____
2	55	33'x 113'	Clear Span Tent (min. 9 foot poles)w Marquee ( Clear Canvas top)	\$ _____	\$ _____
3	155	33'x 180'	Clear Span Tent (min. 9 foot poles)w Marquee ( White Canvas top)	\$ _____	\$ _____
4	155	33'x 180'	Clear Span Tent (min. 9 foot poles)w Marquee ( Clear Canvas top)	\$ _____	\$ _____
5	30	33'X 81'	Clear Span Tent (min. 9 foot poles)w Marquee ( White Canvas top)	\$ _____	\$ _____
6	30	33'X 81'	Clear Span Tent (min. 9 foot poles)w Marquee ( Clear Canvas top)	\$ _____	\$ _____
7	30	20'x 20'	# SQ Ft.- 400	\$ _____	\$ _____
8	30	20'x 30'	# SQ Ft.- 600	\$ _____	\$ _____
9	Setup /dismantlement of tent outside of regular working hours 6:00 am to 6:00 pm			\$ _____	\$ _____
<b>TOTALS: Group B (1THRU 9)</b>				<b>\$ _____</b>	



*Handwritten signature*

**ADDENDUM NO. 1**

AUGUST 14, 2008

**TO: ALL PROSPECTIVE BIDDERS**  
**SUBJECT: BID NO.: 8341-1/18**  
**TITLE: EQUIPMENT RENTAL (ENT & SPECIAL EVENTS) - PREQUALIFICATION**  
**BID OPENING DATE: AUGUST 20, 2008**

This Addendum is and does become a part of the above mentioned bid.

Please note the following change(s):

Opening Date has been changed to September 3rd, 2008 at 2:00 PM.

**ALL OTHER INFORMATION REMAINS THE SAME**

*Handwritten signature*  
\_\_\_\_\_



**BID NO.: 8341-1/18**

**OPENING: 2:00 P.M.**  
**Wednesday**  
**August 20, 2008**

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

**TITLE:**

**EQUIPMENT RENTAL (ENTERTAINMENT AND SPECIAL EVENTS) FOR  
VARIOUS MIAMI-DADE COUNTY DEPARTMENTS**

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

- EQUIPMENT LIST:..** SEE SECTION
- INDEMNIFICATION/INSURANCE:.....** SEE SECTION 2, PARAGRAPH 2.11
- SMALL BUSINESS ENTERPRISE MEASURE: .....** SEE SECTION 2, PARAGRAPH 2.2
- USER ACCESS PROGRAM: .....** SEE SECTION 2, PARAGRAPH 2.21

**FOR INFORMATION CONTACT:**

**Basia M. Pruna at 305-375-5018, or [bpruna@miamidade.gov](mailto:bpruna@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

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

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON  
PAGE 27 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR  
INELIGIBLE FOR LOCAL PREFERENCE**

**FAILURE TO SIGN PAGE 27 OF SECTION 4, BID SUBMITTAL FORM WILL RENDER  
YOUR BID NON-RESPONSIVE**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: 8341-1/18**

**Title: EQUIPMENT RENTAL (ENTERTAINMENT AND SPECIAL EVENTS) FOR  
VARIOUS MAIMI-DADE COUNTY DEPARTMENTS**

**Sr. Procurement Contracting Agent: Basia M. Pruna**

**Bids will be accepted until 2:00 p.m. on August 20, 2008**

**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: Each Bid submitted to the Department of Procurement Management 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 must be submitted in a sealed envelope or container and will be opened promptly at the time indicated in this solicitation document. Any Bid received after the first Bid has been opened will be returned to the Bidder unopened. The County does not accept responsibility for delays, natural or otherwise.**

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY VENDOR RESPONDING TO THIS SOLICITATION**

**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.

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

**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:

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 [clerk@cc@miamidade.gov](mailto:clerk@cc@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.

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

**1.4. CANCELLATION OF BID SOLICITATION**

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

**1.5. AWARD OF BID SOLICITATION**

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, 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-BB, 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.

**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 implies 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 2009. 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.

**SECTION 1**  
**GENERAL 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 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 be familiar with all federal, state and local laws that may in 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. 730-92.

**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 employees(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**

Where two (2) or more related parties, as defined herein, each submit a Bid for any contract, such Bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such Bids. Related parties shall mean Bidder or the principals thereof which have a direct or indirect ownership interest in another Bidder for the same contract or in which a parent company or the principals thereof of one (1) Bidder have a direct or indirect ownership interest in another Bidder for the same contract. Furthermore, any prior understanding, agreement, or connection between two or more corporations, firms, or persons submitting a bid for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Bids found to be collusive shall be rejected. Bidders who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive Bidding may be terminated for default.

**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 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.

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

**1.24. FRAUD AND MISREPRESENTATION**

Pursuant to Section 2-8.1.4 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**1.25. ACCESS TO RECORDS**

The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services 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(c)(8) 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 (IHI) 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 IHI/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 of a Blanket Purchase Order (BPO) for Transit/Public Works as part of a multi-department contract, nor an award of a contract solely for the use of Transit/Public Works shall be effective and thereby give rise to a contractual relationship with the County for Transit/Public Works 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 Transit/Public Works in this contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms Transit/Public Works' inclusion in the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final.

**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.

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

**2.1 PURPOSE: TO ESTABLISH AN EQUIPMENT RENTAL CONTRACT FOR VARIOUS COUNTY DEPARTMENTS FOR ENTERTAINMENT AND SPECIAL EVENTS**

The purpose of this solicitation is to establish a contract for the rental of various Tents, Tables, Chairs and other Equipment for Entertainment and Special Events on an as needed when needed basis.

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

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

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) 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 Business Development at 305-375-3111 or access [www.miamidade.gov/dbd](http://www.miamidade.gov/dbd).

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 (HIGHLY RECOMMENDED):**

A pre-bid conference will be held on 08/08/2008 at 2:00 PM at Stephen P. Clark Center in conference room no. 18- 3 to discuss the special conditions and specifications included within this solicitation. It is recommended that a representative of the firm attend this conference as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

Vendors are requested to bring this solicitation document to the conference, as additional copies may not be available.

"Multiple members of individual community councils may be present."

**2.4 TERM OF CONTRACT: SIXTY (60) MONTHS**

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

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

submittal of all required bid documents. The contract shall expire on the last day of the sixty month period.

**2.5 OPTION TO RENEW FOR SIXTY (60) MONTHS**

Miami-Dade County shall have the option to renew this contract for an additional sixty (60) months consecutively. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the bidder. 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

**NOTE: IF MULTIPLE VENDORS ARE INVOLVED UNDER THE GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC VENDOR.**

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

**2.6.1 Group A – Rental of commonly used tents:**

Award of this group will be made to the primary, secondary and tertiary lowest priced responsive, responsible vendor(s) in the aggregate. To be considered for award, the vendor shall offer prices for all items within the given group. The County will then select the vendor for award by totaling the extended pricing for each item within each group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group will be rejected.

**2.6.2 Group B – Rental of commonly used Vizcaya tents:**

Award of this group will be made to the primary, secondary and tertiary lowest priced responsive, responsible vendor(s) in the aggregate. To be considered for award, the vendor shall offer prices for all items within the given group. The County will then select the vendor for award by the extended pricing for each item within each group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group will be rejected.

**2.6.3 Group C – Miscellaneous special events equipment rental(Pre-qualification):**

Award of this group will be made to the vendors that qualify under the criteria listed below. The County will rent under Group C: items such as, but not limited to (tents, side panels, water barrels, water barrel covers, rain gutters, round tables, rectangular tables, wooden

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

chairs, metal chairs, plastic stackable chairs, children's chairs, linen tablecloths, linen napkins, table skirting, lights, flooring, staging, podiums, microphones etc) on an as needed basis.

- A. Award of this group will be made to all responsive, responsible bidders who meet the qualification as stated in 2.6.3 b, c, d. and e
- B. Bidder(s) must have been in the business of special events equipment rental for a minimum of three years. Bidder(s) shall provide as proof copies of their occupational license.
- C. Bidder(s) shall provide:
  - A detail of the largest job performed within the last 12 twelve months. Information shall include but not be limited to: event location, contact information, equipment rented, turnaround time etc.
- D. Bidder(s) shall be equipped with modern office equipment, especially a dedicated facsimile (FAX) machine and an e-mail address. Both resources must be available twenty-four (24) hours a day to provide immediate support and expedite quotations. This facility shall be staffed by representative's who can be contacted Monday thru Friday from 7:30 am to 6:00 PM for quotations. A copy of the Occupational License shall be submitted as proof of office/ warehouse location.
- E. Bidder(s) must supply a list of equipment in their current inventory.

Bidder(s) shall be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, all pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase. The vendor then offering the lowest fixed price shall be awarded the specific purchase. The award to one vendor for a specific purchase does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

Bidder(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. However, the County may, at its sole discretion and in its best interest, allow the bidders to complete, supplement, or supply the required documents during the bid evaluation period. Failure to provide the required documentation as specified by the County shall result in the bidder(s) quote being declared non-responsive.

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

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

**2.7 PRICES SHALL BE FIXED AND FIRM FOR THE TERM OF THE CONTRACT (GROUPS A and B)**

Bidder(s) awarded a contract under this bid solicitation will be allowed to annually modify the prices proposed under Groups A and B based on the current CPI Index. The percentage increase requested can not be more than the amount identified under the most current Urban Wage and Clerical Works CPI index. Vendor(s) are to submit their increase request no later than ninety (90) days prior to the completion of each on-year period.

**2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT- INTENTIONALLY OMITTED**

**2.9 EQUAL PRODUCT- INTENTIONALLY OMITTED**

**2.10 LIQUIDATED DAMAGES- INTENTIONALLY OMITTED**

**2.11 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT**

Provider 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 Provider or its employees, agents, servants, partners principals or subcontractors. Provider 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. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider 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.

Vendor(s) shall furnish to the Vendor Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, 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 vendor as required by Florida Statute 440.
- B. Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property

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

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 \$300,000 combined single limit per occurrence for bodily injury and property damage.

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 the latest edition of 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 SOLICITATION NUMBER AND TITLE OF SOLICITATION 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

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such circumstances, the vendor may be prohibited from submitting future Proposal to the County in accordance with Section 1.24 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 2.5 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 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) calendar 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 1.24 of this solicitation.

**2.12 BID GUARANTY- INTENTIONALLY OMITTED**

**2.13 PERFORMANCE BOND- INTENTIONALLY OMITTED**

**2.14 CERTIFICATIONS- INTENTIONALLY OMITTED**

**2.15 METHOD OF PAYMENT: PERIODIC PAYMENTS FOR SERVICE RENDERED**

The County shall provide periodic payments for services rendered by the vendor(s). In order for the County to provide payment, the vendor shall submit a fully documented invoice that provides the basic information set forth below. The invoice shall be submitted to the County department and the specific section and address of accounts payable/finance provided to the vendor and payable within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and a County representative has reviewed and approved the service.

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

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**SPECIAL CONDITIONS**

- 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

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

VI. Failure to Comply:

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

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

Bidder(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, and accepted by, an authorized County representative at various locations within Miami-Dade County.

**2.17 DELIVERY REQUIREMENTS- INTENTIONALLY OMITTED**

**2.18 BACK ORDER ALLOWANCE- INTENTIONALLY OMITTED**

**2.19 WARRANTY REQUIREMENTS- INTENTIONALLY OMITTED**

**2.20 CONTACT PERSONS**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact: Basia M. Pruna, at (305) 375-5018 email – [bpruna@miamidade.gov](mailto:bpruna@miamidade.gov).

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**SPECIAL CONDITIONS**

**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 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.

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

**Joint Purchase**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to 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 vendor(s) fail 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.

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**SPECIAL CONDITIONS**

**2.22 ACCIDENT PREVENTION AND BARRICADES**

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 County Project Manager.

**2.23 ACCIDENT PREVENTION AND REGULATIONS AT THE SEAPORT DEPARTMENT**

All operations at the County's Seaport Department are under the direct control of Seaport Department personnel. Interference with vessels and vehicular traffic must be kept to a minimum. Ship berthing areas and roadways shall not be closed or opened by or for the vendor unless express permission is given to the vendor by the Seaport Engineer. The vendor shall plan the scheduling of its work in collaboration with the Engineer in order to insure safety for, and minimum hindrance to, port operations. All equipment shall be withdrawn from work areas at the end of the workday in order to eliminate immediate or potential hazard to traffic and facilities. Materials stored at the Seaport by the vendor shall be stored in a manner that minimizes any obstruction to water and ground traffic. All equipment and stored materials shall be marked by barriers with flashing lights at no additional cost to the County. The County accepts no responsibility for any damage or loss to materials stored by the vendor. The vendor shall exercise careful control during all phases of the work to prevent damage to Seaport utilities; including, but not limited to, overhead lights and buried cables. Before commencing work in any given area, the vendor, working in conjunction with the Engineer and the Dade County Seaport Department maintenance staff, shall endeavor to locate any possible utility conflicts. Should the vendor damage any Seaport utility through negligence, it shall promptly repair the damage at its own expense.

**2.24 SPECIAL SECURITY REQUIREMENTS AT THE AIRPORT**

- A. The Miami-Dade County Aviation Department 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 frequently (more than 5 times within a 90-day period) enter the restricted areas of the Miami International Airport. These ID cards are required for access and are issued by the Miami-Dade Aviation Department at the current cost of \$38.00 for fingerprints and \$20.00 for the ID badge, per applicant per year. Therefore, the awarded vendor(s) under this group 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 Miami International Airport restricted areas. For more

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information concerning ID cards, bidder(s) may contact the Miami-Dade Aviation Department at (305.876.7188).

- B. Vendor(s) and their sub-contractors working at Miami Dade Aviation Department (MIA) are subject to complying with ISO 14001 regulations regarding Environmental responsibility. Vendor(s) will receive training and familiarization about the ISO 14001 protocol from the Miami Dade Aviation Department, Maintenance Division.

**2.25 CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager. Vendor(s) shall remove from Dade County premises all of the rental equipment by the date and time established by the user department. Vendor shall enter and exit all County facilities in a safe manner which includes operating a vehicle safely so as not to disturb any guests that may still be on the premises after the event.

**2.26 COMPLIANCE WITH 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).

**2.27 LICENSES, PERMITS AND FEES**

Vendor(s) shall obtain and pay for all licenses, permits and inspection fees required for each project; and shall comply with all laws, ordinances, regulations and the Miami-Dade County Building code requirements applicable to the work contemplated herein. Vendor shall provide proof of permit to department liaison within five (5) working after being awarded the purchase order. 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.

**2.28 RENTAL OF OTHER ITEMS NOT LISTED IN THIS SOLICITATION  
BASED ON PRICE QUOTES**

While the County has listed all major items within the scope of this solicitation which are utilized by County departments in conjunction with its operations, there may be additional like items that must be rented by the County during the term of this contract. Under these circumstances, a County representative will contact the listed vendor(s) and obtain a price quote for the additional items. The County reserves the right to award these additional like items to the vendor(s) under this contract, or another commercial source, based on the lowest price quoted. If the vendor under this contract offers the lowest quotes, the award will be confirmed as a separate release or purchase order between the vendor and the County.

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

**2.29 PRIMARY SECONDARY AND TERTIARY, VENDOR DESIGNATION**

While the method of award identified in Section 2.6.1 & 2.6.2 of the solicitation prescribes the method for determining the lowest responsive, responsible vendor. The County will award Groups A & B to the designated lowest vendor as the primary vendor and will award this contract to the designated second lowest vendor as the secondary vendor respectively. If the County exercises this right, the primary vendor shall be given the first opportunity to perform the service or deliver the goods identified in this contract.

**2.30 SPECIAL REQUIREMENTS FOR MIAMI DADE HOUSING DEPARTMENT**

The contract to be awarded under this solicitation will be accessed by the Miami-Dade Housing Agency (MDHA). As a Federally-funded agency, certain clauses within this solicitation do not apply to that Department's allocation:

Section 1 Paragraph 1.9 10 (Local Preferences), Section 2 Paragraph 2.2 (Small Business Contract Measures), and Section 2 Paragraph 2.21 (County User Access Program - UAP).

**SECTION 3**  
**TECHNICAL SPECIFICATION**

**3.1 RENTAL PERIOD**

Prices quoted for Groups A and B shall be for one (1) day rental. Should the county have the need to rent equipment for a period longer than one day, a quote will be requested from all vendor(s) awarded under that specific group.

**3.2 RENTAL EQUIPMENT PHYSICAL CHARACTERISTICS (Groups A, B & C)**

Items:	Description
<p><b><u>TENTS:</u></b> Vendor(s) shall provide, at its expense, all framing, tent materials. Tents shall be in excellent condition clean and of flame retardant material or be treated with flame inhibiting chemicals, of which certificates may be requested.</p>	<ul style="list-style-type: none"> <li>• Metal or fiberglass center poles.</li> <li>• Tents that are 60' wide or larger shall not have wooden poles for the main supporting poles.</li> <li>• Frame tents</li> <li>• Clear view span tents</li> </ul> <p><b>Tents found to be in unacceptable condition by the County Representative shall be rejected.</b></p>
<p><b><u>TABLES:</u></b> Round and rectangular stackable folding tables with straight or pedestal legs with durable vinyl or metal edges around the top; tops to have wood grain colors. Construction metal shall be of round, tubular steel or square tubular chrome steel. Table legs must have a safety device to lock legs in place to avoid collapsing of table. The frame and base are to be of unitized construction. The tops are to be solidly constructed with plywood and can be 3/4" or 5/8" thick.</p>	<p>Round:</p> <ul style="list-style-type: none"> <li>• 48" Diameter</li> <li>• 60" Diameter</li> <li>• 72" Diameter</li> </ul> <p>-----</p> <p>Rectangular:</p> <ul style="list-style-type: none"> <li>• 30"x 72"x 29"</li> <li>• 30"x 96"x 29"</li> </ul>
<p><b><u>CHAIRS</u></b> Wooden, metal, plastic (tubular steel) and white wooden. Chairs shall be furnished with/without cushions or padding.</p>	<p>Wooden:</p> <ul style="list-style-type: none"> <li>• With Cushioned or Padded Seats</li> <li>• W/O Cushioned or Padded Seats</li> </ul>
	<p>White wood:</p> <ul style="list-style-type: none"> <li>• With Cushioned Or Padded Seats</li> <li>• W/O Cushioned Or Padded Seats</li> </ul>
	<p>Metal:</p> <ul style="list-style-type: none"> <li>• White- W/Cush. Or Padded Seats</li> <li>• White- W/O Cush. Or Padded Seats</li> <li>• Oyster- W/Cush. Or Pad. Seats</li> <li>• Oyster WO Cush Or Pad Seats</li> <li>• Brown- W/Cush Or Padded Seats</li> <li>• Brown- WO Cush. Or Pad Seats</li> </ul>
	<p>Misc. chairs:</p> <ul style="list-style-type: none"> <li>• Plastic Mold, Stackable, Hi Back</li> <li>• Plastic Mold, Stackable, Low Back</li> <li>• Children's Chairs</li> </ul>

**SECTION 3**  
**TECHNICAL SPECIFICATION**

LINEN TABLECLOTHS& LINEN NAPKINS (Colors: Red, White, Black, and Royal Blue & Navy Blue)	Linen tablecloths: <ul style="list-style-type: none"> <li>• 60"x 120"</li> <li>• 72"x 144"</li> <li>• 90"x Diameter</li> <li>• 108"x Diameter</li> <li>• 120"x Diameter</li> </ul>
Miscellaneous Items	Tent lighting: <ul style="list-style-type: none"> <li>• White Globe Lights (8 per string)</li> <li>• String Lights (10 per string w/cages)</li> </ul>
	Flooring: <ul style="list-style-type: none"> <li>• Indoor – Parquet</li> <li>• Outdoor</li> </ul>
	Staging : <ul style="list-style-type: none"> <li>• Without Carpet</li> <li>• With Carpet</li> <li>• Stairs</li> </ul>
	Podium: <ul style="list-style-type: none"> <li>• Without Microphone</li> <li>• With Microphone</li> <li>• DC Powered</li> </ul>

**3.3 SET-UP, DISMANTLING AND REMOVAL OF EQUIPMENT**

A. TENTS

Vendor(s) shall provide, at its expense, all framing, tent materials and adequate, competent personnel to erect and dismantle the tent on a timely basis mutually agreed upon by the County Representative and the Contractor. Tents shall be able to be set up on grass, asphalt and or concrete surfaces. Begin erection of tent on day of rental, or prior day if approved by an authorized County representative to allow sufficient time for event set-up. If prior day set-up is approved, the first day rate will be applicable beginning on the rental event date.

B. TABLES

1. Vendor(s) shall provide personnel to set-up and take down the tables and chairs on a timely basis mutually agreed upon by the County Representative and the vendor.
2. Merchandise accountability by an authorized County representative

It is required that an authorized County representative (if applicable) receives the deliveries and removals of all ordered items. All items will be checked in and out of county property. Delivery and pickup ticket(s) must be signed by the authorized representative. At the end of the rental period, all items shall be recounted to ensure accuracy of inventory. This allows the department to walk the area with contractor's personnel should there be a discrepancy between delivery and removal counts.

**SECTION 3**  
**TECHNICAL SPECIFICATION**

**3.4 SCOPE FOR DEERING ESTATE @ CUTLER RIDGE -- 16701 SW 72 AVENUE, MIAMI, FLORIDA**

The Deering Estate @ Cutler will solicit quotes from all pre-qualified vendors for any size tent that is not awarded in group A. The quote may be requested for a price term to remain in effect longer than 30 days.

1. **Set-up requirements:** After 5:00 p.m. the evening prior to the event
2. **Takedown requirements:** Before 10:00 a.m. the morning after the event.
3. **Permits:** Vendor(s) will be responsible for obtaining and paying for any and all permits required by the South Florida Building/Miami-Dade County Code
4. No flooring will be permitted.
5. No air conditioning will be permitted.
6. Lighting for the tent shall be provided and set-up by awarded vendor.

All set-up & electrical connections for lighting will be coordinated with the Deering Estate Event Coordinator.

7. Vendor(s) must supply Deering Estate with a 24 Hour Emergency telephone number and be responsive to all after-hour calls
8. Estimated usage per year is 30-35 events.

All tent entrances and exists shall be accessible to the handicapped as required by the American Disabilities Act.

**3.5 SCOPE FOR VIZCAYA MUSEUM TENTS/ EQUIPMENT**

**A. GENERAL**

The bidder must submit a description of the frame "free standing" type tent and tent lighting proposed (if different from what is specified) including description of the frame, "base plate", tent and side panel material and lighting fixtures, and any other pertinent information with the bid proposal. Only frame "free standing" type tent proposals will be considered. Tents secured by ropes and protruding of stakes are not acceptable. Tents may not have any interior poles. The sidewalls shall be on rings so that they may be opened easily and provide 16 ft. wide unobstructed openings.

Each wall section shall be 16 ft. long with lace in the center. Bottom hem of the sidewall shall be made to hold a solid bar of metal pipe to prevent blowing of the wall during winds.

**B. TENT FRAME**

1. Aluminum frame fabricated from extruded, high quality, special aluminum alloy, and anodized and able to remain stable in winds in excess of sixty (60) miles per hour in accordance with National Building Code Standards.

**SECTION 3**  
**TECHNICAL SPECIFICATION**

2. Must be portable.

**C. BASE PLATES**

1. Base plates to fit existing base plate holes may be used.
2. The permanent installation must be done in such a way as to not detract from the overall appearance of Vizcaya or to be a safety hazard to visitors

**D. TENT MATERIAL**

Tent Material must be 18 ounce laminated polyester vinyl or approved equal. Material must be fire retardant and meeting National Fire Protection Association Standards (NFPA 102).

**E. SIDE PANELS**

1. Side panels must be capable of being removed and designed to roll up and be secured, or slide and fold laterally and be secured.  
  
Side panels shall be supplied in one (1) minimum 10 oz. laminated polyester vinyl, or approved equal.
2. Optional cathedral side panels for east side of the tent shall be a minimum length of 81 feet and a maximum of 180 feet.
3. Side panels must meet but not extend beyond the level of the floor on the East Terrace where the tent will be placed.

**F. TENT AND SIDE PANEL COLORS**

Tent top shall be white and as well as the side panels, unless optional cathedral side panels are selected by a Vizcaya representative.

**G. TENT LIGHTING**

Tent lighting shall attach to tent frame. Lighting shall be Par/Can lighting with a minimum of 6 Par (or an approved equal) to sufficiently light the area of the tent. Wiring for lighting must be free from defects. Extension cords used to provide electricity to lighting must be white.

**SECTION 3**  
**TECHNICAL SPECIFICATION**

**H. AREA FOR TENTING**

The area intended for tenting is approximately 33 feet wide by 180 feet long on the "East" terrace of Vizcaya Museum.

The amount of tent actually needed for each event will be determined by the department user and as ordered by the County, but will be a minimum of five (5) sections, covering approximately 33 feet by 81 feet.

**I SERVICE, PARTS AND REPAIR**

Vendor(s) must maintain a service parts and repair facility within a 100 mile radius of Miami Dade County. No portion of repairs, if needed, shall take more than one (1) day to deliver or complete.

**J. VENDOR(S) SHALL:**

1. Furnish, erect securely and dismantle frame tent sections from a minimum of 5 up to 11 sections, as requested by Authorized County personnel.
2. Begin tent erection and dismantlement on specific day and time indicated by Vizcaya personnel. Written instructions will be provided to the vendor(s). Should a specific event require tent erection one day prior to the event or dismantlement one day after the event, vendors may not charge additional day rentals. Should vendors be required to dismantle or setup outside of regular working hours 6:00 am to 6:00 pm, the setup /dismantle charges listed under Group B, Section 4, Item 10 shall be billed per event.
3. Regular tent dismantle shall begin at 6:00 a.m. the day following use, and completion of dismantle by shall occur by or before 10:00 a.m., weekends included, unless waived by The Museum Director or his authorized representative.
4. Abide by all requests of the Museum Director for the purpose of protecting Miami Dade County property, and ensuring that the guests to Vizcaya Museum are not disturbed. All tools and equipment must be placed and not thrown on the ground to protect the facility.
5. Abide by access and vehicle parking conditions at Vizcaya as designated by County personnel. Tent transportation vehicle may unload material and equipment on the lower East Terrace, but must then immediately move the vehicle to the North Road Area. While on the lower East Terrace, the vehicle doors, with the exception of the loading dock, must remain closed. Radios, including personal or vehicular, must remain off while at Vizcaya property.

**SECTION 3**  
**TECHNICAL SPECIFICATION**

6. Tent lighting must be installed and checked by vendor after each set-up to verify function of the lights. Tent lighting (wires) need to be installed neatly and not hanging down. White extension cords must be used and provided by the vendor(s) for lighting installation and must be UL Listed.
7. Traffic marquee cannot have cross bar on side closest to door.
8. Music and loud yelling must not occur during tent set up & breakdown due to operating hours of museum.
9. Area must be checked and left clean after tent set up. No items such as cable ties, food or sodas consumed by vendor(s) are to be left behind.

**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**  
**August 20, 2008**



PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA

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

Issued by: DPM Date Issued: This Bid Submittal Consists of  
BMP Purchasing Division 07/18/2008 Pages 23 through 27 + affidavits

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.

**EQUIPMENT RENTAL (ENTERTAINMENT, AND SPECIAL EVENTS)**

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 bidder 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: 981-72; 450-77	
SR. PROCUREMENT AGENT	Basia M. Pruna

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

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

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON PAGE 27 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE VENDOR INELIGIBLE FOR LOCAL PREFERENCE**

**FAILURE TO SIGN PAGE 27 OF SECTION 4, BID SUBMITTAL FORM, WILL RENDER YOUR BID NON-RESPONSIVE**

BID SUBMITTAL FOR:

**EQUIPMENT RENTAL (ENTERTAINMENT & SPECIAL EVENTS)**

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

**GROUP A-TENTS**

<b>Tents, With/ Without Sidewalls</b>				<u>Unit Price</u>	<u>Extended Price</u>
	<b>Est. QTY</b>	<b>Size</b>	<b># SQ Ft.</b>	<b>Daily Rental Charge</b>	<b>Daily Rental Charge</b>
1	100	10'x 10'	100	\$ _____	\$ _____
2.	100	10'x 20'	200	\$ _____	\$ _____
3.	100	20'x 20'	400	\$ _____	\$ _____
4.	100	20'x 30'	600	\$ _____	\$ _____
5.	20	20'x 40'	800	\$ _____	\$ _____
<b>TOTAL GROUP A (1THRU 5)</b>				<b>\$ _____</b>	<b>\$ _____</b>

**GROUP B – VIZCAYA MUSEUM - TENTS**

<u>Tents</u>				<u>Unit Price</u>	<u>Extended Price</u>
<b>Est. QTY</b>	<b>Size</b>	<b>Additional Description</b>		<b>Daily Charge</b>	<b>Daily Charge</b>
1	55	33'x 113'	Marquee connecting doorway & Marquee tent (min. 9 foot poles)	\$ _____	\$ _____
2	55	33'x 113'	Marquee connecting doorway & Marquee tent – Clear Span (min. 9 foot poles)	\$ _____	\$ _____
3	20	33'x 113'	Clear Tent Marquee tent- Clear	\$ _____	\$ _____
4	155	33'x 180'	Marquee connecting doorway & Marquee tent (min. 9 foot poles)	\$ _____	\$ _____
5	155	33'x 180'	Marquee connecting doorway & Marquee tent- Clear Span (min. 9 foot poles)	\$ _____	\$ _____
6	25	33'x 180'	Clear Tent Marquee tent- Clear	\$ _____	\$ _____
7	30	33'X 81'	Marquee connecting doorway & Marquee tent (min. 9 foot poles)	\$ _____	\$ _____
8	30	20'x 20'	# SQ Ft.- 400	\$ _____	\$ _____
9	30	20'x 30'	# SQ Ft.- 600	\$ _____	\$ _____
10	Setup /dismantlement of tent outside of regular working hours 6:00 am to 6:00 pm			\$ _____	\$ _____
<b>TOTALS: Group B (1THRU 10)</b>				<b>\$ _____</b>	<b>\$ _____</b>

BID SUBMITTAL FOR:

EQUIPMENT RENTAL (ENTERTAINMENT & SPECIAL EVENTS)

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

GROUP C – MISC. EQUIPMENT PRE-QUALIFICATION CRITERIA

The County will rent under Group C: items such as, but not limited to (tents, side panels, water barrels, water barrel covers, rain gutters, round tables, rectangular tables, wooden chairs, metal chairs, plastic stackable chairs, children’s chairs, linen tablecloths, linen napkins, table skirting, lights, flooring, staging, podiums, microphones etc) on an as needed basis

<u>Reference:</u>	<u>Summarized Requirement:</u>	<u>Check As Completed:</u>
Paragraph 2.6.3	Bidder(s) must have been in the business of special events equipment rental for a minimum of three years. Bidder(s) shall provide as proof copies of their occupational license.	_____
Paragraph 2.6.3	Bidder(s) shall provide:  A detail of the largest job performed within the last 12 twelve months. Information shall include but not be limited to: event location, contact information, equipment rented, turnaround time etc.	_____
Paragraph 2.6.3	Bidder(s) shall be equipped with modern office equipment, especially a dedicated facsimile (FAX) machine and an e-mail address. Both resources must be available twenty-four (24) hours a day to provide immediate support and expedite quotations. This facility shall be staffed by representative’s who can be contacted Monday thru Friday from 7:30 am to 6:00 PM for quotations. A copy of the Occupational License shall be submitted as proof of office/ warehouse location.  Emergency Phone Number _____  (24) HR Fax Number _____  E-mail Address _____	_____
Paragraph 2.6.3	Bidder(s) must supply a list of equipment in their current inventory.	_____

SECTION 4  
BID SUBMITTAL FOR:

EQUIPMENT RENTAL (ENTERTAINMENT & SPECIAL EVENTS)

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 SUBMITTAL FORM

Bid Title: EQUIPMENT RENTAL (ENTERTAINMENT & SPECIAL EVENTS)

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

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder. Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

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

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Vendor participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be 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?
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?

LOCAL PREFERENCE CERTIFICATION: The responding vendor hereby attests, by checking one of the following blocks, that it is a local business. 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. Failure to complete this certification at this time (by checking the appropriate box above) shall render the vendor ineligible for Local Preference.

Firm Name:

Street Address:

Mailing Address (if different):

Telephone No.

Fax No.

Email Address:

FEIN No.

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

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

Signature: (Signature of authorized agent)

Print Name: Title:

Failure to sign this page shall render your Bid non-responsive.



# **APPENDIX**

## **AFFIDAVITS**

### **FORMAL BIDS**





SUBCONTRACTOR/SUPPLIER LISTING  
(Ordinance 97-104)

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

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

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 MUST be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, MUST be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

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

