



**BID NO.: 9791-1/24**

**OPENING: 2:00 P.M.  
Wednesday  
November 6, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

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

**TITLE:**

**Fixed Bus Routes for Miami-Dade Transit**

**FOR INFORMATION CONTACT:**

**Tracey Jones, 305-375-4803, [tjones@miamidade.gov](mailto:tjones@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: 9791-1/24**

**Bid Title: Fixed Bus Routes for Miami-Dade Transit**

**Procurement Officer: Tracey Jones**

**Bids will be accepted until 2:00 p.m. on November 6, 2013**

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

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

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

**NOTICE TO ALL BIDDERS:**

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

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

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

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

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-8.pdf>

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the Miami-Dade County Transit (MDT) department for purchase of fixed bus route transportation services. The contract will provide patrons transportation services throughout Miami-Dade and Monroe Counties via two routes. The Dade-Monroe Express bus service runs between Florida City and Marathon. The Card Sound Express bus service runs between Florida City's City Hall and the Ocean Reef Club.

**2.2 TERM OF CONTRACT: FIVE YEARS**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order which is distributed by the Internal Services Department, Procurement Management Services Division (ISD/PMSD); and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the five (5) year period.

**2.3 OPTION TO RENEW: FIVE (5) ADDITIONAL YEARS**

The County shall have the option to renew this contract for one 5-year period. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the awarded bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County

Should the awarded bidder decline the County's right to exercise the option period, the County will consider the vendor in default which decision shall affect that vendor's eligibility for future contracts.

**2.4 METHOD OF AWARD: TO A SINGLE LOWEST PRICED VENDOR IN THE AGGREGATE**

Award of this contract will be made to the responsive, responsible bidder who meets the requirements listed in Section 2.4.1 and whose offer represents the lowest price when the extended pricing (Extended Pricing = Price Per Hour x Total Number of Service Hours) for both items is added in the aggregate. If a bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single bidder.

**2.4.1 Requirements**

The requirements are as follows:

- A. Bidder shall maintain an office staffed by competent company representative(s) authorized to discuss matters pertaining to the contracted services, who can provide information, and who are cognizant of the industry and industry standards. The bidder's office address shall be included in the bidder's submittal.
- B. Bidder shall be equipped with modern office equipment, especially a dedicated phone, fax or an e-mail address. These resources must be available twenty-four (24) hours a day to provide immediate support and response. The bidder's phone number, fax number and/or e-mail address shall be included in the bidder's submittal.

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- C. Bidder shall have a current United States Department of Transportation (US DOT) Number registered with the US DOT Federal Motor Carrier Safety Administration.
- D. Bidder shall be regularly engaged in the business of providing transportation services for fixed/semi fixed routes. Two (2) references shall be listed in the Bidder's submittal. The references listed must be customers that are currently receiving or have received services from the Bidder in the past five (5) years. The references must include the customer's company name, and the name, title, address, e-mail, and telephone number of the contact person who can verify that the Bidder has successfully provided the services. These references shall ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in the industry.

**2.4.2 Financial Capacity and Purchase/Lease of Buses**

The apparent lowest responsive bidder will be required to provide proof that they currently have the required buses to perform services or have the financial capacity to purchase/lease buses for the duration of the contract.

The bidder may be required to provide its most recent certified business financial statements as of a date not earlier than the end of the Bidder's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.

Bidder may submit additional documents to prove its financial capacity. The County will review the Bidder's financial capacity based on several factors, which may include, but not to be limited to, as the Bidder's ability to access funding necessary to purchase/lease buses, cover required start-up cost, cash reserves to ensure ongoing operational and payroll cost for a period up to 60 days from the start of and throughout the duration of the award contract.

**2.5 PRICES**

Prices shall remain firm and fixed for a one-year period from the effective date of the Contract. Prior to the end of the initial one-year period and for each subsequent year thereafter, the County will review price adjustments based on the weighted sum of the percentage change in the value of the most recent Consumer Price Index (CPI) for:

A) Miami – FT Lauderdale, All Urban Consumers, All Items, Series Id: CUURA320SA0, CUUSA320SA0, (Weight = 75%), and

B) Miami – FT Lauderdale, All Urban Consumers, Private Transportation, Series Id: CUURA320SAT1, CUUSA320SAT1, Private Transportation, (Weight = 25%).

Any upward or downward adjustments will not exceed 3% annually. This adjustment will be in lieu of any other price adjustment, such as an adjustment for changes in the living wage rate.

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It is the awarded Bidder's 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 should 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.

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 available on the day of adjustment. Day of adjustment will be the last business day of the twelve (12) month period.

The County reserves the right to reject any price adjustments submitted by the awarded bidder if they are not in accordance with the above.

The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

**2.6 METHOD OF PAYMENT**

The awarded Bidder shall submit monthly invoices to the County. In order for the County to provide payment, the awarded Bidder shall submit a fully documented invoice that provides the basic information as stipulated in Section 1.34.

**2.7 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Tracey Jones, at (305) 375-4803 email – [tjones@miamidadade.gov](mailto:tjones@miamidadade.gov)

**2.8 LIVING WAGE**

**See Attachment A.**

**2.9 INSURANCE**

Refer to Section 1, Paragraph 21 for guidelines for insurance requirements. The insurance requirements below supersede the requirements specified in Section 1, Paragraph 21 (A).

The awarded bidder shall furnish to the Vendor Assistance Section of Procurement Management, 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 Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property

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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 \$1,000,000\* combined single limit per occurrence for bodily injury and property damage.

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

**3.1 SCOPE OF WORK**

This contract is for purchase of fixed bus route transportation services for Miami-Dade Transit (MDT). The contract will provide patrons transportation services throughout Miami-Dade and Monroe Counties via two routes. The Dade-Monroe Express bus service runs between Florida City and Marathon. The Card Sound Express bus service runs between Florida City's City Hall and the Ocean Reef Club.

**3.2 FIXED ROUTE TRANSPORTATION SERVICES REQUIREMENTS**

The awarded Bidder shall provide chauffeur (driver) driven full size passenger buses in the number and type stated in Sections 3.2.1 and 3.2.2. This type of service is characterized by vehicle trips that follow a specified geographic route, a time schedule, and services having daily start and end time, and operating on specified days of the week. Designated fixed route schedules may be revised or eliminated at the discretion of the County. The awarded Bidder shall furnish all items required to provide the services including labor, material, vehicles (buses), uniforms, and equipment (except as specified in section 3.2.3). The buses to be used to provide these services shall meet the requirements of Sections 3.3, Bus Requirements and Specifications and 3.4, Display of County Symbol on Buses. The drivers to be used by the awarded Bidder shall meet all requirements of Section 3.5, Driver Requirements, Training and Supervisors. The Communication system to be used by the awarded Bidder shall meet the requirements of Section 3.6, Communication System.

**3.2.1 Dade Monroe Express Route**

The Dade Monroe Express Route is a fixed bus route between Florida City in Miami Dade County and Marathon Key in Monroe County as specified in Section 3.7 – Dade Monroe Express Schedule.

- A. The awarded Bidder shall have available seven (7) air conditioned, wheel chair accessible, full size buses as specified in Section 3.3, Bus Requirements and Specifications, seven (7) days a week including all holidays from 5:15 A.M. to 1:10 A.M. Six (6) buses will be utilized to provide the scheduled service routes, and one (1) bus shall be made available in the event a scheduled bus becomes non-operational during service.
- B. The awarded Bidder's bus drivers shall stop when hailed by passengers.

**3.2.2 Card Sound Express Route**

The Card Sound Express Route is a fixed bus route from the Florida City, City Hall located at 404 West Palm Drive, Florida City, Florida, and the Ocean Reef Club, located at 35 Ocean Reef Drive, Key Largo, Florida as specified in Section 3.8 – Card Sound Express Schedule. The route serves the Ocean Reef Club which is an employment hub for residents of Miami-Dade and Monroe counties.

The awarded Bidder shall have available two (2) air conditioned, wheel chair accessible, full size buses as specified in Section 3.3, Bus Requirements and Specifications, seven (7) days a week including all holidays from 5:30 A.M. to 8:30 A.M. and from 2:35 P.M. to 5:35 P.M. One (1) bus shall be utilized to provide the scheduled service route, and one (1) bus

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shall be made available in the event the scheduled bus becomes non-operational during service.

**3.2.3 Easy Tickets**

All Passengers must purchase Easy Tickets or have a Pre- Loaded Easy Card to travel. Passengers can purchase Easy Tickets from any County authorized Easy Ticket vendor or the driver in accordance with MDT's Fare Rate Policy. One Ride EASY Tickets will be offered for sale on-board in the awarded Bidder's buses. Awarded Bidder shall purchase an initial order of 15,500 EASY Tickets for use on the Dade Monroe Express and Card Sound Express in an amount equal to the prevailing rate of a Metrobus ticket as established by the County.

Subsequent to the initial month of operations of this contract, the awarded Bidder shall purchase additional Easy tickets at the then prevailing rate for each type of ticket equal to the average monthly cash paying passenger. Awarded Bidder shall pick-up and pay for Easy tickets at the Overtown Transit Village Pass Sales Office, or at a location designated by the County. Awarded Bidder is financially responsible for all EASY tickets purchases. Payment for Easy Ticket shall be made at the time of purchase by the awarded Bidder. EASY Tickets have a 60 day activation life and should be sold or exchanged within that period. The County will not exchange any unsold or defective tickets after the 60th day from date of purchase. In the event the awarded Bidder receives EASY tickets that are defective, the awarded Bidder agrees that it will contact the County to coordinate a time and date convenient for both parties to review and exchange defective EASY Tickets. The County may refund the awarded Bidder for any unused tickets returned five (5) business days following the expiration or termination of this agreement.

**3.2.3.1 Farebox/ Easy Card Reader Equipment**

- A. Farebox / Easy Card Reader and Automatic Passenger Counting (APC) equipment must be installed and operational on each bus, including replacement buses prior to the commencement of service. The County will supply, install and maintain Equipment. The County repairs fareboxes at the Central Bus Facility located at 3300 NW 32<sup>nd</sup> Avenue. The County reserves the right to remove all fareboxes and replace them with Easy Card Readers only. Cash received from the on-board purchase of Easy tickets shall not be deposited in the County's Farebox / Easy Card Reader; this equipment shall only be used for taping Easy cards and Easy ticket when a passenger boards the bus.
- B. Dimensions- The complete farebox assembly, excluding the mounting base plate, will not be less than thirty-six inches (36"), nor more than forty-one inches (41") high, as measured from the vehicle floor, and not more than (11") in cross section. The base plate for a farebox does not exceed 12-1/2" by 12-1/2".
- C. The fareboxes accept all fare media, including Golden Passport Card, issued by Miami-Dade Transit.

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**3.3 Bus Requirements and Specifications**

Buses may be leased or owned by the awarded Bidder. Full size buses shall be new or used but in good condition. Used vehicles are subject to acceptability determination by the County. Any used vehicles providing services to Miami-Dade County must not exceed twelve (12) model years of age during the life of the contract.

- A. The Dade-Monroe service may be provided with a full size bus that has a minimum 45 feet in overall length (excluding energy absorption bumper and extension) and a minimum seating capacity of 52 passenger seats.
  - B. Card Sound service may be provided with a full size bus that has a minimum 45 feet in overall length (excluding energy absorption bumper and extension) and a minimum seating capacity of 52 passenger seats OR a full size bus that has a minimum 40 feet in overall length (excluding energy absorption bumper and extension) and a minimum seating capacity of 38 passenger seats.
- 1) General Bus Standards - The awarded Bidder shall provide buses which meet or exceed the manufacturers' safety and mechanical standards. Each bus must comply with all safety, mechanical and vehicular requirements mandated by applicable County, State or Federal regulations, including but not limited to Florida Department of Transportation Rule 14-90.007 - Vehicle Equipment Standards and Procurement Criteria, Chapter 31, Article III of the Code of Miami Dade County, applicable Federal Motor Vehicle Safety Standards (FMVSS), and the Americans with Disabilities Act (ADA).

All buses provided shall meet or exceed the requirements listed below:

- i. Have uniform paint/color schemes on all vehicles.
- ii. Have a rear-view mirror and side-view mirrors mounted on both sides of the vehicle.
- iii. Have a functioning interior light within the passenger compartment.
- iv. Have a functioning speedometer indicating speed in miles per hours and a functioning odometer correctly indicating distance in tenths of a mile.
- v. Have an operable Heating, Ventilation, and Air Conditioning (HVAC) system capable of maintaining the bus interior temperatures between 68 and 72° F. Note: If the air conditioning system becomes inoperable during the day, vehicle shall be replaced at the end of the round trip (North end of the line for the Dade Monroe and Card Sound Routes). The vehicle shall not be used for further service until the air conditioning system has been repaired.
- vi. Have exterior free of grime, rust, oil or other substances and free from cracks, breaks, dents and damaged paint that noticeably detract from the overall appearance of the vehicle.
- vii. Be clean in the interior and free from trash, torn floor coverings, damaged or broken seats, and protruding sharp edges at all times.
- viii. Have unobstructed vision on at least three (3) sides of the vehicle.
- ix. Free of leaks of any kind.
- x. Be equipped with a functioning horn.
- xi. Meet all ADA requirements such as but not limited to wheelchair accessible and vehicle kneeling system, two wheelchair positions with approved tie downs, a public address system (PA system), destination sign with front, side and rear displays.
- xii. Have a minimum of two (2) escape and ventilating hatches on roof.

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- xiii. Have adjustable driver's seat with seat belts.
  - xiv. Have side windows which must be 1/2 inch minimum acrylic or polycarbonate or ¼ inch minimum tempered glass.
  - xv. Have a diesel engine with on board fuel capacity to achieve 400 mile range without re-fueling.
  - xvi. Have an automatic transmission and fire suppression system
  - xvii. Meet Compliance of air brakes with FMVSS121 and air suspension.
  - xviii. Have stanchions or grab rails.
  - xix. Have a 10 lb. Underwriters Laboratory (UL) approved ABC type fire extinguisher securely mounted in a location readily accessible to the driver.
  - xx. Have a three (3) piece highway reflective triangles.
  - xxi. Have an electronic equipment locker with the following minimum dimensions 18"W X 12"H X 20"D equipped with one to two pullout trays. +24 Volt Bus battery voltage (fused at 30A) must be available on a terminal strip in the electronic locker.
- 2) Bus Inspections- Each bus to be used in service shall comply with all the requirements contained in Chapters 30 and 31 of the Miami-Dade County Code, any applicable state and federal laws and all requirements from the Department of Regulatory and Economic Resources (RER); For-Hire Transportation Division. All buses utilized to provide transportation services must, at all times, display a valid County inspection, and operation permit, issued by the Department of Regulatory and Economic Resources, For-Hire Transportation Division. Proof of compliance with this section must be supplied to the County upon request. All buses shall be made available for inspection by the County. Any bus found not in conformity with the above standard specified requirements must be removed from service until it passes subsequent inspections. Any bus removed from service shall not return until the County verifies and approves any and all corrections of deficiencies. The County further reserves the right to order the immediate removal from service of any bus not in compliance with any vehicle standards referenced herein. Failure to comply with this requirement will result in disallowance of compensation for services rendered in the violating vehicle.
- 3) Daily Pre-operational Inspections – Daily and pre-operational inspections by the awarded Bidder shall be conducted in accordance with FDOT regulations specifically, equipment, operational and safety standards –Public Sector Bus Transit 14-90:  
<http://www.dot.state.fl.us/ctd/events/Presentations/2009%20Conference/Rule%2014-90%20Equipment%20and%20Operational%20Standards.pdf>  
 and all defects and deficiencies likely to affect safe operation or cause mechanical malfunctions shall be documented in a daily inspection report and the corrective actions taken as a result of the deficiencies. The awarded Bidder shall store and provide the reports to the County upon request. The pre-operational inspection shall include the following as a minimum:
- i. Service brakes
  - ii. Parking brakes
  - iii. Tires and wheels
  - iv. Steering
  - v. Horn
  - vi. Lighting devices
  - vii. Windshield wipers
  - viii. Rear vision mirrors
  - ix. Passenger doors

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- x. Exhaust system
- xi. Equipment for transporting wheelchairs
- xii. Safety, security, and emergency equipment

**3.4 Display of County Symbol on Buses**

The awarded Bidder shall set aside space in the interior and on exterior of the bus to display approved County postings when the buses are being used to provide services for the County.

A. Signage- Prior to the commencement of service, the awarded Bidder shall provide and install permanent route indicators and destination signs in the manner prescribed by the County. All destination sign must comply with ADA requirements. All signs need to be preapproved by MDT prior to installation. The following signs shall be required:

- 1) Windshield Destination Sign: A sign showing the name of the route destination, name of the service and County logo installed at the top of the windshield on the passenger side in clear view of the public. Sign size shall be 15" in height and 36" wide. Signs can be magnetic or electronic. The sign shall be controlled via a single human-machine interface (HMI). In the absence of a single mobile data terminal (MDT) the HMI shall be conveniently located for the bus driver within reach of the seated driver. The destination sign compartments shall meet the minimum requirements:
  - Compartments shall be designed to prevent condensation and entry of moisture and dirt.
  - Compartments shall be designed to prevent fogging of both compartment window and glazing on unit itself.
  - Access shall be provided to allow cleaning of inside compartment window and unit glazing.
  - Front window shall have an exterior display of no less than 8.5" in high by 65"wide.
- 2) Side of Bus: An 18" tall by 36" wide sign shall be located on each side of the bus to identify the service with the County logo. The County will provide digital logo for reproduction. Signs can be magnetic or electronic.
- 3) Rear of Bus: An 18" tall by 36" wide sign shall be located on the rear of the bus to identify the service with the County logo. Signs can be magnetic or electronic.

**3.5 Driver Requirements, Training and Supervisors**

**3.5.1** The awarded Bidder shall ensure that its drivers adhere to all applicable standards contained in FDOT rule chapter 14-90 and the following provisions:

- A. Personal Appearance - Cleanliness and neatness are required at all times. Driver's uniform is required and shall consist of a collared shirt of solid color with a logo identifying the awarded Bidder's name, and a solid color pant. Uniforms must be clean and in good condition at all times.
- B. Personal Habits - The following acts are not permissible by drivers when providing services for the County:

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- i. Use of intoxicating liquors, narcotics or controlled substances of any kind while on duty or reporting for duty in uniform (excluding doctors' prescriptions which do not adversely affect the driver's ability to perform his or her duties).
  - ii. Gambling in any form while on duty or providing services under this Contract.
  - iii. Smoking and other uses of tobacco while on duty except in places or at times designated for that purpose.
  - iv. Carrying of pistols, firearms or concealed weapons while on duty.
  - v. Resorting to physical violence to settle a dispute with a fellow employee or the general public while on duty. In self-defense an employee may use no more force than is reasonably necessary to defend him or herself.
  - vi. Spitting or any other unsanitary practices are prohibited while on duty or providing services under this Contract.
  - vii. Use of loud, indecent or profane language and/or making threatening or obscene gestures toward passengers or other employees.
- C. Driver's Responsibility - Drivers must perform safe, smooth and efficient operation of vehicles and avoid discomfort or inconvenience to the passengers. The driver of the vehicle shall be responsible for but not limited to:
- i. Adherence to route, schedules and time points
  - ii. Knowledge and observance of traffic laws and safety regulations
  - iii. Safety of boarding and alighting passengers
  - iv. Proper display of all required signs and identifications
  - v. Adjustment of lighting, heating, ventilation and cooling for the comfort of passengers
  - vi. Distribution of transit informational publications on buses as directed by MDT
  - vii. Performance of such other duties as may from time to time be prescribed by the County
- D. Driver History - Prior to placing a driver in service, the awarded Bidder shall conduct a thorough driver's license check for a minimum of five (5) years in the past to ensure that all drivers providing services under the resultant contract have no history of DUI, DWI, reckless driving convictions, leaving the scene of an accident, or any other serious offenses. The awarded Bidder shall ensure that all drivers providing services under contract shall have no more than three (3) moving violation points on their State driver's license within the last three (3) years. Driver license check information is available at the Internet address below.

<http://www.flhsmv.gov/ddl/abstract.html>

Prior to placing a driver in service, the awarded Bidder shall obtain a nationwide criminal background check by fingerprint through the National Crime Information Center (NCIC). This shall include, as a minimum, any criminal history which might impair the service to customers, including convictions for crimes involving assault, battery and moral turpitude in any state to ensure that all drivers providing services under the resultant contract will have no history of such offenses. The NCIS check will be processed by the County at a cost to the awarded Bidder of \$45 per person (current rate, subject to change). The awarded Bidder shall pay the County by check made to the Board of County Commissioners. In accordance with administrative Order No. 4-86, all checks shall be drawn only on United States banks in United States' currency with the drawer's name and addresses imprinted on the check. The County will notify the awarded Bidder of the approval or denial of the driver applicant.

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The awarded Bidder shall review the driver history biannually (twice a year) for all drivers and perform NCIC background checks annually. If the awarded Bidder becomes aware of any driver not in compliance with the requirements stated herein, the awarded Bidder shall immediately remove the driver from service.

- E. Driver Registration - Drivers shall have and maintain a current, valid State Commercial Drivers License (CDL). CDL Driver licenses must have passenger endorsement.

Drivers shall notify the awarded Bidder immediately of any citation, arrest, or suspension or revocation of driver's license in accordance with all FDOT 1490 regulation and operating procedures. The awarded Bidder shall notify the County of any driver who has his/her Driver's License suspended or revoked by close of business the next business day after such notification by the driver. The awarded Bidder shall also immediately notify the County of all driver resignations or terminations. The County retains the right to monitor all drivers' licenses for eligibility and to immediately remove any driver from services for non-compliance.

- F. Driver Training Program - The awarded Bidder shall certify that the drivers and other personnel providing transportation under this Contract have completed initial and yearly refresher training. This written training program must be submitted to the County and is subject to review and approval by the County. All instructors are to be certified by the National Safety Council, Smith System or equivalent as approved by the County. Records of the drivers' attendance must be kept on file by the awarded Bidder and made available to the County for review upon request. The training program should consist of, but not be limited to, the following:

- i. Defensive and safe driver training according to National Safety Council, Smith System or equivalent
- ii. Passenger courtesy and comfort
- iii. Policy clarification as it relates to drivers requesting and or receive gratuity (tips)
- iv. Technical training in the proper use of vehicle equipment, where applicable
- v. ADA policies and guidelines
- vi. Sexual Harassment policy training in accordance with County guidelines
- vii. All applicable standards contained in FDOT Rule Chapter 14-90

- G. Driver Service Training - Miami-Dade Transit staff will provide initial and yearly refresher training programs to all drivers providing transportation under this Contract. MDT staff will determine the location and provide training upon a mutually agreed schedule. Training will include but will not be limited to the following.

- i. Rights and responsibilities of the drivers
- ii. Rights and responsibilities of the riders
- iii. Transit Fares
- iv. Safety, ADA, and FDOT policies and guidelines
- v. Route alignment, turnaround locations, rest facilities
- vi. Adherence to route, schedules and time points

- H. Driver Physical - Drivers shall have physical examinations as required by Florida Department of Transportation Rule 14-90. The awarded Bidder shall keep copies of the physical examinations.

- I. Drug-free Workplace and Testing- The awarded Bidder shall comply with all applicable requirements of the United States Department of Transportation (USDOT), regulations for drug

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

and alcohol testing for all persons holding safety-sensitive positions, as defined by USDOT related to transit operation.

- J. Prior to placing a driver in service, all the information listed in D, E, F, H, and I above shall be provided to the County.
- K. The County reserves the right to remove any driver from service for cause.

**3.5.2 Supervisors**

The awarded Bidder shall provide supervisors on an as needed basis at the direction of the County. Supervisors shall monitor on-time performance, adherence to route schedules, safety, and other issues to assure excellent delivery of service.

**3.6 Communication System**

The awarded Bidder's Communication System shall consist of:

- A. Telephone System - The awarded Bidder shall provide a dedicated telephone line to ensure accessible communication between the County and the awarded Bidder's facility (see Section 3.9) for the purposes of canceling trip requests as well as handling other emergencies.
- B. Two-Way Radio System or Alternative Two-way Communication System - The awarded Bidder shall be in regular radio communication with all vehicles providing transportation service through a base station or a County approved alternative communication system (e.g., mobile phones). Vehicle Drivers must comply with Miami-Dade County Implementing Order 6-8: Use of Cellular Telephones and Similar Wireless Devices while Operating County Vehicles.
- C. Vehicle Modem - The awarded Bidder shall purchase, install and maintain in good working order Mobile Access Routers/Gateways to include Global Positioning System (GPS) functionality in each vehicle authorized to provide services under the provisions of the resultant contract. Miami-Dade Transit will provide the awarded Bidder General Packet Radio Service (GPRS) Cellular Cards to be installed by the awarded Bidder in the Mobile Access Routers/Gateways. Miami-Dade Transit will utilize the equipment as an extension to the Mileage Positioning System (MPS), whereby MDT will monitor and track vehicles providing transportation services for the County.

The awarded Bidder shall be responsible for all cost associated with the installation and maintenance of the Mobile Access Routers/Gateways with the exception of recurring cellular fees. All recurring cellular fees will be the responsibility of Miami-Dade Transit. Prior to procuring the Mobile Access Routers/Gateways and Antennae the awarded Bidder must obtain written approval from the Miami-Dade Transit. All Mobile Access Routers/Gateways supplied the awarded Bidder shall comply with the minimum specifications:

**Reference-In Motion on Board Mobile Gateway or approved equals /better:**

- 1) Small Form Factor, Ultra-Rugged Design
- 2) Built-in mobile access point
- 3) Able to operate within the vehicle power range and restrictions
- 4) Operates in extreme conditions:
- 5) Operating Temperature: up to 140°F
- 6) Operating Humidity: 10 - 95 %

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

- 7) Compliance with SAE J1455 (Vibrations, Shock, Drop)
- 8) Environmental electromagnetic interference /compatibility
- 9) Equipment shall comply with UL standards in accordance to the deployment scenario. Such compliance shall be clearly stated in a UL label.

**WAN**

- 1) Integrated compatibility with current wireless WAN standards: EVDO, GPRS, GPRS EDGE, UMTS, HSDPA, HSUPA.
- 2) IEEE 802.11 a/b/g/n (capable of simultaneous dual-band)
- 3) Compatibility with future standards 802.20 (LTE)
- 4) Express Card, Mini PCIe, MiniPCI and USB formats
- 5) Multiple manageable WAN connections with roaming ability and low latency handoff
- 6) IPsec Encryption (LAN to LAN or similar)

**LAN**

- 1) DHCP Server (RFC 2131)
- 2) Serial
- 3) Ethernet (4 or more ports)
- 4) IEEE 802.11 b/g
- 5) WEP, WPA, WPA2, WPA2 Enterprise (802.11i)
- 6) Port blocking/forwarding
- 7) NAT, SPI Firewall

**Physical Interfaces**

- 1) Ethernet – RJ45 x 4 or more.
- 2) USB 2.0 x 2 or more
- 3) Serial – Full RS232
- 4) Expansion cards or customizable panels to accommodate additional connectors.

**GPS Capable**

- 1) Embedded multiple channel GPS receiver
- 2) NMEA and TAIP messaging
- 3) Local and remote forwarding via TCP or UDP

**Protocols**

- 1) HTTP, HTTPS, SMTP, POP, IMAP, FTP, PPP (RFC 2516), SSH, IP V.4/V.6
- 2) Compatible with industry standard mobile routing protocols (including GRE)

**Power Management**

- 1) Auto Power-Up on ignition sense
- 2) Programmable shut-off delay (up to 2 hours)
- 3) Input voltage monitoring with configurable auto-shutdown
- 4) Temperature detection with auto-shutdown protection

**Antennae External**

- 1) TriMode Combo Antenna
- 2) Cellular /PCS and GPS combination into one small enclosure
- 3) All weather resistant
- 4) 30 dB gain
- 5) Omni Directional radiation pattern

**Antennae Internal**

- 1) Wi-Fi Antenna
- 2) Small footprint, low profile
- 3) Adhesive mount
- 4) 4.5 dB gain or better
- 5) Omni Directional radiation pattern

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

- D. A dedicated DSL line at a location (i.e. bus parking lot, garage, etc) where the buses, providing services under this contract, are parked on a daily basis. This is required in order for the County to collect data as well as update software in the Farebox/Easy Card Reader Equipment.

**SECTION 3  
TECHNICAL SPECIFICATIONS**

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

**3.7 Dade Monroe Route Schedule**

**DADE-MONROE EXPRESS  
WEEKDAY-SATURDAY-SUNDAY**

Florida City	Key Largo	Tavernier	Islamorada	Marathon
	<b>M/M 98</b>	<b>M/M 87</b>	<b>M/M 74</b>	<b>M/M 50</b>
(Depart)				(Arrive)
5:15 AM	6:10 AM	6:25 AM	6:50 AM	
5:30 AM	6:25 AM	6:40 AM	7:05 AM	
5:35 AM	6:30 AM	6:45 AM	7:10 AM	
5:40 AM	6:35 AM	6:50 AM	7:15 AM	7:50 AM
6:10 AM	7:05 AM	7:20 AM	7:45 AM	
7:50 AM	8:45 AM	9:00 AM	9:25 AM	
8:40 AM	9:35 AM	9:50 AM	10:15 AM	
10:30 AM	11:25 AM	11:40 AM	12:05 PM	12:40 PM
11:30 AM	12:25 PM	12:40 PM		
1:00 PM	1:55 PM	2:10 PM	2:35 PM	3:10 PM
1:30 PM	2:25 PM	2:40 PM	3:05 PM	
2:00 PM	2:55 PM	3:10 PM	3:35 PM	
3:20 PM	4:15 PM	4:30 PM	4:55 PM	5:30 PM
5:40 PM	6:35 PM	6:50 PM	7:15 PM	
6:20 PM	7:15 PM	7:30 PM	7:55 PM	8:30 PM
8:30 PM	9:25 PM	9:40 PM	10:05 PM	10:40 PM
9:15 PM	10:10 PM	10:25 PM		

Marathon	Islamorada	Tavernier	Key Largo	Florida City
<b>M/M 50</b>	<b>M/M 74</b>	<b>M/M 87</b>	<b>M/M 98</b>	
(Depart)				(Arrive)
	6:55 AM	7:20 AM	7:35 AM	8:30 AM
	7:10 AM	7:35 AM	7:50 AM	8:45 AM
	7:20 AM	7:45 AM	8:00 AM	8:55 AM
	7:50 AM	8:15 AM	8:30 AM	9:25 AM
8:05 AM	8:40 AM	9:05 AM	9:20 AM	10:15 AM
	9:45 AM	10:10 AM	10:25 AM	11:20 AM
	10:25 AM	10:50 AM	11:05 AM	12:00 PM
		12:45 PM	1:00 PM	1:55 PM
1:00 PM	1:35 PM	2:00 PM	2:15 PM	3:10 PM
	3:15 PM	3:40 PM	3:55 PM	4:50 PM
	3:50 PM	4:15 PM	4:30 PM	5:25 PM
3:45 PM	4:20 PM	4:45 PM	5:00 PM	5:55 PM
5:50 PM	6:25 PM	6:50 PM	7:05 PM	8:00 PM
	7:30 PM	7:55 PM	8:10 PM	9:05 PM
8:45 PM	9:20 PM	9:45 PM	10:00 PM	10:55 PM
		10:45 PM	11:00 PM	11:55 PM
11:00 PM	11:35 PM	12:00 AM	12:15 AM	1:10 AM

Total number of service hours daily: 65:25 minutes

- A. Six (6) southbound and six (6) northbound trips shall be provided between Florida City and Marathon Florida mile marker 50.
- B. Nine (9) southbound and nine (9) northbound trips shall be provided between Florida City and Islamorada at mile marker 74.
- C. Two (2) southbound and two (2) northbound trips shall be provided between Florida City and Tavernier at mile marker 87.

**SECTION 3  
TECHNICAL SPECIFICATIONS**

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

**3.8 Card Sound Route Schedule**

**Card Sound Express**  
Weekday-Saturday- Sunday

**Southbound**

Florida City City Hall (Departure)	Ocean Reef Club (Arrive)
5:30 AM	6:05 AM
7:05 AM	7:40 AM
2:35 PM	3:10 PM
4:10 PM	4:45 PM

**Northbound**

Ocean Reef Club (Departure)	Florida City City Hall (Arrive)
6:20 AM	6:55 AM
7:55 AM	8:30 AM
3:25 PM	4:00 PM
5:00 PM	5:35 PM

**Total number of service hours: 6:00**

Note: Four (4) southbound and four (4) northbound trips shall be provided between Florida City, City Hall to the Ocean Reef Club.

**3.9 Office Facility**

The awarded Bidder shall provide an office staffed by competent representative(s) authorized to discuss matters pertaining to these services, who can provide vehicle information, and are cognizant of the routes being serviced. The office shall be equipped with modern office equipment, especially a telephone system (see attachment D (A)), facsimile (Fax) machine and/or an e-mail address.

**3.10 Failure to Perform**

Where the awarded Bidder fails to perform in accordance with the Contract, the County will assess liquidated damages as prescribed in this Section. Liquidated damages for other types of performance failures may be negotiated by the County and awarded Bidder.

- A. The awarded Bidder will be assessed liquidated damages in the amount equal to twice the current hourly rate for the services for:
  - 1) Failure to have a back-up vehicle with required fare collection equipment at the Wal-Mart in Florida City (stop #1 on the Dad-Monroe Express Route), or at Florida City City Hall (stop #1 on the Card Sound Express Route), within thirty (30) minutes of a vehicle failure; will result in liquidated damages. If a breakdown occurs

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

anywhere else along the route, the awarded Bidder will have thirty (30) minutes plus the scheduled time between the Wal-Mart/Florida City City Hall and the location where the breakdown occurred, to resume service.

or

2) Every out of service hour due to missed run or any other reason.

- B. Failure to operate a vehicle that meets all standards set forth in the Contract or for operating a non-accessible vehicle will result in liquidated damages for each hour, including the initial thirty (30) minutes, or any portion thereof. These damages will be assessed in the amount equal to twice the current hourly rate.
- C. Failure to display signs, when signs have been provided by the County, will result in liquidated damages of \$50.00 per vehicle, per day.
- D. Failure to operate a bus with a functioning farebox / Easy Card Reader will result in liquidated damages in the amount of \$250 per day, for each day the farebox / Easy Card Reader is not functioning.
- E. Failure to respond to complaints received from the County within the specific time period will result in liquidated damages of \$30.00 each day after the response due date.
- F. Failure to adhere to schedules for Fixed Route Service, as monitored by the County and deemed to be within reasonable control of the awarded Bidder, shall result in liquidated damages in the amount of twice the current hourly rate where schedules are not followed.
- G. Operating in service for longer than a round trip without an operable air conditioning system will result in the application of Section 3.10(B).
- H. The awarded Bidder is required to record and submit to the County, all operating statistics or any other pertinent information requested by the County. Failure to submit such information may result in the awarded bidder being assessed liquidated damages equal to four (4) hours of service at the current hourly rate of pay. Each day thereafter, the awarded bidder will be assessed an additional two (2) hours of pay until the information is provided.

**3.11 Complaints Handling and Notification of Delays**

The awarded Bidder shall refer complainants to MDT's Information and Customer Service number (305) 891-3131, TDD (305) 499-8971. The awarded Bidder will be informed of all complaints received by the County and shall acknowledge receipt of the complaint by phone, facsimile or electronic mail within twenty four (24) hours of receipt. awarded Bidder shall investigate and provide resolution in written form to the County within three (3) working days after receipt of the complaint. In the event a resolution to a complaint is unattainable within the three days, the awarded Bidder shall provide an explanation

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

**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

detailing why the complaint has not been resolved, and the number of days the awarded Bidder requires to resolve the complaint.

The awarded Bidder shall immediately notify Bus Traffic Control via phone 7 days a week, 24 hours a day and the project manager via email, 7 days a week, 24 hours a day; of any departure more than 30 minutes late from schedule time, accident or major incident including but not limited to passengers being transported to a medical facility or a fatality. Phone numbers will be provided to the awarded Bidder.

**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**  
**November 6, 2013**



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

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

Issued by: **Tracey Jones**                      ISD/PM                      Date Issued: **October 18, 2013**                      This Bid Submittal Consists of Pages **20** through **26** 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:**  
**FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

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: **962-17, 975-14 & 961-74**

Procurement Contracting Officer: **Tracey Jones**

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:  
 FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

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

**MINIMUM REQUIREMENTS (See Section 2.4.1)**

Please indicate in the box that your company is in compliance with the requirements below:

<u>Reference:</u>	<u>Summarized Requirement:</u>	<u>Initial As Completed:</u>
Paragraph 2.4.1 A	Provide complete office address: _____ _____ _____	_____
Paragraph 2.4.1 B	Enter your firm's dedicated phone and facsimile (FAX) machine number, including area code:  Phone No. _____  Fax No. _____  Enter your firm's e-mail address:  E-mail: _____	_____
Paragraph 2.4.1 C	Proof of current US DOT Number.	_____

**SECTION 4  
BID SUBMITTAL FOR:  
FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

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

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<p><u>Reference:</u></p> <p>Section 2 Paragraph 2.4.1D</p>	<p>List references from customers to whom your firm has provided transportation services for fixed/semi fixed routes in the past three (3) years.</p> <hr/> <p><b>(1)</b> Company Name: _____</p> <p>Contact Person's Name: _____</p> <p>Contact Person's Title: _____</p> <p>Customer's Address: _____</p> <p>Customer's Telephone #: _____</p> <p>Customer's E-mail Address: _____</p> <hr/> <p><b>(2)</b> Company Name: _____</p> <p>Contact Person's Name: _____</p> <p>Contact Person's Title: _____</p> <p>Customer's Address: _____</p> <p>Customer's Telephone #: _____</p> <p>Customer's e-mail address: _____</p>
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**SECTION 4  
 BID SUBMITTAL FOR:  
 FIXED BUS ROUTES FOR MIAMI-DADE TRANSIT**

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

**PRICING**

The bidder shall state its price for providing services as stated in Section 3 (Technical Specifications). The bidder shall submit its pricing stated as a flat, fixed hourly rate which shall include all expenses to be paid under this Contract.

Price per Service Hour for each fixed route:

Route	Total Number of Service Hours for the Five (5) Year Contract Term	Price Per Hour
Dade Monroe Express	119,355	\$
Card Sound Express	10,905	\$

Notes:

1. The estimated total number of hours above is based on daily hours stipulated in Sections 3.7 & 3.8.
2. The County will reimburse the awarded Bidder for the hours, as specified in Section 3.7, on a daily basis for the Dade-Monroe Express route. Should the actual number of hours vary (increase or decrease) from the hours specified in Section 3.7 for any reason including traffic; the County's reimbursement will be limited to the scheduled daily hours of Section 3.7.
3. The County will reimburse the awarded Bidder for the hours, as specified in Section 3.8, on a daily basis for the Card Sound Express route. Should the actual number of hours vary (increase or decrease) from the hours specified in Section 3.8 for any reason including traffic; the County's reimbursement will be limited to the scheduled daily hours of Section 3.8.

SECTION 4  
BID SUBMITTAL FOR:

FIXED BUS ROUTES FROM MIAMI-DADE TRANSIT

ACKNOWLEDGEMENT OF ADDENDA

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

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

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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

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

**DATE:** \_\_\_\_\_

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



**Bid Title: FIXED BUS ROUTES FROM MIAMI-DADE TRANSIT**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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



# **APPENDIX**

## **AFFIDAVITS FORMAL BIDS**





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

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/Material s/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 \_\_\_\_\_