



ADDENDUM NO. 1

DATE: December 2, 2014

TO: Prospective Bidders
SUBJECT: BID NO.: IB-00166
TITLE: Bottled Water, Dispensers, and Bottleless Water Filtration Units
BID OPENING DATE: 6:00 PM, Wednesday, December 10, 2014

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

1. Replace page 12 of the packet with the attached 12A; which corrects the Yearly Estimated Quantities in Section 4 of Group II Item **1A**.



Anthony Wells

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

**Section 4 : BID SUBMITTAL FOR:
Bottled Water, Dispensers, and Bottleless Water Filtration Units**

FIRM NAME: _____

3.4 Group II

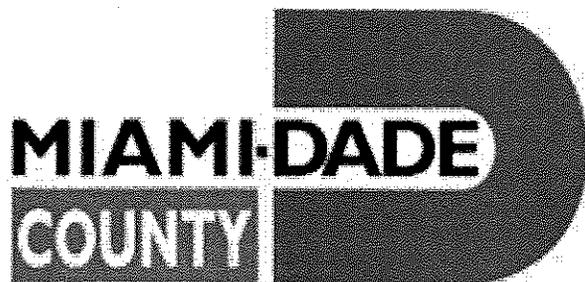
Item	Description	Yearly Estimated Quantities	Price
1A.	Bottleless Water Filtration Unit Rental Fee (24 units per Section 3- Paragraph 3.4 and Inclusive of required services as listed on Section 3 – Paragraph 3.5)	1	\$ _____ Unit Rental Fee Per Month
2.	Cone Cups 4.5 Ounces Rolled Rim – Sleeve of 200	100	\$ _____ Per Sleeve
3.	Case of 4.5 Ounces Rolled Rim Cone Cups (5,000 Cups – 25 Sleeves of 200)	100	\$ _____ Per Case

BID NO.: IB-00166

OPENING: 6:00 PM

Bottled Water, Dispensers, and Bottleless Water Filtration Units

Dec 10, 2014



MIAMI-DADE COUNTY, FLORIDA

**INVITATION
TO BID**

TITLE:

Bottled Water, Dispensers, and Bottleless Water Filtration Units

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

ON

Dec 10, 2014

FOR INFORMATION CONTACT:

Anthony Wells, 305-375-5765, awells@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- **READ THE ENTIRE SOLICITATION 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.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers 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 general terms and conditions are considered non-negotiable.

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-r14-3.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this Invitation to Bid (ITB) is to establish a contract for the purchase and deliver of bottled water (spring and distilled), single serve bottled water, water bottle dispenser units and bottleless water filtration units for Miami-Dade County.

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 Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the five year period.

2.3 METHOD OF AWARD

This contract will be awarded in two groups:

- Group I will consist of bottled water and associated dispensers.
- Group II will consist of water filtration systems

2.3.1 Award

Award of this contract will be made up to the lowest priced responsive, responsible bidder on a group-by-group basis. To be considered for award by group, the bidder shall offer prices for all items within a given group. The County will then select the bidder for award for each group by totaling either the unit prices for all of the items within each group, or if so structured, by totaling the extended pricing for each item within each group. If a bidder fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

2.3.2 Minimum Requirements – Group I and Group II

- A. The bidder shall provide three references with their bid submission from large commercial businesses or government agencies, other than MDC. The references listed must be customers that are currently receiving or have received the services described in this ITB, within the last three years. The references must include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the bidder has successfully provided the services described in this solicitation. These references shall demonstrate to the County's satisfaction that the bidder has sufficient experience and expertise in this discipline. The County, at its sole discretion, may choose to request additional information in order to assess the bidder responsibility.

Additional Requirements for Group I

- B. Bidder(s) shall provide a copy of their Certification for Water Purification Standards or Bottled Water Certification Program form either the International Bottled Water Association (IBWA) or National Sanitation Foundation (NSF) International. Failure to submit the require certification may deem the bidder non-responsive.

- C. Bidders shall furnish twenty-four (24) hour contact information inclusive of telephone number, contact person and title in the event of an emergency.

2.4 PRICES

The prices proposed by the bidder (s) shall remain fixed and firm for no less than one year from the award of the contract.

Prices shall be inclusive of all costs, charges, and fees involved in providing the specified products and services. It is the Successful Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the anniversary of the contract term, the successful bidders request for adjustment should be submitted 90 days prior to the anniversary of the contract term. If no adjustment request is received from the successful bidder(s), the County will assume that the vendor has agreed not to request a price adjustment. Any adjustment request received after the anniversary of the contract term may not be considered.

2.5 DELIVERY REQUIREMENTS

A. NON EMERGENCY

The awarded bidder shall make deliveries and installations as stated on the purchase order.

All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the bidder; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder 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 awarded bidder fail to deliver in the number of days stated above, the County reserves the right to cancel the order on a default basis after any back order period that has been specified in this contract lapse. If the order 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 bidder with any re-procurement costs.

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

B. EMERGENCY SITUATION

It is hereby made a part of the Invitation to Bid that before, during and after a public emergency, disaster, hurricane, flood or other substantial loss that MDC shall require a "first priority" basis for goods and services.

Whenever and wherever possible, during the duration of the emergency situation, goods are required to be delivered upon request by the County or whatever time table is reflective of the best possible effort to be delivered. Delivery is required throughout various areas located throughout the boundaries of Miami-Dade County. Some orders may be picked-up by County employees.

2.6 BACK ORDER

If the bidder cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the bidder's manufacturer or distributor, the bidder shall ensure that such back orders are filled within three (3) calendar days from the initial scheduled delivery date for the item. The bidder 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 bidder, and charge the incumbent bidder under contract for any directly associated re-procurement costs. If the bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

2.7 PURCHASE OF OTHER ITEMS

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 by the County during the term of this contract. Under these circumstances, a County representative will contact the primary bidder to obtain a price quote for the similar items. If there are multiple bidders on the contract, the County representative may also obtain price quotes from these bidders. The County reserves the right to award these similar items to the primary contract bidder, another contract bidder based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.8 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract contact Anthony Wells at (305) 375-5765 or via e-mail at awells@miamidade.gov.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

To establish a contract for the purchase and delivery of bottled water (spring and distilled), single serve bottled water, water bottle dispenser units and bottleless water filtration units for various departments.

3.2 BOTTLE DEPOSIT

Under no circumstances will Miami Dade County be subject to deposits. Bidders shall waive all deposit fees on all one (1) and five (5) gallon bottles.

3.3 GROUP - I

1. BOTTLED WATER

All single serve bottled water shall be provided to the County in cases and delivered to the authorized County departments as needed. The standard single serve bottled water shall be 16.9 fluid ounces.

2. BOTTLED WATER DISPENSERS

All bottled water dispensers shall be provided by the bidder at no cost to Miami-Dade County. The bidder must supply a water dispenser that dispenses room temperature, hot/cold water, or only cold water, as requested by the user department with the ability to plug it into a standard electrical outlet. No rental fee shall be charged to the County for dispensers.

Currently, the County has approximately 1,332 water dispensers throughout various County facilities. The bidder will be required at the start of the contract to update and/or replace these dispensers as needed by the County. The bidder shall be responsible for the maintenance of the dispensers, replacement, and facilitate all new water dispensers that are requested by user departments during the term of the contract at no charge.

Racks for bottled water, if required, shall be furnished by the awarded vendor at no cost to Miami Dade County as needed.

3.4 GROUP - II

1. BOTTLELESS WATER FILTRATION UNITS

Currently, the County has approximately 24 bottleless water filtration units throughout various County facilities. The bidder will be required at the start of the contract to assess the current bottleless water filtration units and update and/or replace these units as needed by the County. The County will provide the water source and the bidder shall be responsible for the installation; inclusive of establishing a water line from the water source to the bottleless water filtration unit. The awarded bidder shall be responsible for the maintenance of the filtration units, replacement, and facilitate all new water filtration units that are requested by user departments during the term of the contract.

3.5 SERVICING BOTTLED DISPENSERS AND BOTTLES WATER FILTRATION UNITS (GROUP I AND II)

The bidder shall service all bottled and bottles water units at least twice each year. Service is to include but not be limited to the following:

1. Check for water quality and temperature.
2. Ensure the dispenser operating systems are operating at maximum efficiency.
3. Check electrical cords for any damage and replace if needed.
4. Check reset switches to ensure they are properly functioning.
5. Sanitize dispenser units internally and externally.
6. Replace filters (as required).

3.6 CONFORMANCE TO FEDERAL STANDARDS

The awarded Bidder(s) shall conform to all of the U.S. Environmental Protection Agency (EPA) and the U.S. Food and Drug Administration (FDA) set of drinking water standards for water purification and/or bottled water throughout the term of the resultant contract. Bidders are to provide the required documentation to demonstrate their firm's compliance as required in Section 2.14 "Certifications".

3.7 TRANSITION PLAN

In the instance that the incumbent vendor is awarded the successor contract, the County's first payment shall represent the amount awarded through this new contract.

In the instance a new successful bidder is awarded this contract, a 105 day transition period will be allowed; 45 days to remove the incumbent vendor's units and 60 for the new successful bidder to install the new units. Payments to the new successful bidder, during the transition period, will be prorated based on the number of days of the month in which the new unit is installed.

This transition plan shall identify the timeframe for the removal of the incumbent's unit(s) on a phased basis and the placement of new units by the successful bidder.

BID SUBMITTAL FOR:

Bottled Water, Dispensers, and Bottleless Water Filtration Units

FIRM NAME: _____

Bidders are to provide pricing for all items as listed below for each Group. If a bidder fails to submit an offer for all items within a group, its offer for that specific group may be rejected.

3.3 Group I

Item	Description	Yearly Estimated Quantities	Price
1.	5 Gallon Bottle Spring Drinking Water	42,500	\$ _____ Per 5 Gallon Bottle
2.	1 Gallon Bottle Spring Drinking Water	1,000	\$ _____ Per 1 Gallon Bottle
3.	5 Gallon Bottle Distilled Water	300	\$ _____ Per 5 Gallon Bottle
4.	1 Gallon Bottle Distilled Water	150	\$ _____ Per 1 Gallon Bottle
5.	Case of Single Serve Bottled Water (16.9 Fluid Ounces Per Bottle) Number of Bottles Per Case: _____	6,000	\$ _____ Per Case
6.	Cone Cups 4.5 Ounces Rolled Rim – Sleeve of 200	2,400	\$ _____ Per Sleeve
7.	Case of 4.5 Ounces Rolled Rim Cone Cups (5,000 Cups – 25 Sleeves of 200)	100	\$ _____ Per Case

BID SUBMITTAL FOR:

Bottled Water, Dispensers, and Bottleless Water Filtration Units

FIRM NAME: _____

3.4 Group II

Item	Description	Yearly Estimated Quantities	Price
1.	Bottleless Water Filtration Unit Rental Fee (Inclusive of required services as listed on Section 3 – Paragraph 3.5)	8	\$ _____ Unit Rental Fee Per Month
2.	Cone Cups 4.5 Ounces Rolled Rim – Sleeve of 200	100	\$ _____ Per Sleeve
3.	Case of 4.5 Ounces Rolled Rim Cone Cups (5,000 Cups – 25 Sleeves of 200)	100	\$ _____ Per Case

BID SUBMITTAL FOR:

Bottled Water, Dispensers, and Bottleless Water Filtration Units

FIRM NAME: _____

GROUP I & II MINIMUM REQUIREMENTS PER SECTION 2 – PARAGRAPH 2.3.2 (A) - References:

NO.1

Company Name:

Contact Name:

Contact Title:

Company Address:

Contact Telephone Number:

Contact E-Mail Address:

NO.2

Company Name:

Contact Name:

Contact Title:

Company Address:

Contact Telephone Number:

Contact E-Mail Address:

NO.3

Company Name:

Contact Name:

Contact Title:

Company Address:

Contact Telephone Number:

Contact E-Mail Address:

MIAMI-DADE COUNTY

BID NO.: TBD

BID SUBMITTAL FOR:

Bottled Water, Dispensers, and Bottleless Water Filtration Units

FIRM NAME: _____

ADDITIONAL REQUIREMENTS FOR GROUP I

DOCUMENTATION REQUIRED AS ESTABLISHED ON SECTION 2 – PARAGRAPH 2.3.2 (B):

Copy of Bidder's certification for water purification standards was provided: Yes _____ No _____

Or

Bottled Water Certification Program was provided: Yes _____ No _____

EMERGENCY CONTACT INFORMATION PER SECTION 2 – PARAGRAPH 2.3.2 (C):

Contact Person Name	Contact Person Title	24 hour Telephone Number



**Miami-Dade County
Procurement Management Services
Solicitation Submittal Form**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Solicitation No. IB-00166		Solicitation Title: Bottled Water, Dispensers, and Bottleless Water Filtration Units		
Legal Company Name (include d/b/a if applicable): <input style="width: 90%;" type="text"/>		Federal Tax Identification Number: <input style="width: 90%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width: 90%;" type="text"/>		State Incorporated/Organized: <input style="width: 90%;" type="text"/>		
Company Operating Address: <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Company Contact Person: <input style="width: 90%;" type="text"/>		Email Address: <input style="width: 90%;" type="text"/>		
Phone Number (include area code): <input style="width: 90%;" type="text"/>	Fax Number (include area code): <input style="width: 90%;" type="text"/>	Company's Internet Web Address: <input style="width: 90%;" type="text"/>		
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>				
<p>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 has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; 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.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the 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.</p>				
<p>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 or Broward County in accordance with the Interlocal Agreement between the two counties.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</p> <p>The address of the Locally-headquartered office is: <input style="width: 90%;" type="text"/></p>				

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 the Bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes No

If yes, please provide your Certification Number:

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder 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 Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response 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 Bidder 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 Bidder 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.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

Bidder's Authorized Representative's Signature:

Date

Type or Print Name

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



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



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

Name of Bidder/Proposer: FEIN No.

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not use 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/Proposer should enter the word "NONE" under the appropriate suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommender prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not 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 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 (Enter the number of male and female employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Other			

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 (Enter the number of male and female employees by race/ethnicity)							
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Other			

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

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

Signature of Bidder/Proposer Print Name Print Title Date



**AFFIDAVIT OF MIAMI-DADE COUNTY
LOBBYIST REGISTRATION FOR ORAL PRESENTATION**

(1) Solicitation Title: Solicitation No.:
 (2) Department:
 (3) Proposer's Name:
 Address: Zip:
 Business Telephone: E-Mail:

(4) List All Members of the Presentation Team Who Will Be Participating in the Oral Presentation:

Name	Title	Employed By	Email Address

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

The individuals named above are Registered and the Registration Fee is not required for the Oral Presentation ONLY.

Any person who appears as a representative for an individual or firm for an oral presentation before a County certification, evaluation, selection, technical review or similar committee must be listed on an affidavit provided by the County. The affidavit shall be filed with the Clerk of the Board at the time the response is submitted. The individual or firm must submit a revised affidavit for additional team members added after submittal of the proposal with the Clerk of the Board prior to the oral presentation. Any person not listed on the affidavit or revised affidavit may not participate in the oral presentation, unless he or she is registered with the Clerk's office and has paid all applicable fees.

Other than for the oral presentation, Proposers who wish to address the county commission, county board or county committee concerning any actions, decisions or recommendations of County personnel regarding this solicitation in accordance with Section 2-11.1(s) of the Code of Miami-Dade County MUST register with the Clerk of the Board and pay all applicable fees.

I do solemnly swear that all the foregoing facts are true and correct and I have read or am familiar with the provisions of Section 2-11.1(s) of the Code of Miami-Dade County as amended.

Signature of Authorized Representative: Title:

STATE OF

COUNTY OF

The foregoing instrument was acknowledged before me this

by , a , who is personally known
(Individual, Officer, Partner or Agent) (Sole Proprietor, Corporation or Partnership)

to me or who has produced as identification and who did/did not take an oath.

(Signature of person taking acknowledgement)

(Name of Acknowledger typed, printed or stamped)

(Title or Rank) (Serial Number, if any)

