



ADDENDUM NO. 1

TO: All Prospective Bidders

SUBJECT: BID NO.: Bid Number 9739-0/19

TITLE: Security Gates Services

BID OPENING DATE: November 20, 2013

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

Please note the following change(s):

Change the Invitation to Bid Number to: Bid Number: 9793-0/19 and replace the Invitation to Bid package in its entirety with the attached Invitation to Bid package.

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

Miami-Dade County

Maria Hevia, CPFB
Procurement Contracting Officer

cc: Clerk of the Board



BID NO.: 9793-0/19

OPENING: 2:00 P.M.
Wednesday
November 20, 2013

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:
SECURITY GATES SERVICES

FOR INFORMATION CONTACT:
Maria Hevia, 305-375-5073, Mhevia@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: **9793-0/19**

Bid Title: SECURITY GATES SERVICES

Procurement Officer: Maria Hevia, CPPB

Bids will be accepted until 2:00 p.m. on November 20, 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

SECURITY GATES SERVICES

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 general 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

SECURITY GATES SERVICES

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY:

The purpose of this solicitation is to establish a contract to purchase general service, regular maintenance, repairs, emergency and non-emergency services for electrical and mechanical security gates in conjunction with the County's needs on an as needed basis.

2.2 TERM OF CONTRACT: SIXTY (60) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, Purchasing Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

2.3 METHOD OF AWARD:

The award will be made to the two (2) lowest priced responsive, responsible vendors when all items are added in the aggregate. To be considered for award the vendors must meet the minimum qualifications set forth in this solicitation and shall offer prices for all items. If a vendor fails to submit an offer for all items, its offer may be rejected.

While the award will be made to multiple vendors to assure availability, all awarded vendors have the responsibility to perform in accordance with the contract's terms. The lowest price vendor shall be the primary vendor and shall have the initial responsibility to perform under this contract. In the event the primary vendor defaults, the secondary vendor shall be responsible for performing the contractual obligations of this contract. Award to multiple vendors is made for the convenience of the County and does not exempt any awarded vendor from fulfilling its contractual obligations. Failure to perform as noted may result in the vendor(s) being deemed in breach of contract.

The minimum qualifications are as follows:

- a. Must hold one of the following Certificate of Competency: General Contractor, Building Contractor, Residential Contractor or Fence Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. A copy of the license shall be submitted with the bid submittal forms.
- b. Must hold an electrical contractor license or provide the name and copy of the license of the electrical contractor proposing to subcontract to perform the electrical repairs. A copy of the license required for electrical repairs must be submitted with the bid submittal forms.

All bidders are required to submit with their bid submission all pertinent documents as proof of compliance with the minimum qualification requirements

SECTION 2
SPECIAL CONDITIONS

SECURITY GATES SERVICES

2.4 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. The County may consider an adjustment after the first year, to be effective each anniversary date of the contract. The pricing adjustment shall not be in excess of the increase reflected on the latest Consumer Price Index for Miami/Fort Lauderdale Area, Wage Earners & Clerical Workers, All Items. It is the awarded vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to be effective it must be submitted ninety (90) days prior to the expiration of the then current anniversary date/year. Any adjustment received after ninety (90) days from the expiration of the then current date/year may not be considered. The County reserves the right to reject any price adjustments submitted by the vendor. If no adjustment request is received from the awarded vendor, the County will assume that the awarded vendor has agreed that the next year term will be without any price adjustment.

Should the relevant pricing index report a decline in the inflation rate, the County shall have the right to adjust prices downward to reflect the index change. The downward adjustment shall not be in excess of the relevant pricing index change.

2.5 CONTACT PERSONS:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Maria Hevia, at (305) 375-5073 email – Mhevia@miamidade.gov.

2.6 QUESTION DEADLINE

Questions pertaining to this solicitation must be received no later than November 13, 2013. Questions should specifically reference the section of the solicitation to which the question pertains.

2.7 SERVICES AND FACILITIES MAY BE ADDED OR DELETED

It is hereby agreed and understood that similar or additional services may be added to this contract at the County's option. It is also agreed and understood that the County may add or delete facilities to this contract at the County's option. Bidder(s) under this contract shall be invited to submit price quotes for these additional services and/or facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract bidder(s) that offers the lowest acceptable pricing

The County may determine to obtain price quotes for the additional services from other bidders in the event that fair and reasonable pricing is not obtained from the current contract bidders, or for other reasons at the County's discretion.

2.8 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR

Unless otherwise provided in Section 3 (entitled "Technical Specifications"), of this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the

SECTION 2
SPECIAL CONDITIONS

SECURITY GATES SERVICES

purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

2.9 LICENSES, PERMITS AND FEES

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or fines shall be borne by the vendor.

2.10 MIAMI-DADE PUBLIC HOUSING & COMMUNITY DEVELOPMENT (MDPHCD) EXEMPTION TO CERTAIN CLAUSES

The contract to be awarded under this solicitation will be used by the Miami Dade Department of Public Housing and Community Development (PHCD) and as a **Federally-funded agency** the following clauses of the general terms and conditions of Miami-Dade County Procurement Contracts do not apply:

- Section 1, paragraph 1.43 (Small Business Enterprises (SBE) Measures)
- Section 1, Paragraph 1.10 (Local Preferences)
- Section 1, Paragraph 1.27 (Office of the Inspector General)
- Section 1, Paragraph 1.35 (County User Access Program - UAP)
- Section 1, Paragraph 1.44 (Local Certified Service-Disabled Veteran's Business Enterprise Preference)

2.11 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.12 SECTION 3 REQUIREMENTS FOR MIAMI DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (MDPHCD PROJECTS ONLY)

This contract is a Section 3 covered activity (Miami-Dade Public Housing and Community Development (MDPHCD) only. Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons. All bidders are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Appendix "B", Attachment 1). An executed Plan document is the bidder's certification that he or she will take all necessary affirmative marketing steps required, in connection with each MDPHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from MDPHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from MDPHCD awards, and (b) meet Section subcontracting goals and ensure small, minority and women subcontractors are used (where subcontracting is permitted).

SECTION 2
SPECIAL CONDITIONS

SECURITY GATES SERVICES

Questions regarding "Section 3 Business" contract requirements may be faxed to Norissa Nelson, MPDHA Resident Services Coordinator to (786) 469-4151 or she can be contacted at (786)469-4162.

2.13 WORK ACCEPTANCE

Repairs will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work and warranty conditions.

2.14 SUB-CONTRACTORS OF WORK SHALL BE IDENTIFIED

As part of its Bid Proposal, the Bidder is required to identify any and all Subcontractors that will be used in the performance of the proposed contract, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the Subcontractor(s) with respect to experience, skill, responsibility and business standing shall be considered by the County when making the award in the best interest of the County. If the bidder fails to identify any and all sub-contractors in the Bid Proposal, the bidder may be allowed to submit this documentation to the County during the bid evaluation period if such action, is in the best interest of the County.

2.15 In addition to the information to be provided with the invoices as listed under paragraph 1.34 of the general terms and conditions of Miami-Dade Procurement Contracts; add the following to paragraph 1.34, IV. Goods or Services Provided:

- Invoices for projects that include parts shall also include a copy of the actual cost to the vendor, example of acceptable proof of cost: manufacturer's invoice, purchased receipt.

SECTION 3
TECHNICAL SPECIFICATIONS

SECURITY GATES SERVICES

3.1 SCOPE

To provide general services, regular maintenance and repair as well as emergency and non-emergency services to multiple electrical and mechanical security gates at various Miami Dade County locations.

3.2 PREVENTIVE MAINTENANCE (PM) SERVICE TO INCLUDE THE FOLLOWING:

- a. Lubrication of moving parts to include all rollers.
- b. The inspection and adjustment of drive chains and/or belts.
- c. Inspection and lubrication of gear boxes and/or drive motors.
- d. Inspection and testing of operator loops.
- e. Inspection and cleaning of all electrical contacts.
- f. Test and inspect the security gates for proper and safe operation.
- g. Inspection and adjust track rails.
- h. Cleaning and/or removal of debris which may obstruct the operation of the gate.

All manufacturer parts shall comply with the standard operational and testing required by Ansi/UI 325, Standard for Door, Drapery, Gate, Louver, and Window Operators and Systems.

Upon completion of the above-mentioned maintenance service, the successful vendor(s) must complete the attached checklist. When submitting an invoice, the successful vendor(s) must submit a copy of the checklist indicating the maintenance service has been completed.

3.3 VENDOR PERFORMANCE REQUIREMENTS:

- a. A representative of the awarded vendor shall be available for service calls twenty-four (24) hours a day, seven (7) days per week.
- b. The awarded vendor must have the ability to obtain spare parts and other materials for all gates.
- c. The awarded vendor must provide cost estimates at no charge.

Note: It will be unacceptable for any security gate to be non-functioning for over twenty-four (24) hour period.

Any incidents, damages resulting from non-compliance to the aforementioned note will be at the vendor's expense.

- 3.4** Unless otherwise requested, all service, maintenance and repair, will be provided during regular working hours whenever possible. Regular working hours will be defined as 8:00AM to 5:00PM, Monday through Friday. Vendors shall provide a contact name and telephone number for service needed after hours.

SECTION 3
TECHNICAL SPECIFICATIONS

SECURITY GATES SERVICES

3.5 REPAIR WORK/EQUIPMENT:

- a. Welding - All welding work must be provided by a certified welder.
- b. V-Track Repairs – Vendor shall repair and/or replace the v-track during repairs, if deemed necessary and approved by a County representative. The name of the County employee that approved the repair must be included on the invoice.
- c. All rollers must be commercial grade roller with lube points.

3.6 SERVICE REQUIRED:

A representative of PHCD will contact the awarded vendor when maintenance or repair service is needed. Please note service required will include communication systems (two-way intercom systems). Therefore, prospective bidders submitting a proposal must be able to provide repair services for the communication systems as well as for the security and mechanical gates.

EMERGENCY AND NON-EMERGENCY REPAIR SERVICE

- a) **Emergency** - the vendor shall provide 24 hours, 7 days a week emergency repair service. During regular working hours, Monday through Friday, 8:00 AM to 5:00 PM, response time for emergency repair services (defined as the time from acknowledged notification to arrival on-site) shall be no later than one and one-half (1.5) hours after notification by the County. During other than regular working hours, the emergency response time, as defined above, shall be no later than two (2) hours after notification by the County. For repair jobs, a written proposal is required. Unforeseen costs above original proposal will require prior approval.
- b) **Non-Emergency** – the vendor shall respond to calls for service not more than three (3) hours from receipt of service call.

SECTION 3
TECHNICAL SPECIFICATIONS

SECURITY GATES SERVICES

3.7 LIST OF LOCATIONS:

Item no.	Location Address
	REGION 1
1	Site # 110A (electronic gate) Newberg, 7201 NE Miami Court
2	Lemon City (electronic gate) 150 NE 69 Street
3	Site #120- Ward Towers Ward Towers, 2200 NW 54 th Street
4	Site #121 - Ward Towers ALF 5301 NW 23 rd Avenue
5	Site # 130, Little River Plaza 8255 NW Miami Court
6	Kline-Nunn 8300 N Miami Avenue
7	Peter Plaza 191 NE 75 th Avenue
8	Emmer Turnkey 7820 N Miami Avenue
9	Site 140, Annie Coleman 5125 NW 22 nd Avenue
10	Site 150, Palm Towers (electronic gate) 950 NW 95 th Street
11	Twin Lakes (electronic gate) 1205 NW 95 th Street
12	Site # 160, Palmetto Gardens (electronic gate) 16850 NW 55 th Avenue
13	Site # 180, Edison Plaza 200 NW 55 th Street
14	Site # 110B (motorized gate) Newberg 7215 NE Miami Court
15	Gwen Cherry 20 (electronic gate) 76 NW 77 th Street
16	Gwen Cherry 7 (electronic gate) 76 NW 77 th Street
17	Gwen Cherry 7 (electronic gate) 6601 NE 1 Place
18	Site # 140 (electronic gate) Merline Mathews CC 2200 NW 52 nd Street
19	Site # 140 (manual gate) Annie Coleman 014 5300 NW 21 st Avenue
20	Site 160 (manual gate) OpaLocka Elderly 13601 NW 24 th Avenue
21	Site 170 (7 manual gates) 1415 NW 63 rd Street
22	New Haven Gardens (manual gate) 7200 NE 2 nd Avenue

SECTION 3
TECHNICAL SPECIFICATIONS

SECURITY GATES SERVICES

REGION 2	
23	Site # 210 (mechanical gate) Wynwood Elderly 3000 NW 3 rd Avenue
24	Parkside I (mechanical gate) 333 NW 3 rd Street
25	Parkside II (mechanical gate) 357 NW 4 th Street
26	Site 230 (mechanical gate) Claude Pepper Tower 750 NW 18 th Terrace
27	Phyllis Wheatly (mechanical gate) 1701 NW 2 nd Court
28	Helen Sawyer Plaza (mechanical gate) 1150 NW 11 th Street Road
29	Site # 240 (mechanical gate) –Martin Fine Villas 1301 NW 7 th Street
30	Haley Sofge Towers (mechanical gate) 750 NW 13 th Avenue
31	Site # 241 (mechanical gate) – Robert King High 1407 NW 7 th Street
32	Abe Arronovits (mechanical gate) 2701 NW 18 th Avenue
33	Scattered Site # 11 (mechanical gate) 1919 NW 29 th Street
34	Three Round Towers (mechanical gate) 2920 NW 18 th Avenue
35	Site # 270 (mechanical gate) Smathers Plaza 2970 SW 9 th Street
36	Little Havana Homes (mechanical gate) 1255 SW 1 st Street
37	Falk Tunkey (mechanical gate) 445 SW 16 th Street
38	Jose Marti Plaza (mechanical gate) 154 SW 17 th Avenue
39	Site # 280 (mechanical gate) Joe Moretti 450 SW 5 th Street
REGION 3	
40	Site 320 (mechanical gate) Biscayne Plaza 15201 SW 288 th Street
41	Site 330 (mechanical gate) Florida City Gardens 900 NW 6 th Street - Homestead
42	Site 340 (mechanical gate) Perrine Villas 10000 West Jessamine Street
43	Site 340 (mechanical gate) Perrine Gardens Elderly 10000 West Evergreen Street
44	Site 351 (manual gate) Naranja 26201 SW 139 th Court
45	Site 361 (mechanical gate) Goulds Plaza 11400 SW 213 th Street

**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
November 20, 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: _____ Date Issued: **11/4/13** This Bid Submittal Consists of Pages **9** through **17**

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:
SECURITY GATES 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: 680-02	
Procurement Contracting Officer: Maria Hevia	

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

SECURITY GATES SERVICES

<u>Reference:</u>	<u>Summarized Requirement:</u>	<u>Initial as Completed:</u>
Section 2, paragraph 2.4, a	Submit a copy of one of the following Certificate of Competency: General Contractor, Building Contractor, Residential Contractor or Fence Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed.	_____
Section 2, paragraph 2.4, b	Submit a copy of the company's electrical contractor license	_____
	If your company does not hold an electrical contractor license, provide the name of the electrical contractor that will be used to complete the electrical repairs. A copy of the electrical contractor's license shall be submitted with the bid proposal. _____	_____

SECTION 4
BID SUBMITTAL

SECURITY GATES SERVICES

We propose to furnish all labor, materials, tools, equipment, transportation, services, permits, licenses and incidentals necessary to **provide maintenance service** in accordance with Section 3, paragraph 3.2 of this solicitation to security gates for compensation as follows:

Item #	Estimated # of Maintenance Services	Location Address	Charge per Maintenance Service
		<u>REGION 1</u>	
1	300	Site # 110A (electronic gate) Newberg, 7201 NE Miami Court	\$
2	300	Lemon City (electronic gate) 150 NE 69 Street	\$
3	300	Site #120- Ward Towers Ward Towers, 2200 N.W. 54 th Street	\$
4	300	Site #121 - Ward Towers ALF 5301 NW 23 rd Avenue	\$
5	300	Site # 130, Little River Plaza 8255 NW Miami Court	\$
6	300	Kline-Nunn 8300 N Miami Avenue	\$
7	300	Peter Plaza 191 NE 75 th Avenue	\$
8	300	Emmer Turnkey 7820 N Miami Avenue	\$
9	300	Site 140, Annie Coleman 5125 NW 22 nd Avenue	\$
10	300	Site 150, Palm Towers 950 NW 95 th Street	\$
11	300	Twin Lakes 1205 NW 95 th Street	\$
12	300	Site # 160, Palmetto Gardens 16850 NW 55 th Avenue	\$
13	300	Site # 180, Edison Plaza 200 NW 55 th Street	\$
14	300	Site # 110B (motorized gate) Newberg 7215 NE Miami Court	\$
15	300	Gwen Cherry 20 (electronic gate) 76 NW 77 th Street	\$
16	300	Gwen Cherry 7 (electronic gate) 91 NE 1 Place	\$
17	300	Gwen Cherry 7 (electronic gate) 6601 NE 1 Place	\$
18	300	Site # 140 (motorized gate) Merline Mathews CC 2200 NW 52 nd Street	\$

SECTION 4
BID SUBMITTAL

SECURITY GATES SERVICES

Item #	Estimated # of Maintenance Services	Location Address	Charge per Maintenance Service
19	300	Site # 140 (manual gate) Annie Coleman 014 5300 NW 21 st Avenue	\$
20	300	Site 160 (manual gate) OpaLocka Elderly 13601 NW 24 th Avenue	\$
21	300	Site 170 (7 manual gates) 1415 NW 63 rd Street	\$
22	300	New Haven Gardens (manual gate) 7200 NE 2 nd Avenue	\$
	300	REGION 2	
23	300	Site # 210 (mechanical gate) Wynwood Elderly 3000 NW 3 rd Avenue	\$
24	300	Parkside I (mechanical gate) 333 NW 3 rd Street	\$
25	300	Parkside II (mechanical gate) 357 NW 4 th Street	\$
26	300	Site 230 (mechanical gate) Claude Pepper Tower 750 NW 18 th Terrace	\$
27	300	Phyllis Wheatly (mechanical gate) 1701 NW 2 nd Court	\$
28	300	Helen Sawyer Plaza (mechanical gate) 1150 NW 11 th Street Road	\$
29	300	Site # 240 (mechanical gate) –Martin Fine Villas 1301 NW 7 th Street	\$
30	300	Haley Sofge Towers (mechanical gate) 750 NW 13 th Avenue	\$
31	300	Site # 241 (mechanical gate) – Robert King High 1407 NW 7 th Street	\$
32	300	Abe Arronovits (mechanical gate) 2701 NW 18 th Avenue	\$
33	300	Scattered Site # 11 (mechanical gate) 1919 NW 29 th Street	\$
34	300	Three Round Towers (mechanical gate) 2920 NW 18 th Avenue	\$
35	300	Site # 270 (mechanical gate) Smathers Plaza 2970 SW 9 th Street	\$
36	300	Little Havana Homes (mechanical gate) 1255 SW 1 st Street	\$
37	300	Falk Tunkey (mechanical gate) 445 SW 16 th Street	\$
38	300	Jose Marti Plaza (mechanical gate) 154 SW 17 th Avenue	\$
39	300	Site # 280 (mechanical gate) Joe Moretti 450 SW 5 th Street	\$

SECTION 4
BID SUBMITTAL

SECURITY GATES SERVICES

Item #	Estimated # of Maintenance Services	Location Address	Charge per Maintenance Service
		REGION 3	
40	300	Site 320 (mechanical gate) Biscayne Plaza 15201 SW 288 th Street	\$
41	300	Site 330 (mechanical gate) Florida City Gardens 900 NW 6 th Street - Homestead	\$
42	300	Site 340 (mechanical gate) Perrine Villas 10000 West Jessamine Street	\$
43	300	Site 340 (mechanical gate) Perrine Gardens Elderly 10000 West Evergreen Street	\$
44	300	Site 351 (manual gate) Naranja 26201 SW 139 th Court	\$
45	300	Site 361 (mechanical gate) Goulds Plaza 11400 SW 213 th Street	\$

**SECTION 4
 BID SUBMITTAL FOR:
 SECURITY GATES SERVICES**

FIRM NAME: _____

We propose to furnish all labor, materials, tools, equipment, transportation, services, permits, licenses and incidentals necessary to **provide repair and emergency services** to security gates for compensation as follows:

REPAIR AND EMERGENCY SERVICES AND PURCHASE OF PARTS:

	Estimated # of hours for the term of the contract		Hourly Rate
		Labor rate (8:00 a.m. - 5 p.m.)	
46	3,000	Technician	\$ _____
47	3,000	Helper	\$ _____
		Labor rate (after 5:00p.m. and before 8:00a.m.) Monday thru Friday, weekends and County observed holidays	
48	3,000	Technician	\$ _____
49	3,000	Helper	\$ _____
	PARTS		
	Estimated Dollar Value	The total cost for this Section will be figured by multiplying the proposed percentage % mark-up times the estimated cost and adding the result to the estimated cost	Proposed % Mark-up
		Parts and Materials will be at the contractors cost plus a percentage mark-up	
50	15,000	Proposed Percentage Mark-up (not to exceed 10%)	_____
		In accordance with Section 2, paragraph 2.14 of this solicitation, evidence of actual cost will be required.	

SECTION 4
BID SUBMITTAL FOR:
SECURITY GATES 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
SECURITY GATES SERVICES

Bid Title: SECURITY GATES 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.

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.

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.

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.

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.

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
SECURITY GATES SERVICES

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



**Miami-Dade County
Internal Services Department
Procurement Management Division
Affirmation of Vendor Affidavits**

BID NO.: 9793-0/19

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(j) 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	State	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 Notary Public Seal

Expiration Date

APPENDIX (B)
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD)
SECTION 3 OF THE HUD ACT OF 1968

CONE OF SILENCE EXEMPTION: PHCD staff and bidders may communicate orally while a bid is in progress and prior to award of bid to clarify Section 3 definitions, requirements and business preference procedures, pursuant to the Miami-Dade Commission on Ethics opinion on March 10, 2004.

I. GENERAL REQUIREMENTS FOR PHCD ONLY

This contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (CFR) Part 135, as amended by interim rule published on June 30, 1994 (59 FR 33866). Bidders interested in receiving copy of this regulation may email their request to Public Housing and Community Development (PHCD) Resident Services Unit at section3@miamidade.gov. Section 3 requires that, to the greatest extent feasible and consistent with Federal, State and local laws and regulations, job training, employment, and contracting opportunities be directed to low and very-low income persons. Contractors must familiarize themselves with Section 3 regulations and requirements.

This contract is also subject to federal affirmative marketing plan requirements, which require the contractor to take all necessary affirmative marketing steps to ensure small, minority and women-owned business enterprises are used only, if subcontracting is applicable to this contract.

II. SECTION 3 DEFINITIONS

The term "Section 3 business" is defined as follows:

Firms owned by Miami-Dade County (M-DC) residents who meet M-DC's low income household limits (see "Miami-Dade Income Limits") or whose firms include 30% of these persons as full-time employees.

The term "new hires" is defined as follows:

New hires means full-time employees for permanent, temporary or seasonal employment opportunities and include, but are not necessarily limited to, all management, maintenance, clerical and administrative jobs arising in connection with the development(s) stipulated in the contract award.

The term "Section 3 Resident" is defined as follows:

A **Section 3 Resident** is an individual who lives in Miami-Dade County and (a) is a resident of public housing; or (b) is a resident of another federally assisted housing program (Section 8, Section 202, etc.); or is a current recipient or participant in a public assistance program (TANF, JTPA, etc.); or (c) whose family household income meets the definition of a low-or very-low income family (see no. 5, below).

The current Miami-Dade Income Limits are as follows:

MIAMI-DADE 2012 INCOME LIMITS

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low Income (50%)	\$23,000	\$26,250	\$29,550	\$32,800	\$35,450	\$38,050	\$40,700	\$43,300
Low-income (80%)	\$36,750	\$42,000	\$47,250	\$52,500	\$56,700	\$60,900	\$65,100	\$69,300

III. SECTION 3 BID PREFERENCE TERMS AND REQUIREMENTS

Preference in the award of PHCD requests for quotes under this contract will be provided as follows:

1. Bids are being solicited from all businesses. If no responsive bid by a PHCD pre-certified Section 3 business meets the "X" factor, as defined below, the contract may be awarded to the lowest responsive, responsible bidder.
2. Where applicable, an award will be made to the LOWEST responsive, responsible pre-certified Section 3 business, with the highest priority ranking, as stipulated under Section III, "Section 3 Business Priority Rankings", if that bid: is within the maximum total contract price established in PHCD's budget, and is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

Bid Amount	X = Lesser of:
When the lowest responsive bid is less than \$100,000	10% of that bid, up to \$9,000
When the lowest responsive bid is between:	
\$100,000, but less than \$200,000	9% of that bid, up to \$16,000
\$200,000, but less than \$300,000	8% of that bid, up to \$21,000
\$300,000, but less than \$400,000	7% of that bid, up to \$24,000
\$400,000, but less than \$500,000	6% of that bid, up to \$25,000
\$500,000, but less than \$1 million	5% of that bid, up to \$40,000
\$1 million, but less than \$2 million	4% of that bid, up to \$60,000
\$2 million, but less than \$4 million	3% of that bid, up to \$80,000
\$4 million, but less than \$7 million	2% of that bid, up to \$105,000
\$7 million or more	1 %of lowest/responsive bid, with no dollar limit

3. For information on how to become a PHCD-certified Section 3 business, download application at www.miamidade.gov/housing/section3 or email, PHCD Resident Services Unit, at section3@miamidade.gov.
4. **In order for bidder to qualify for a Section 3 contracting preference**, bidder must be pre-certified by PHCD as a Section 3 business, at least two weeks prior to the bid opening date, and submit **Document 00200-B, "Section 3 Business Preference Claim"** (Attachment 2) with bid quote.
5. Section 3 businesses are required to comply with procedures listed under Section IV, "Section 3 Required Documents to Be Submitted with Each PHCD Bid (When Subcontracting is Not Applicable)", page 3, and Section VI "Section 3 Required Contractor and Subcontractor Post-Award Procedures (PHCD Projects Only)".
6. **SECTION 3 BUSINESS PRIORITY RANKINGS:** (The highest priority ranking (PR) is #1.)
 - PR#1:** 51% or more owned by PHCD public housing residents, or whose full-time, permanent work force includes 30 percent of these persons as employees (**Category 1 Businesses**);
 - PR#2:** Business owners who are or were participants (within last three years) in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc., at 305- 377-9922, or Fax 305-373-9922 (**Category 2 Businesses**);
 - PR#3:** 51% or more owned by residents of a federally assisted housing program, such as Section 8, Section 202, HOME, etc., or whose full-time, permanent work force includes no less than 30 percent of those persons as employees (**Category 3 Businesses**);
 - PR#4:**
 - a) 51 percent or more owned by low or very low-income persons who reside in Miami-Dade County; or whose permanent, full-time work force includes no less than 30 percent of low-income Miami-Dade County persons as employees, including persons that are not currently low or very low-income persons but were low or very- low-income persons, as long as the date of first employment with the business concern has not exceeded a period of three years (see Section II. no. 4", for current Miami-Dade low and very-low income limits); or
 - b) Provide evidence of a commitment to subcontract in excess of 25 percent of the total amount of subcontracts to be awarded to business concerns identified under Priority # 1 (category 1 businesses only (PR#4 a and b above are **Category 4 Businesses**).

IV. SECTION 3 REQUIRED DOCUMENTS TO BE SUBMITTED WITH EACH PHCD BID (WHEN SUBCONTRACTING IS NOT APPLICABLE)

This contract is a Section 3 covered activity (PHCD only). Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

All bidders are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Appendix Attachment 1). An executed Plan document is the bidder's certification that he or she will take all necessary affirmative marketing steps required, in connection with PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards; and (b) meet Section 3 subcontract goals and ensure small minority and women subcontractors are used (where applicable is permitted).

V. SECTION 3 OPTIONAL DOCUMENT (TO BE SUBMITTED WITH BID)

Bidders who wish to claim a Section 3 bid preference, are required to submit *Document 00200-B, "Section 3 Business Preference Claim"* (Attachment 2), with the bid (see Section II., Section 3 Bid Preference Terms and Requirements, page 2). Only bidders who have been pre-certified by PHCD as a Section 3 business shall be eligible to claim a Section 3 business preference.

VI. SECTION 3 POST-AWARD PROCEDURES (PHCD PROJECTS ONLY)

1. The contractor must submit required PHCD post-award forms (presented at a PHCD post-award meeting), during the performance of the contract in the frequency and format requested by PHCD.
2. Contractor will be required to submit documentation to PHCD of efforts and results made to train and employ Section 3 residents (resulting from PHCD awards only) in accordance with his or her Plan during the performance of the contract in the format and frequency required by PHCD.
3. Contractor, including any Section 3, small, minority or women-owned business concern awarded work through this PHCD project, must commit to train and employ qualified Section 3 residents (only where vacant or new positions exist in connection with this award) to the greatest extent feasible, not less than **30% of the total number of new hires, but no less than one, whichever is greater**, within their labor force during the term of the contract, in the priority order indicated under Section VII, "Section 3 Resident Priority Order for Training and Employment Opportunities", no.8, below.
4. Contractor is also required to undertake efforts to hire public housing, Section 8 and other Section 3 residents (only where vacant or new positions exist in connection with this award), in part-time positions, for permanent, temporary, or seasonal employment.
5. In addition to nos. 1 and 2 above, contractors must solicit to all minorities and women when filling vacant or new full-time or part-time positions generated through PHCD projects.
6. Contractor must explain to all job applicants how to claim a Section 3 preference (using PHCD forms provided at each pre-construction meeting) and show them the Miami-Dade income chart, included under Section II, page 1.
7. When there is a need for new hires, contractor must include Section 3 preference language in job news ads, flyers, and community notice. Notices must be placed at the site where work is to take place and in the surrounding community.
8. When there is a need for new hires resulting from PHCD awards, contractor must carry out recruitment in accordance with the training and employment recruitment requirements listed in Contractor's Plan (see Document 00400, Attachment 1).

VII. SECTION 3 RESIDENT PRIORITY ORDER FOR TRAINING AND EMPLOYMENT OPPORTUNITIES

1. PHCD public housing residents (Category 1 residents);
2. Participants in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc. at 305-377-9922, or Fax 305-373-9922 (Category 2 residents);
3. Recipients of federal government housing assistance programs, such as Section 8, Section 202, HOME, etc., or who are participants in a federally funded job training program, such as J.T.P.A., etc. (Category 3 residents); or
4. Other individuals who reside in Miami-Dade County, and meet the definition of a low or very low-income person, as defined, in the current Miami-Dade Income limits (Category 4 residents).

VIII. WELFARE-TO-WORK TAX INCENTIVE AND WORK OPPORTUNITY TAX CREDIT PROGRAM

For information and application assistance, contact the South Florida Workforce, at 305-693-2060, 7900 NW 27 Avenue, Miami, FL 33147.

IX. SECTION 3 CLAUSE

The *Section 3 Clause* found at Section 3 regulation, 24 CFR Part 135, p.135.38, must be included in all Section 3 covered contracts. The awarded contractor and subcontractors (where applicable) will be bound by its provisions and the *Clause* and must be included in all subcontractor agreements.

SECTION 3 CLAUSE

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 clause in every subcontract subject to be in compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed; and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)

Firm Name: _____ Contact Name: _____

The individual above, (consultant), is responsible for planning, implementing and tracking firm's Section 3 (S-3) and affirmative marketing training, employment and contracting goals applicable to Public Housing and Community Development (PHCD) projects and must comply with United States Housing and Urban Development's (USHUD) S-3 regulation at 24 CFR Part 135.

Recruitment Procedures Required to Fill Vacant or New Contractor or Consultant or Subcontractor Positions (only if subcontracting is permitted) Resulting from all PHCD Project Awards

1. The PHCD Section 3 Coordinator may assist by providing referrals for economic opportunities from public housing, other housing program recipients and Section 3 residents.
2. Advertise at job site and surrounding neighborhood for targeted workers and use *Document 00404, "Section 3 Language for News Ads, Flyers and Job Notices"* in all job notices & flyers.
3. Schedule a time and place convenient for public housing, other S-3 residents (listed under no. 1 above), minorities and women to complete job applications.
4. Contact YWCA of Greater Miami, Inc. at 305-377-9922, or fax 305-373-9922, for HUD Youth build employment referrals.
5. Send notices about S-3 training and employment obligations and opportunities required for Miami-Dade Public Housing Agency projects to labor organizations, where applicable (review **Section 3 Clause**).
6. Present *Document 00401, "Section 3 Resident Preference Claim Form"* to all job applicants, explaining S-3 residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.
7. Ensure applicants that claim a S-3 preference provide proof as described in *Document 00401*, or complete *Document 00402, "Section 3 Resident or Employee Household Income Certification Form"* (Public housing residents must receive the highest preference points during the interview/selection process.)
8. Consultant and sub consultants are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects; (b) use *Document 00403, "Training & Employment Outreach Documentation"* form to document agency referral responses, and (c) produce evidence of recruitment efforts to PHCD as requested.
9. Consultant is responsible for collection of sub consultant(s) training and employment documentation outreach efforts (described under no. 8), new hire reports (required) and weekly employment forms (only when sub consultant(s) hire workers for vacant or new positions in connection with PHCD awards).

Forms described above, under nos. 2 and 6-8, are post-award forms, applicable to successful PHCD bidder only, and will be distributed at each pre-construction meeting.

Contractor's Recruitment of Section 3, Small, Minority and Women-Owned Businesses (Solicitation Requirements Applicable only on Projects which permit Subcontracting).

Consultant will follow Plan's affirmative marketing steps for each PHCD award, when he or she subcontracts work, to award a minimum goal of 10% of the overall award amount to S-3 businesses, where feasible, and ensure small, minority and women-owned businesses are used (definitions of a S-3 business and a small, minority and/or women-owned business may overlap, permitting S-3 and affirmative marketing goals in these awards to be simultaneously met). Consultants who subcontract work are required to provide PHCD with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.

1. Refer any interested sub consultants that may meet the criteria to become a certified S-3 business to *PHCD Resident Services Unit* for S-3 business application assistance. The application to become a Section 3 pre-certified business is available at <http://www.miamidade.gov/housing/section3.asp>.

2. You may solicit Section 3 pre-certified businesses from PHCD S-3 business lists by emailing a request to the Section 3 Coordinator at section3@miamidade.gov.
3. Contact *Division of Small Business Development* (SBD), 305-375-3111 or via email miamidade.gov to obtain lists of small, minority and/or women-owned businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm's own minority, and to women firms.
4. Advertise for S-3 sub consultants/subcontractors (subs) in construction trade journals, such as "The Dodge Reports", and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.
5. Fax, send or deliver "**Sub consultant Solicitation to Section 3, Small, Minority and Women Businesses**" form, to all prospective sub consultant firms solicited for each PHCD award.
6. Allow each sub consultant *a minimum of five business days* to respond to consultant's solicitation request. Include all "**Letters of Intent**" forms received from S-3, small, and minority, and women-owned sub consultants. Request sub consultants not interested or unavailable to bid to provide consultant with "**Certificate of Unavailability**" form.
7. Use the "**Outreach Documentation Form**" to document recruitment and follow-up with sub consultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses; second, if the sub consultant's bid amount would make the project infeasible.
9. Submit the following evidence to PHCD when requested (described under nos. 3-8 above and under "Contractors Recruitment of S-3, Small, Minority and Women businesses", page one, para. one). Other post-award required submittals include Document 00430, "List of Subcontractors/Sub consultants", and, from consultant and its sub consultants or subcontractors, Documents 00450, 00452 and 00453, "Estimated Workforce Breakdown", "Employee List" and "Consultant/Sub consultant Certification".
10. For each PHCD project award, retain documentation of outreach efforts and responses received from any organizations and sub consultants contacted for three years after project is completed.

Forms described above, under nos. 5-9, are post-award forms, applicable only if successful bidder will be subcontracting (where subcontracting is permitted)

(To obtain copies or additional information send request to PHCD Section 3 Coordinator at email section3@miamidade.gov).

Sign and Print Firm Official's Name and Title

Submission Date ____/____/____

Firm Name/Address

Firm Telephone and Fax Numbers: _____

SECTION 3 BUSINESS PREFERENCE CLAIM FORM

This document applies to current PHCD certified Section 3 (S-3) businesses who wish to claim a bidder's preference. S-3 businesses must become certified at least two weeks prior to bid opening date to be eligible to claim S-3 bidder's preference. The S-3 Business application is available at <http://www.miamidade.gov/housing/section3.asp> or by request to the Section 3 Coordinator, at email section3@miamidade.gov.

Only initial those items applicable to your firm.

1. _____ (Initial) _____ (Firm Name) was certified by PHCD as a S-3 Business on _____ (Date). Said firm is claiming a preference for the bid, identified below.
2. _____ (Initial) Firm's original business certification was based on proof that firm owner was low or very low income. Firm owner's current family income meets the definition of a very-low or low-income household.
3. _____ (Initial) Said firm certifies, below, with the firm president's signature, that the full-time employee composition, and the ratio of S-3 full-time employees to non-S-3 employees continues to be at least 30% or higher.
4. _____ (Initial) Said firm has attached Document 00452, "Employee List". This list includes all current employees and is back-up for item no. 3 above.
5. _____ (Initial) Said firm has attached, for each new S-3 employee (hired since original business certification date shown under item one above, if this proof has not previously been provided to PHCD Office of Compliance staff), Documents 00401, "Resident or Employee Preference Claim" and 00402, "Household Income Verification", or other applicable documentation, to demonstrate whether any new employees who have been hired after date of business certification meet the definition of a low or very-low income Miami-Dade family (based on household size and family income).

If items 4 and 5 above are initialed by bidder and/or applicable to bidder, bidder must attach the listed S-3 documentation. FAILURE TO DO SO SHALL INVALIDATE BIDDER'S S-3 BUSINESS PREFERENCE CLAIM.

BID NUMBER _____ BID NAME _____

FIRM NAME (Please print or type) _____

PRESIDENT'S NAME (Please print or type) _____

PRESIDENT'S SIGNATURE: _____

PHONE AND FAX NUMBERS: _____

DATE: ____ / ____ / ____