BID NO.: 8809-0/19

OPENING: 2:00 P.M.
Wednesday
February 12, 2014

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:
Vehicle Rental Services

FOR INFORMATION CONTACT:
LOURDES BETANCOURT, 305-375-4121, L1121@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

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

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

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 8809-0/19

Bid Title: VEHICLE RENTAL SERVICES

Procurement Officer: LOURDES BETANCOURT, CPPB

Bids will be accepted until 2:00 p.m. on February 12, 2014

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

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

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

NOTICE TO ALL BIDDERS:

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

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

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

furnish a copy of this license with the offer. Failure to meet this requirement may result in rejection of that Bidder's offer.

2.3.3 While the method of award prescribes the method for determining the lowest responsive, responsible Bidder, the County will award this contract to the designated lowest Bidder as the primary Bidder and to the designated second lowest Bidder as the secondary Bidder and to the designated third lowest Bidder as the tertiary Bidder. If the County exercises this right, the primary Bidder shall have the primary responsibility to initially perform the service identified in this solicitation. If the primary Bidder cannot perform, the County shall have the option to seek the identified services from the secondary and tertiary Bidders respectively.

Award to multiple Bidders is made for the convenience of the County and does not exempt the primary awarded Bidder from fulfilling its contractual obligations.

Failure of any Bidder to perform in accordance with the terms and conditions of the contract may result in the Bidder being deemed in breach of contract. The County may terminate the contract for default and charge the Bidder re-procurement costs, if applicable.

2.4 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED:

2.4.1 The initial contract prices resultant from this solicitation shall fixed and firm for a one (1) year period from the contract's initial effective date. Prior to completion of each contract anniversary date, the County may consider an adjustment to price based on changes in the following pricing index: Producer Price Index (PPI), for Rental and Leasing of Goods, Passenger Car Rental, Series ID: WPU44110101 (not seasonally adjusted), as published by the U.S. Department of Labor, Bureau of Labor Statistics.

2.4.2 It is the awarded Bidders' responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of next one-year period, the request for adjustment should be submitted thirty (30) days prior to expiration of the then current one-year period. This adjustment request shall not be in excess of the relevant pricing index change. If no adjustment request is received, the County will assume that the awarded Bidder has agreed to the current prices.

2.4.3 The adjustment will be applied by calculating the percentage change (increase or decrease) between the index values effective on the first day of the twelve (12) month period and the most recent index including all months designated as preliminary available on the day of adjustment. Day of adjustment will be the last business day of the twelve (12) month period.

2.4.4 The County reserves the right to reject any price adjustments submitted by the awarded Bidder.

2.4.5 Rate prices submitted herein by Bidder shall be inclusive of all Holidays, special events, peak seasons, etc. No additional price increase or fees shall be applicable.

SECTION 2
SPECIAL CONDITIONS

VEHICLE RENTAL SERVICES

2.5 INSURANCE REQUIREMENTS

2.5.1 OPTION 1:

For Option 1, the awarded Bidder is responsible for all insurance. The insurance requirements listed below supersede the requirements stated in Section 1, Paragraphs 1.21 (A, B, and C):

The awarded Bidder shall furnish to the Internal Services Department / Procurement Management Services, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

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.

Miami Dade County will not be responsible for any physical damage to rental vehicles.

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 "A-" as to management, and no less than "Class VII" as to financial strength 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 Financial Services and are members of the Florida Guaranty Fund.

CERTIFICATE HOLDER MUST READ: **MIAMI-DADE COUNTY**
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128

2.5.2 OPTION 2:

For Option 2, County is responsible for third party liability and the first $100 of applicable physical damage losses. Insurance requirements of Section 1, Paragraph 1.21 do not apply to this option.

2.5.2.1 THIRD PARTY LIABILITY:

The County assumes liability and holds the awarded Bidder(s) harmless for all third party losses that may ensure from any or all County department vehicle rentals under this contract, subject to the limitations and maximum dollar limits established by Florida Statue 768.28.

SECTION 2
SPECIAL CONDITIONS

VEHICLE RENTAL SERVICES

2.5.2.2 PHYSICAL DAMAGE:

1. The County shall not be responsible for physical damage, including loss of any rental vehicle in excess of $100.00 per vehicle per occurrence. Furthermore, the County shall not be responsible for normal wear and tear of the vehicles rented under this contract.

2. The County will have the first right to inspect and obtain an independent appraisal of the damaged vehicle. The awarded Bidder may repair any and all vehicles at its authorized repair facility, and the awarded Bidder may elect to deem the vehicle un-repairable pursuant to criteria that is mutually acceptable and agreed to by both parties.

3. Claims for physical damage on all vehicles must be submitted to Miami-Dade County Internal Services Department's Risk Management Division at 111 N.W. 1st Street, Suite 2340, Miami, Florida, Attn: Claims Coordinator within ten (10) days of return of the vehicle to the awarded Bidder. The accompanying invoice must contain the rental agreement number, vehicle number, date of occurrence, Police Case # as supplied by the investigating officer or the Miami Dade Police Department/Fleet Management Section, a completed "Standard County Automobile Accident Report" (See "Notice of County Motor Vehicle Accident." form below) and evidence that the vehicle has been repaired or destroyed by evidence of either (a) or (b) below:

   (a) The vehicle has been completely destroyed or has been totaled, scrapped or salvaged.

   (b) The vehicle has been repaired as documented by the attached paid repair invoices. Statements are not acceptable.

   Repair estimates will not be paid. Claims submitted more than (60) sixty days from date of occurrence will not be processed.

SECTION 2
SPECIAL CONDITIONS

VEHICLE RENTAL SERVICES

Internal Services Department
Risk Management Division – 111 N.W. 1st Street – Suite 2340
Miami, Florida 33128-1987 – Telephone: 305-375-4280/Fax: 305-679-7789

NOTICE OF COUNTY MOTOR VEHICLE ACCIDENT
(PLEASE COMPLETE BOTH PAGES OF THIS FORM IN DETAIL)
Promptly Report All Motor Vehicle Accidents to the Police. In Case of Serious Injury, Call 9-1-1.
For Instructions on Reporting Accidents Refer to the Miami-Dade County Safety Manual.

Person Making Report _____ Signature _____
Title _____ Phone # (W): _____ (H) _____ (Cell) _____
Address of Person Making Report _____
Department _____ Div. _____ Loc. _____
If employee is injured, notify Teleclaim (1-877-632-7475) or report on Minor Injury Log Has Supervisor's Report been completed? ☐ Yes ☐ No

TIME AND PLACE OF ACCIDENT	Date of Accident _____ Time _____ ☐ A.M ☐ P.M. Accident Occurred at (Address) _____ City _____ State _____ Zip _____ Was Report Made to Police ☐ Yes ☐ No Agency/Municipality _____ Case # _____ Officer Name: _____ Badge or I.D. # _____ Phone # _____
COUNTY MOTOR VEHICLE INVOLVED	Year _____ Make _____ Model _____ VIN# _____ Lic. # _____ Vehicle # _____ Name of Driver _____ Driver License # _____ Employee ID # _____ Department _____ Division _____ Phone # (W) _____ (H) _____ (Cell) _____ Where may vehicle be seen (Address) _____ Est. Cost of Repairs _____ Specify Damage _____ Name of County Employee that vehicle is assigned to _____
DAMAGE TO OTHER VEHICLE OR OTHER PROPERTY	Name _____ Address _____ City _____ State _____ Zip _____ Phone # (H) _____ (W) _____ (Cell) _____ Name of Other Driver (if applicable) _____ Driver License # _____ Address _____ Phone # (H) _____ (W) _____ (Cell) _____ List Damaged Property _____ Where may auto or damaged property be seen (Address) _____ If Auto, Make & Year _____ Lic. # _____ State _____ Name of Ins. Co. _____ Ins. Policy # _____ Ins. Co. Phone # _____

SECURE THE NAMES, ADDRESSES AND PHONE NUMBERS OF WITNESSES OR OTHER PERSONS INVOLVED IN ACCIDENT

Please check one: ☐ Witness ☐ Passenger in county vehicle ☐ Passenger in other vehicle ☐ Pedestrian ☐ Other _____
Name _____ Address _____ City _____ State _____ Zip _____
Telephone # (H) _____ (W) _____ (Cell) _____ List Injuries (if any) _____

Please check one: ☐ Witness ☐ Passenger in county vehicle ☐ Passenger in other vehicle ☐ Pedestrian ☐ Other _____
Name _____ Address _____ City _____ State _____ Zip _____
Telephone # (H) _____ (W) _____ (Cell) _____ List Injuries (if any) _____

Please check one: ☐ Witness ☐ Passenger in county vehicle ☐ Passenger in other vehicle ☐ Pedestrian ☐ Other _____
Name _____ Address _____ City _____ State _____ Zip _____
Telephone # (H) _____ (W) _____ (Cell) _____ List Injuries (if any) _____

DATE OF REPORT	Date of this report _____ Did you take photos? ☐ Yes ☐ No # of photos taken _____ If this accident was not reported promptly, explain delay: _____

Page 1 of 2
Attach Additional Pages If Necessary. Indicate # of Attachments _____.
Prepared in anticipation of litigation. For the use of the County Attorney's Office and ISD Risk Management.

162_09-46 12/12

SECTION 2
SPECIAL CONDITIONS

VEHICLE RENTAL SERVICES

2.6 DELIVERY REQUIREMENTS:

A vehicle shall be picked-up by the County within the shortest time possible, but not to exceed one (1) hour from the time of request. When a vehicle is not available, during the prescribed one-hour timeframe, a vehicle upgrade shall be supplied to the County. The vehicle upgrade shall be charged at the same rate as the class of the original vehicle requested.

2.7 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lourdes Betancourt, at (305) 375-4121 email: L1121@miamidade.gov

2.8 RENTAL OF OTHER VEHICLES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:

While the County has listed all major vehicles within this solicitation which are utilized by County departments in conjunction with their operations, there may be other vehicles that may be rented by the County during the term of this contract. Under these circumstances, a County representative will contact awarded Bidder(s) to obtain a price quote for the vehicle. The County reserves the right to award these similar or additional items to the Bidder offering the lowest quote under this contract or acquire the items through a separate solicitation.

2.9 VEHICLE SHALL BE MOST RECENT MODEL AVAILABLE:

The vehicle being offered by the awarded Bidder shall be the most recent model available. Any optional components that are required in accordance with the contract specifications shall be considered standard equipment for purposes of this solicitation.

2.10 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS:

It is hereby agreed and understood that any County department or agency may avail itself of this contract and rent any and all vehicles specified herein from the awarded Bidder(s) at the contract price(s) established herein.

SECTION 3
TECHNICAL SPECIFICATIONS

VEHICLE RENTAL SERVICES

3.1 VEHICLE SPECIFICATIONS:

The vehicles shall be late models with low mileage, neat and clean in appearance, and in good operating condition, complete with air conditioning, automatic transmission, radio, power brakes and power steering.

3.2 MAINTENANCE:

3.2.1 The awarded Bidder shall provide all maintenance and service to keep the vehicle in a safe and first class operating condition during the course of the rental. The awarded Bidder shall stipulate in writing (at the beginning of the rental period) the time periods or mileage intervals the vehicles are due for preventive maintenance, should the length of the requested rental indicate that maintenance and servicing may be required during the rental period.

3.2.2 The awarded bidder shall make provisions for maintenance within 24-hours minimum notice.

3.2.3 The awarded Bidder shall state the days of the week and business hours that maintenance and/or replacement services are available and shall state the name, location and business hours of the locations, other than the bidder's premises, where these services are available.

3.3 REPLACEMENTS:

3.3.1 When a vehicle is out of service due to mechanical breakdown, repairs, accident, preventive maintenance, or any other reason that is not due to any fault or negligence of the County, the awarded Bidder shall furnish a replacement at no additional charge. For replacements that are of a lower class, grade, size, or model, the awarded Bidder shall charge a reduced rate to the County. For replacements which are of a higher class, grade, size, or model, and when such an upgrade was not requested by the County, the awarded Bidder shall not charge for the upgrade to the County.

3.3.2 A pro-rated daily rental charge (1/30 of the monthly charge) shall be deducted from the monthly payments for any vehicle out of service for which no adequate replacement is provided for each day, or portion thereof exceeding 8 hours, that no adequate replacement is provided.

3.3.3 If the vehicle is out of service because of damage or disability due to a fault then the County shall be responsible for the rental payment for the vehicle for a reasonable length of time, until repairs or other disposition can be made. When the awarded Bidder furnishes a replacement vehicle, the County shall pay for both vehicles at the contract rate until the repair or disposition of the out of service vehicle is made. The "reasonable length of time" shall be determined by mutual agreement between the awarded Bidder and the County.

3.3.4 Claim invoices must be submitted to Miami-Dade County within (60) sixty-days after the collision or other occurrence being claimed has occurred. The invoices must be

supported by accompanying written evidence that the vehicle damage has been repaired. Repair estimates are not acceptable and shall not be paid.

3.4 RENTAL REQUIREMENTS:

3.4.1 At the time that the County rents a vehicle, the awarded Bidder shall furnish the County a statement of procedures, which will be followed by the user of the rental vehicle when they experience mechanical or other problems with the rental vehicle.

3.4.2 The awarded Bidder shall provide a minimum notice of 48 hours to the County department requesting the rental when the rental vehicle needs to be exchanged for another vehicle. The awarded Bidder shall also conduct and complete all of the administrative details with the department.

3.4.3 The awarded Bidder shall conduct all of the administrative details with the administrative staff of the County department requesting the rental rather than with the users of the vehicles. For example, if new license tag decals (or temporary license tags) are to be placed on the rental vehicles, such decals will be sent to the County department, for forwarding to the users rather than requiring the users to drive to the awarded Bidder's place of business.

MIAMI-DADE COUNTY

BID NO.: 8809-0/19

SECTION 4
BID SUBMITTAL FORM

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

OPENING: 2:00 P.M.
Wednesday
February 12 , 2014

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

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

Issued by:	ISD/PM	Date Issued:	This Bid Submittal Consists of
Lourdes Betancourt		**1/17/2014**	Pages **9** through **24** and 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.

Title:
Vehicle Rental Services

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE

ACCEPTED _____ HIGHER THAN LOW _____
NON-RESPONSIVE _____ NON-RESPONSIBLE _____

DATE B.C.C. _____ NO BID _____

ITEM NOS. ACCEPTED _____

COMMODITY CODE: **975-14**

Procurement Contracting Officer: **Lourdes Betancourt**

FIRM NAME _____

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

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

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

Option 1

1. SUB-COMPACT CAR (Ford Focus, Nissan Versa, Toyota Yaris, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
1A	2	1825 days	$ _____ per day per vehicle
1B	2	260 weeks	$ _____ per week per vehicle
1C	1	60 months	$ _____ per month per vehicle

2. COMPACT CAR 2-DOOR MODEL (Toyota Corolla, Mazda 3, Ford Focus, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
2A	2	1825 days	$ _____ per day per vehicle
2B	2	260 weeks	$ _____ per week per vehicle
2C	1	60 months	$ _____ per month per vehicle

3. CONVERTIBLE 2-DOOR SEDAN MODEL (Ford Mustang, Chevrolet Camaro, Chevrolet Corvette, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
3A	2	1825 days	$ _____ per day per vehicle
3B	2	260 weeks	$ _____ per week per vehicle
3C	1	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

4. COMPACT CAR 4-DOOR MODEL (Chrysler 200, Chevy Malibu, Nissan Altima, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
4A	2	1825 days	$ _____ per day per vehicle
4B	2	260 weeks	$ _____ per week per vehicle
4C	1	60 months	$ _____ per month per vehicle

5. MID-SIZE 2-DOOR MODEL (Toyota Camry, Nissan Maxima, Ford Fusion, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
5A	38	1825 days	$ _____ per day per vehicle
5B	38	260 weeks	$ _____ per week per vehicle
5C	32	60 months	$ _____ per month per vehicle

6. MID-SIZE 4 DOOR MODEL (Toyota Camry, Dodge Avenger, Ford Fusion, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
6A	38	1825 days	$ _____ per day per vehicle
6B	37	260 weeks	$ _____ per week per vehicle
6C	37	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

7. FULL-SIZE CAR (Ford Taurus, Dodge Charger, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
7A	6	1825 days	$ _____ per day per vehicle
7B	5	260 weeks	$ _____ per week per vehicle
7C	5	60 months	$ _____ per month per vehicle

8. FULL SIZE LUXURY CAR (Cadillac, Lincoln, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
8A	6	1825 days	$ _____ per day per vehicle
8B	5	260 weeks	$ _____ per week per vehicle
8C	5	60 months	$ _____ per month per vehicle

9. MINI-PASSENGER VAN (Seven-Passenger)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
9A	8	1825 days	$ _____ per day per vehicle
9B	8	260 weeks	$ _____ per week per vehicle
9C	7	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

10. STANDARD PASSENGER (Twelve-Passenger)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
10A	8	1825 days	$ _____ per day per vehicle
10B	7	260 weeks	$ _____ per week per vehicle
10C	7	60 months	$ _____ per month per vehicle

11. UTILITY VEHICLES TWO WHEEL DRIVE (Explorer, Ford Escape, Nissan Rogue, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
11A	10	1825 days	$ _____ per day per vehicle
11B	10	260 weeks	$ _____ per week per vehicle
11C	8	60 months	$ _____ per month per vehicle

12. UTILITY VEHICLES FOUR WHEEL DRIVE (Explorer, Jeep Grand Cherokee, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
12A	10	1825 days	$ _____ per day per vehicle
12B	10	260 weeks	$ _____ per week per vehicle
12C	8	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

13. FULL SIZE UTILITY SUV VEHICLES TWO WHEEL DRIVE (Chevy Tahoe, Ford Expedition, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
13A	5	1825 days	$ _____ per day per vehicle
13B	5	260 weeks	$ _____ per week per vehicle
13C	5	60 months	$ _____ per month per vehicle

14. FULL SIZE UTILITY SUV VEHICLES FOUR WHEEL DRIVE (Chevy Tahoe, Ford Expedition, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
14A	5	1825 days	$ _____ per day per vehicle
14B	5	260 weeks	$ _____ per week per vehicle
14C	5	60 months	$ _____ per month per vehicle

15. FULL SIZE CARGO VANS (Approximately 3/4 Ton Capacity)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
15A	8	1825 days	$ _____ per day per vehicle
15B	8	260 weeks	$ _____ per week per vehicle
15C	8	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

16. MINI-CARGO VANS (Approximately 1/2 Ton Capacity)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
16A	8	1825 days	$ _____ per day per vehicle
16B	7	260 weeks	$ _____ per week per vehicle
16C	7	60 months	$ _____ per month per vehicle

17. STANDARD PASSENGER (Fifteen-Passenger)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
17A	5	1825 days	$ _____ per day per vehicle
17B	5	260 weeks	$ _____ per week per vehicle
17C	21	60 months	$ _____ per month per vehicle
17D*	70	15 months	$ _____ per month per vehicle

*Vans for item # 17D above are rented for approximately three months every year during the summer.

18. EXTRA-CAB 1/2 TON FULL-SIZED PICK-UP TRUCKS (FORD F-150, CHEVROLET 1500, DODGE1500) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
18A	25	1825 days	$ _____ per day per vehicle
18B	25	260 weeks	$ _____ per week per vehicle
18C	25	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

Option 2

1. SUB-COMPACT CAR (Ford Focus, Nissan Versa, Toyota Yaris, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
1A	2	1825 days	$ _____ per day per vehicle
1B	2	260 weeks	$ _____ per week per vehicle
1C	1	60 months	$ _____ per month per vehicle

2. COMPACT CAR 2-DOOR MODEL (Toyota Corolla, Mazda 3, Ford Focus, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
2A	2	1825 days	$ _____ per day per vehicle
2B	2	260 weeks	$ _____ per week per vehicle
2C	1	60 months	$ _____ per month per vehicle

3. CONVERTIBLE 2-DOOR SEDAN MODEL (Ford Mustang, Chevrolet Camaro, Chevrolet Corvette, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
3A	2	1825 days	$ _____ per day per vehicle
3B	2	260 weeks	$ _____ per week per vehicle
3C	1	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

4. COMPACT CAR 4-DOOR MODEL (Chrysler 200, Chevy Malibu, Nissan Altima, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
4A	2	1825 days	$ _____ per day per vehicle
4B	2	260 weeks	$ _____ per week per vehicle
4C	1	60 months	$ _____ per month per vehicle

5. MID-SIZE 2-DOOR MODEL (Toyota Camry, Nissan Maxima, Ford Fusion, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
5A	38	1825 days	$ _____ per day per vehicle
5B	38	260 weeks	$ _____ per week per vehicle
5C	32	60 months	$ _____ per month per vehicle

6. MID-SIZE 4 DOOR MODEL (Toyota Camry, Dodge Avenger, Ford Fusion, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
6A	38	1825 days	$ _____ per day per vehicle
6B	37	260 weeks	$ _____ per week per vehicle
6C	37	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

7. FULL-SIZE CAR (Ford Taurus, Dodge Charger, etc.). See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
7A	6	1825 days	$ _____ per day per vehicle
7B	5	260 weeks	$ _____ per week per vehicle
7C	5	60 months	$ _____ per month per vehicle

8. FULL SIZE LUXURY CAR (Cadillac, Lincoln, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
8A	6	1825 days	$ _____ per day per vehicle
8B	5	260 weeks	$ _____ per week per vehicle
8C	5	60 months	$ _____ per month per vehicle

9. MINI-PASSENGER VAN (Seven-Passenger)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
9A	8	1825 days	$ _____ per day per vehicle
9B	8	260 weeks	$ _____ per week per vehicle
9C	7	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

10. STANDARD PASSENGER (Twelve-Passenger)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
10A	8	1825 days	$ _____ per day per vehicle
10B	7	260 weeks	$ _____ per week per vehicle
10C	7	60 months	$ _____ per month per vehicle

11. UTILITY VEHICLES TWO WHEEL DRIVE (Explorer, Ford Escape, Nissan Rogue, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
11A	10	1825 days	$ _____ per day per vehicle
11B	10	260 weeks	$ _____ per week per vehicle
11C	8	60 months	$ _____ per month per vehicle

12. UTILITY VEHICLES FOUR WHEEL DRIVE (Explorer, Escape, Jeep Grand Cherokee, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
12A	10	1825 days	$ _____ per day per vehicle
12B	10	260 weeks	$ _____ per week per vehicle
12C	8	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

13. FULL SIZE UTILITY SUV VEHICLES TWO WHEEL DRIVE (Chevy Tahoe, Ford Expedition, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
13A	5	1825 days	$ _____ per day per vehicle
13B	5	260 weeks	$ _____ per week per vehicle
13C	5	60 months	$ _____ per month per vehicle

14. FULL SIZE UTILITY SUV VEHICLES FOUR WHEEL DRIVE (Chevy Tahoe, Ford Expedition, etc.) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
14A	5	1825 days	$ _____ per day per vehicle
14B	5	260 weeks	$ _____ per week per vehicle
14C	5	60 months	$ _____ per month per vehicle

15. FULL SIZE CARGO VANS (Approximately 3/4 Ton Capacity)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
15A	8	1825 days	$ _____ per day per vehicle
15B	8	260 weeks	$ _____ per week per vehicle
15C	8	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR

VEHICLE RENTAL SERVICES

FIRM NAME: _____

16. MINI-CARGO VANS (Approximately 1/2 Ton Capacity)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
16A	8	1825 days	$ _____ per day per vehicle
16B	7	260 weeks	$ _____ per week per vehicle
16C	7	60 months	$ _____ per month per vehicle

17. STANDARD PASSENGER (Fifteen-Passenger)

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
17A	5	1825 days	$ _____ per day per vehicle
17B	5	260 weeks	$ _____ per week per vehicle
17C	21	60 months	$ _____ per month per vehicle
17D*	70	15 months	$ _____ per month per vehicle

*Vans for item # 17D above are rented for approximately three months every year during the summer.

18. EXTRA-CAB 1/2 TON FULL-SIZED PICK-UP TRUCKS (FORD F-150, CHEVROLET 1500, DODGE1500) See Section 3, Paragraph 3.7

Item	Estimated Number of Vehicles	Number of Days/weeks/months for the 5-year term	Unit Price
18A	25	1825 days	$ _____ per day per vehicle
18B	25	260 weeks	$ _____ per week per vehicle
18C	25	60 months	$ _____ per month per vehicle

SECTION 4
BID SUBMITTAL FOR:
Vehicle Rental Services

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

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

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

TITLE OF OFFICER: _____

BID SUBMITTAL FORM

Bid Title: Vehicle Rental Services

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

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

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

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

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

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

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

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

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

☐ **Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is _____.**

BID SUBMITTAL FORM

LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

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

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

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

Yes _____ No _____

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

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. __/__-__/__/__/__/__/__/__

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

Signature: _____ **(Signature of authorized agent)**
"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."

Print Name: _____ Title: _____

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

MIAMI-DADE COUNTY

APPENDIX

AFFIDAVITS

FORMAL BIDS

Miami-Dade County
Internal Services Department
Procurement Management Division

Affirmation of Vendor Affidavits

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

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

Contract Title: _____

Affidavits and Legislation/ Governing Body

1.	***Miami-Dade County Ownership Disclosure*** *Sec. 2-8.1 of the County Code*	6.	***Miami-Dade County Vendor Obligation to County*** *Section 2-8.1 of the County Code*
2.	***Miami-Dade County Employment Disclosure*** *County Ordinance No. 90-133, amending Section 2.8-1(d)(2) of the County Code*	7.	***Miami-Dade County Code of Business Ethics*** *Article 1, Section 2-8.1(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*
3.	***Miami-Dade County Employment Drug-free Workplace Certification*** *Section 2-8.1.2(b) f the County Code*	8.	***Miami-Dade County Family Leave*** *Article V of Chapter 11 of the County Code*
4.	***Miami-Dade County Disability Non-Discrimination*** *Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95*	9.	***Miami-Dade County Living Wage*** *Section 2-8.9 of the County Code*
5.	***Miami-Dade County Debarment Disclosure*** *Section 10.38 of the County Code*	10.	***Miami-Dade County Domestic Leave and Reporting*** *Article 8, Section 11A-60 11A-67 of the County Code*

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

_____ Name of Firm _____ Date

_____ Address of Firm _____ State _____ Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

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

by _____ He or she is personally known to me ☐ or has produced Identification ☐

Type of identification produced _____

_____ Signature of Notary Public _____ Serial Number

_____ Print or Stamp of Notary Public _____ Expiration Date _____ Notary Public Seal

FAIR SUBCONTRACTING PRACTICES
(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

☐ **NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT**

_____ _____
Signature Date

MIAMI-DADE COUNTY

SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

8809-0/19

Name of Proposer: _____ FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of $100,000 or more. The Proposers who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Proposers should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

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

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

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity						Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity						Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other

☐ **Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at http://www.miamidade.gov/business/business-development-contracts.asp. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf.**

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

Signature of Proposer	Print Name	Print Title	Date