



BID NO.: 9794-1/21

**OPENING: 2:00 P.M.
WEDNESDAY
NOVEMBER 27, 2013**

MIAMI-DADE COUNTY, FLORIDA

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

**TITLE:
PAGER LEASING AND RELATED SERVICES**

**FOR INFORMATION CONTACT:
JOSH BROWN, 305-375-4725, joshbro@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: 9794-1/21

BID TITLE: PAGER LEASING AND RELATED SERVICES

PROCUREMENT OFFICER: JOSH BROWN

BIDS WILL BE ACCEPTED UNTIL 2:00 P.M. ON WEDNESDAY, NOVEMBER 27, 2013

DEADLINE FOR RECEIPT OF QUESTIONS: WEDNESDAY, NOVEMBER 13, 2013
AT 5:00 PM (LOCAL TIME). ALL QUESTIONS ARE TO BE SUBMITTED TO:

JOSHBRO@MIAMIDADE.GOV.

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

PAGER LEASING AND RELATED 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 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

PAGER LEASING AND RELATED SERVICES

2.1 PURPOSE

The purpose of this solicitation is to obtain pager leasing & related services for various Miami-Dade County Departments on an as needed when needed basis. The selected bidder is responsible for providing the pager equipment and associated pager services. Pagers are used throughout the County to communicate with staff that is deployed in the field, in areas where cellular coverage is poor, and in areas where cellular devices are prohibited.

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 Notice of Award Letter which is distributed by the County's Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for five (5) years.

2.3 OPTION TO RENEW - ONE THREE (3) YEAR PERIOD

The initial contract prices resultant from this solicitation shall prevail for a five (5) year period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for one three (3) year period. Prior to completion of the exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: Table 8 Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

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.

The County reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

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

SECTION 2
SPECIAL CONDITIONS

PAGER LEASING AND RELATED SERVICES

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

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in Section 4.1 of the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items (including optional paging services), its overall offer may be rejected. The County will award the total contract to a single vendor. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

Notwithstanding the aforementioned Method of Award, the County, at its option, may avail itself of any or all of the provisions stated in the General Terms & Conditions, Section 1.5: Award of Bid Solicitation.

2.4.1 MINIMUM QUALIFICATION REQUIREMENTS

All bidders shall meet the minimum qualifications set forth below:

- a. Bidders shall provide contact information to include name of contact, e-mail address, phone number, and fax number for the Primary (required) and Secondary (optional) staff within your company who will be responsible for providing responses to leasing and service requests issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 7:30 a.m. and 6:00 p.m. (local time).
- b. Bidders must be able to demonstrate that they have experience in providing pager leasing and related services to at least three (3) client references over the past year. These references shall be used to ascertain to the County's satisfaction that the Bidder has sufficient experience and expertise in the services outlined in Section 3 "Technical Specifications".
- c. Bidders must be able to provide state-wide pager coverage as stated within Section 3.2 of this solicitation throughout Florida. Bidders shall provide a state-wide coverage map, including transmitter sites identified within Miami-Dade County.

The County reserves the right to verify the information submitted by the Bidder and to request additional information, as it deems necessary to ascertain the bidder's conformance to the minimum qualification requirements.

2.5 PRICES

If the successful bidder is awarded a contract under this solicitation, the prices proposed by the bidder shall remain fixed and firm during the term of contract.

2.6 CONTACT PERSON

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Josh Brown, Procurement Contracting Officer 2 via email at joshbro@miamidade.gov with a copy to the Clerk of the Board at clerkBCC@miamidade.gov.

SECTION 2
SPECIAL CONDITIONS

PAGER LEASING AND RELATED SERVICES

2.7 DELIVERY SHALL BE TEN (10) DAYS AFTER DATE OF ORDER

The vendor shall make deliveries within ten (10) calendar days after the date of the order placed by the authorized County department. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the vendor(s) to whom the contract(s) is awarded fail to deliver in the number of days stated above, the County reserves the right to cancel the contract on a default basis after any back order period that has been specified in this contract has lapsed. If the contract is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the incumbent vendor with any re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

Certain County employees may be authorized in writing to pick-up materials under this contract. Vendors shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization. If the vendor is in doubt about any aspect of material pick-up, vendor shall contact the appropriate user department to confirm the authorization.

2.8 BACK ORDERS MUST BE FILLED WITHIN TEN (10) CALENDAR DAYS

If the vendor cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the vendor's manufacturer or distributor; the vendor shall insure that such back orders are filled within ten (10) calendar days from the initial scheduled delivery date for the item. The vendor shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor, and charge the incumbent vendor under this contract for any directly associated re-procurement costs. If the vendor fails to honor these re-procurement costs, the County may terminate the contract for default.

2.9 ACCEPTANCE OF PRODUCT BY THE COUNTY

The product(s) to be provided hereunder shall be delivered to the County, and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this contract. If a vendor-provided product is determined to not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the item will be returned, at vendor expense, to the vendor. At the County's own option, the vendor shall either provide a direct replacement for the item, or provide a full credit for the returned item. The vendor shall not assess any additional charge(s) for any conforming action taken by the County under this clause.

SECTION 2
SPECIAL CONDITIONS

PAGER LEASING AND RELATED SERVICES

2.10 LEASING OPTIONS, PURCHASES AND SERVICES OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that may be purchased or leased by the County during the term of this contract. Under these circumstances, a County representative will contact the successful vendor to obtain a price quote for the similar items. The County reserves the right to award these similar items to the successful vendor or to acquire the items through a separate solicitation.

2.11 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

It is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

SECTION 3
TECHNICAL SPECIFICATIONS

PAGER LEASING AND RELATED SERVICES

3.1 SCOPE OF WORK

The purpose of this solicitation is to obtain pager leasing and related services for various Miami-Dade County departments on an as needed when needed basis. The selected bidder is responsible for leasing pager equipment and associated pager services. Pagers are used throughout the County to communicate with staff that is deployed in the field, in areas where cellular coverage is poor, and in areas where cellular telephone devices are prohibited.

3.2 PAGING SERVICE REQUIREMENTS

The successful bidder must provide Numeric and Alphanumeric Paging services. Numeric services shall use devices that display a call back telephone number on a digital readout. Devices shall be compact units with a minimum retention of fifteen (15) messages including source identifier. Alphanumeric services must include all of the above, and provide a brief text message to the caller that may or may not include a telephone number. Alpha-numeric paging not only acknowledges the receipt of a page but also permits the sending of short messages in response to the original page.

The successful bidder shall provide all required paging equipment, services, associated hardware, and technical support according to the requirements described below:

- Paging services shall have local and statewide coverage within Florida.
- Pages sent shall be received by the paging equipment within 3 minutes regardless of peak and non-peak times.
- All pager numbers shall be a standard 10-digit telephone number with either a "305" or "786" Area Code.
- Successful bidder shall provide unlimited pages per month for all pagers.
- All pagers provided shall accept group call features at no additional cost to the County.
- Successful bidder shall maintain the same telephone numbers for any pager that is replaced due to equipment failure, defect, or damage.
- Pagers shall maintain a signal and full operational capacity within various environments including but not limited to: rural areas, underground locations, and secure facilities.
- Activation/Termination/Suspension of Service:
 - New equipment shall be activated within 48 hours of shipment acceptance by the County. If a shipment is delayed or never received, replacements must be provided and the County shall be invoiced a pro-rated amount.
 - Activation, termination, or suspension of service of existing equipment shall be completed within 24 hours of notification from the authorized County representative.

SECTION 3
TECHNICAL SPECIFICATIONS

PAGER LEASING AND RELATED SERVICES

3.3 PAGER EQUIPMENT REQUIREMENTS

The successful bidder shall provide The County with numeric and alphanumeric pager equipment on an as needed basis. The successful bidder shall provide all pagers and equipment of new or like new condition. The successful bidder shall retain ownership of all equipment throughout the duration of the contract.

The pager equipment, at a minimum shall have the following features:

- Screen display
 - Time and date display
 - Battery life display
 - Vibrating and silent alerts
 - Volume control
 - Backlight
- Pagers shall be provided with the appropriate power cords, alkaline battery, battery, battery charger (when rechargeable batteries are available), belt holsters, user manual and any manufacturer recommended equipment.
 - Equipment shall be provided by the successful bidder for the complete term of the contract including all exercised option to renew periods.
 - User manuals and operating instructions shall be provided with each piece of equipment.
 - Successful bidder shall replace clips, battery covers, and associated accessories at no charge.
 - Numeric display pager with tone and vibrator shall have memory capable of storing a minimum of five 12 digit numbers whereby the display scrolls accepting numbers longer than 12 digits. Pagers must be capable of recognizing a duplicate call and not record the duplicate as a second individual page. Display must be lighted to view page message in dark or low lighted areas. Pager shall have automatic reset.
 - Alpha-numeric display pager with tone and vibrator shall be capable of storing and displaying at least twenty, eighty character messages. Pager shall be offered with recommended PC software or alpha/numeric character input terminal with its own built in modem.
 - Replacement equipment (Due to manufacturer defects, technical failure, or other reasons not included as exceptions below) shall be provided at no cost to the County and shall be equal to or greater than the original equipment replaced.
 - Exceptions shall include the following:
 - Lost or stolen equipment
 - Damages to the equipment above and beyond normal “wear and tear.”
 - Prices for replacement equipment shall be provided to the County as stated within Section 4.3. Replacement costs shall not be invoiced until the replacement equipment is activated.

SECTION 3
TECHNICAL SPECIFICATIONS

PAGER LEASING AND RELATED SERVICES

3.4 TECHNICAL SUPPORT REQUIREMENTS

The successful bidder shall make service available via toll free telephone calling 24 hours per day, seven (7) days per week. Additionally, if the successful bidder has an online technical support website, the contact information as well as the website address shall be provided. Personnel must be knowledgeable of the contract services and devices as configured for the County. The successful bidder shall be responsible to implement appropriate maintenance.

- The successful bidder shall employ a sufficient number of trained personnel to ensure that emergency calls shall be answered promptly, 24 hours a day, with repairs being initiated no later than two hours after trouble calls are received.
 - The customer service representative must have the authority to order and ensure delivery of replacement equipment, initiate service affecting repairs and addressing invoice issues.
- Successful bidder shall warrantee all equipment and services to be free of defects and fully functional for the contracted application. The successful bidder shall replace all defective equipment within two business days of failure report by end users.
- Successful bidder shall provide any necessary maintenance, repair, or replacement of pagers as part of the monthly cost per unit for the duration of the contract or, an extension thereof, including but not limited to:
 - Maintain and service pagers leased at no charge and furnish additional pagers as needed;
 - Stock replacement pagers to be available within 24 hours for use should a leased unit fail and need to be returned for service;
 - Maintain service levels and quality to the industry's standards, so as to minimize impaired service, low transmission, transmission interference, and similar deficiencies.
- Any repairs for defective or malfunctioning pagers shall be the responsibility of the successful Bidder will be provided at no additional cost to the County.

3.4.1 *Pager Service Outages and Emergencies*

- The successful bidder shall be responsible for notifying each County Department (account) at least two (2) weeks in advance of any planned service outages and/or scheduled maintenance. The notification must include impacted coverage areas and an estimated duration of the outage.
- The successful bidder shall be responsible for notifying each County Department (account) for any unplanned or emergency service outages or maintenance as soon as possible and provide updates during the service disruption. The notification must include impacted coverage areas and an estimated duration of the outage.

SECTION 3
TECHNICAL SPECIFICATIONS

PAGER LEASING AND RELATED SERVICES

3.5 PAGING SERVICES BILLING REQUIREMENTS

The successful bidder shall provide monthly usage reports listing each pager, the monthly usage, the number of units billed and the rate quoted for each invoiced account.

- Billing shall be provided monthly in arrears and shall be billed directly to each individual department (account).
- The County shall not pay activation fees, connection fees, reconnection fees, disconnection fees, or re-stocking fees.
- Should the County request spare pagers, charges shall only apply when the spare pagers are activated. The quantity of spare pagers requested by each department shall be based on a percentage of total usage and determined by the following formula:

$$\frac{\text{Total \# of Pagers by Department}}{\% \text{ Spare Stock}^*} = \# \text{ of Pagers to Be Provided As Spare Equipment}$$

**Note: The percentage (%) may vary by Department and increases or decreases in the requested spare stock percentage may occur during the term of this contract.*

- A “No Shut Off” policy shall be required for this contract. In the event that one County Department (account) becomes greater than 90 days past due, the successful bidder may not discontinue services for other County Department accounts.
- Successful bidder must have an escalation procedure in place for issue resolution. Escalation procedures for problems relating to billing, invoicing, technical support, and network issues must include each level of escalation and the associated contact person with their pertinent contact information. The successful bidder must provide the required information within 30 days of contract initiation.
- All invoices shall be pro-rated for a full day of service per active device for every 24 hour period without coverage.

3.6 OPTIONAL PAGING SERVICES

The successful bidder shall provide additional optional paging services that the County may choose to exercise on an as needed basis. These optional services include but are not limited to the following:

- Numeric – Nationwide coverage: Inclusive price for unlimited Numeric pages throughout the United States.
- Alpha-Numeric – Nationwide coverage: Inclusive price for unlimited Alpha-Numeric pages throughout the United States.
- 2-Way Paging – Statewide (Florida) coverage: Inclusive price for unlimited 2-way paging throughout Florida.
- 2-Way Paging – Nationwide coverage: Inclusive price for unlimited 2-way paging throughout the United States.
- Personal 800 Number: The paging device is assigned a toll free number for users who require a number outside of the local exchange.

SECTION 3
TECHNICAL SPECIFICATIONS

PAGER LEASING AND RELATED SERVICES

- Additional Phone Number: Enables a single paging device to have multiple phone numbers assigned.
- Message Carbon Copy (MCC): Ability to have paging messages forwarded to email or other cellular devices.
- Multi-Messenger Group Leader: Ability for a single user to send a message to multiple paging devices at the same time. Bidders shall provide the maximum number of followers (receivers) per leader in Section 4.2.A for Optional Leased Prices.

3.7 CONVERSION OF EXISTING ACCOUNTS

The successful Bidder must convert all existing County Department accounts currently receiving services from the previous term contract to the resultant contract at no charge and without penalty to the County within 90 days of the contract effective date.

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING AND RELATED SERVICES**

FIRM NAME: _____

4.1 PRICING

Instructions to Bidders: Please use the below table provided to provide pricing for the leased paging equipment and services inclusive of all requirements outlined within Section 3.0. The below pricing will be used for Evaluation purposes.

A. LEASED PRICES

Item #	Description	Usage	Estimated Quantity	Unit Price Per Leased Pager Per Month
1	One-way numeric pager leased monthly. Includes air-time, equipment rental and maintenance. Unlimited monthly pages. Florida Statewide coverage.	Unlimited	500	\$
2	One-way alpha-numeric pager leased monthly. Includes air-time, equipment rental and maintenance. Unlimited monthly pages. Florida Statewide coverage.	Unlimited	1200	\$

4.2 OPTIONAL PAGER SERVICES

During the term of the resultant contract the County may wish to contract for the following optional pager services as outlined in Section 3.0. These prices will not be used for Evaluation Purpose.

A. OPTIONAL LEASED PRICES

Description	Usage	Unit Price Per Leased Pager Per Month
One-way numeric pager leased monthly. Includes air-time, equipment rental and maintenance. – Nationwide coverage.	Unlimited	\$
One-way alpha-numeric pager leased monthly. Includes air-time, equipment rental and maintenance. – Nationwide coverage.	Unlimited	\$
2-way pager leased monthly. Includes air-time, equipment rental and maintenance. Florida Statewide coverage.	Unlimited	\$
2-way pager leased monthly. Includes air-time, equipment rental and maintenance. Nationwide coverage.	Unlimited	\$
Personal – Toll Free Number		\$
Additional Phone #		\$
Message Carbon Copy (MCC)		\$

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING AND RELATED SERVICES**

FIRM NAME: _____

Description	Usage	Unit Price Per Leased Pager Per Month
MultiMessenger Group Leader (Provide the monthly price per pager and the maximum number of followers)		\$ _____ (Up to— followers)

4.3 REPLACEMENT PAGER PRICES

During the term of the resultant contract the County may require replacement equipment per Section 3.3 of the solicitation. This one-time payment shall not be invoiced until activation of the replacement equipment.

Item #	Description	Unit Cost Per Replacement Device
1	One-way Numeric Pager	\$
2	One-way Alpha-Numeric Pager	\$
3	Two-way Numeric Pager	\$
4	Two-way Alpha-Numeric Pager	\$

4.4 SERVICE CONTACT INFORMATION

Bidders are to provide the primary and secondary contact information for authorized personnel that will be required to respond to County requests during the term of the resultant contract award.

PRIMARY CONTACT INFORMATION (REQUIRED):
Primary Contact:
Office Address:
E-Mail Address:
Contact Telephone Number:
Contact Fax Number:
Cellular Phone Number (if applicable):

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING AND RELATED SERVICES**

FIRM NAME: _____

Company Main Phone Number:
Toll Free Phone Number for 24 Hour Technical Assistance and/or Website:
SECONDARY CONTACT INFORMATION (OPTIONAL):
Secondary Contact:
E-Mail Address:
Contact Telephone Number:
Contact Fax Number:
Cellular Phone Number (if applicable):
Company Main Phone Number:
Toll Free Phone Number for 24 Hour Technical Assistance and/or Website:

4.5 REFERENCES:

Reference Section	Summarized Requirements: <i>Refer to the details in Section 2, paragraph 2.4.1, and sub-paragraph (b) requiring three (3) business references to which you have provided pager leasing and services.</i>
Section 2, Paragraph 2.4.1.(b)	Client Reference Letter #1
	Company Name:
	Contact Name:
	Contact Title:
	Contact Address:
	Contact Telephone Number:
	Contact E-mail address:

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING AND RELATED SERVICES**

FIRM NAME: _____

	Services your company has provided to this Reference: _____ _____
Section 2, Paragraph 2.4.1.(b)	Client Reference Letter #2
	Company Name:
	Contact Name:
	Contact Title:
	Contact Address:
	Contact Telephone Number:
	Contact E-mail address:
	Services your company has provided to this Reference: _____ _____
Section 2, Paragraph 2.4.1.(b)	Client Reference Letter #3
	Company Name:
	Contact Name:
	Contact Title:
	Contact Address:
	Contact Telephone Address:
	Contact E-Mail Address:
	Services your company has provided to this Reference: _____ _____

**SECTION 4
 BID SUBMITTAL FOR:
 PAGER LEASING AND RELATED SERVICES**

FIRM NAME: _____

4.6 PAGER SERVICE COVERAGE MAP AND TRANSMITTER SITES

Reference Section	Summarized Requirements: <i>Refer to the details in section 2, paragraph 2.4.1, and sub-paragraph (c) requiring the state-wide pager service coverage map and identifying the location of transmitter sites.</i>	Initial as completed
Section 2, Paragraph 2.4.1.(c)	Pager Service Coverage Map	
	State-Wide Pager Service Coverage Map, including transmitter sites within Miami-Dade County, must be attached with the bid submittal.	

SECTION 4
BID SUBMITTAL FOR:
PAGER LEASING & 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 Title: PAGER LEASING AND RELATED SERVICES

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

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

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

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

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

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

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

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

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

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



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)

Firm Name of Prime Contractor/Respondent _____ FEIN # _____
 Project/Contract Number _____

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 bidders/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/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 bidder/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

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 successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder 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
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan

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/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

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

Signature of Bidder/Respondent _____ Print Name _____ Print Title _____ Date _____