



**BID NO.: IB8894-1/23**

**OPENING: 2:00 P.M.  
FRIDAY  
AUGUST 16, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

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

**TITLE:  
SATELLITE PHONES AND SERVICES  
(PRE-QUALIFICATION POOL)**

**FOR INFORMATION CONTACT:  
Santiago A. Pastoriza, 305-375-1084, [spastor@miamidade.gov](mailto:spastor@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: IB8894-1/23

Bid Title: Satellite Phones and Services (Pre-Qualification Pool)

Procurement Officer: Santiago A. Pastoriza

Bids will be accepted until 2:00 p.m. on Friday, August 16, 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**

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

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-r13-3.pdf>

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

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a pool of satellite telecommunication equipment and service providers capable of providing a broad range of fixed and mobile satellite phone products and services.

As a result of this solicitation, the County will have a flexible and efficient means of purchasing or leasing satellite phone equipment and services through spot market quotes and issuing purchase orders to meet the specific needs of County departments on an as needed, when needed basis.

**2.2 TERM OF CONTRACT: FIVE (5) 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 last month of the contract term.

**2.3 OPTION TO RENEW FOR ONE (1) ADDITIONAL FIVE (5) YEAR PERIOD**

Prior to, or upon completion, of the initial term, the County shall have the option to renew this contract for one (1) additional five (5) year periods. 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 may 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 will consider the vendor in default which decision shall affect that vendor's eligibility for future contracts.

**2.4 METHOD OF AWARD**

Award of this contract shall be made to all responsive, responsible Bidders who meet the Pre-Qualification criteria defined in Section 2.5 of this document. Awarded Bidders shall be pre-qualified to participate in future spot market competitions as required by the County on an as needed basis. When such a need for satellite phone equipment or services is identified, the requesting County department will develop a Request for Quotation (RFQ) which shall include but not be limited to the quantity, model, part numbers, service requirements, and acceptance criteria that are required. The Bidders pre-qualified on this contract will be invited to submit price quotations based on the County requirements as defined in the RFQ documents issued. The County will then award the specific purchase based on a review of all submitted quotes in response to the RFQ.

The contracted satellite phone equipment and/or services awarded under this solicitation will be especially crucial during emergency events such as hurricane recovery periods when normal communication channels may not be available. A "Priority RFQ" may be issued should a situation arise that requires an urgent response to resolve a critical communication problem that can negatively affect critical County operations. This type of request may require immediate availability of satellite phone equipment and/or services. Under these

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

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

circumstances the award of an order below \$2,500 may be based on the first spot market response received by the County.

**2.4.1 MINIMUM PRE-QUALIFICATION CRITERIA**

To be eligible for pre-qualification under this pool contract, Bidders must be able to demonstrate the ability to meet the following criteria:

1. To be considered for pre-qualification under this contract, Bidders must provide contact information for Primary (Required) and Secondary (Optional) staff within the Company who will be responsible for providing a response to Requests for Quotations (RFQ) issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 6:00 P.M. (Local Time)
2. The County seeks to verify that the bidder has an established business relationship of at least two (2) years with at least three (3) organizations in the government sector, providing similar satellite phone equipment and services as stated in Section 3 of this solicitation. To be considered for award under this pre-qualification contract, Bidders must provide three (3) Federal, State or Local Government references of comparable size and scope that they have provided satellite communication equipment and services. The County may contact the referenced firms to obtain information as to competence evidence surfaces that the Bidder seeking to be pre-qualified has not performed in the past at the level expected in the future by the County, the County at its sole discretion may not offer Bidders an opportunity to be a pool member
3. To be considered for pre-qualification under this contract, Bidders must submit a letter from the satellite communication company stating that the Bidder is an authorized partner and/or reseller of satellite phone equipment and services. Bidders must confirm that they are authorized to represent one or more of the following constellations or satellite communications networks:
  - GLOBALSTAR
  - IRIDIUM
  - INMARSAT
  - LIGHTSQUARE MSAT SERVICES
  - HUGHES NET
  - VIASAT
  - VSAT
  - ANDREW 4.6 METER TRIFOLD DISH
  - IDIRECT

**2.5 PRICES**

If the Bidder is pre-qualified under this solicitation, the prices offered by the vendor during the Request for Quote (RFQ) process shall be accepted in accordance with the provisions established in Section 3 of this solicitation entitled "Technical Specifications".

**2.6 METHOD OF PAYMENT**

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

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

**2.7 CONTACT PERSON**

For any additional information or questions regarding the terms and conditions of this solicitation and resultant contract, please contact: Santiago A. Pastoriza, Procurement Contracting Officer 1 via email at [spastor@miamidade.gov](mailto:spastor@miamidade.gov) with a copy to the Clerk of the

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

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

Board at [clerkBCC@miamidade.gov](mailto:clerkBCC@miamidade.gov) . Administrative Order 3-27, Cone of Silence, prohibits oral communication regarding a bid during the period the Cone is in effect.

**2.8 “EQUAL” PRODUCT CANNOT BE CONSIDERED: ORIGINAL EQUIPMENT MANUFACTURER (OEM) EQUIPMENT REQUIRED**

The satellite phone equipment and/or services to be purchased through this contract are critical to County operations; therefore, only equipment produced by the original equipment manufacturer shall be accepted under this solicitation. Unless leased equipment is requested, the equipment and all its components must have not been previously used (the County being the first user). When a pre-qualified Vendor responds to an RFQ, the Vendor guarantees that the equipment is standard new equipment and/or newly manufactured (latest model) and in current production with all parts typically used with this type of equipment and that no attachment or component has been substituted or applied contrary to the equipment manufacturer's recommendations and standard practices.

Any exception to this provision would be required to have the mutual written consent of the parties. Under this contract this would typically be agreed to during the Request for Quote (RFQ) process, defined in Section 2.4.

**2.9 DELIVERY REQUIREMENTS**

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 God, 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 Request For Quotes (RFQ) issued under this contract are awarded to fail to deliver in the number of days stated in the RFQ document, 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.

**2.10 DAMAGED GOODS WHEN SHIPPING IS PROVIDED BY BIDDER**

The bidder shall be responsible for filing, processing and collecting all damage claims against the shipper.

**2.11 TRADE-IN ALLOWANCES**

It is hereby understood that the County may indicate an interest to trade in existing communications devices or equipment in exchange for the new equipment specified during

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

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

the request for quotation (RFQ) process referred to in section 2.7. For this reason, a trade-in allowance may be required from the bidder in order to be considered responsive on the RFQ.

**2.12 EXEMPTION FROM CERTAIN CLAUSES**

The contract to be awarded under this solicitation is for the purchase or lease of satellite phone equipment and services through spot market quotes and issuing of purchase orders. The awarded Bidder supplying such satellite phone equipment and services may not be subject to the following clause, as applicable:

- Section 1.21 (Insurance Requirements)

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**SECTION 3  
TECHNICAL SPECIFICATIONS**

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

**3.1 SCOPE**

This solicitation will establish a pool of pre-qualified satellite telecommunication equipment and service providers that will enable Miami-Dade County to purchase or lease Satellite equipment and services on an as needed basis for essential public safety and government operations.

Services contracted services under the resultant contract(s) will be used to support public safety and is especially crucial during emergency events such as hurricane recovery periods when normal communications channels may not be available. Service providers prequalified under this pool offer high quality voice or data communications with reliable network coverage throughout South Florida.

**3.2 SATELLITE PHONE EQUIPMENT**

Bidder(s) pre-qualified under this pool contract will be invited to participate in spot market competitions as needs arise for satellite phone equipment. To be considered for pre-qualification under this contract, Bidders must be able to provide one or more of the following satellite telecommunication equipment and associated services:

<b>Equipment</b>	<b>Functional Description</b>
Handheld two-way radio / Satellite Phone	Handheld satellite phones which have a typical size comparable to a handheld 2-way radio Device. Provides users with a high degree of portability but does not provide simultaneous voice and data communications.
Portable Satellite Terminals	Devices capable of voice, data and fax often used on a simultaneous basis. Typically larger than handheld satellite phones but still able to provide a high degree of portability. Current equipment generation supports Broadband Global Area Network (BGAN) and is IP based.
Vehicular Satellite Terminals	Designed on the Land Mobile device concept but dedicated for land, sea, and air vehicular use. Capable of COTM (communications on the move). This feature is considered extremely valuable to emergency first responders.
Fixed Satellite Terminals	Fixed site Satellite terminal to provide users convenience of voice and data services from inside an office, building or mobile command center.

**3.3 SERVICE PLANS TO BE PROVIDED**

Bidder(s) prequalified under this pool contract will be invited to participate in spot market competitions as needs arise for various satellite phone equipment and services. To be considered for pre-qualification under this contract, Bidders must be able to provide a variety of satellite phone service plans to include but not be limited to the following:

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

**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

- Voice Services
  - Post Paid Plans
  - Pre-Paid Plans
  - Push-To-Talk
- Data Services
  - SMS Services
- Broadband Services
  - Email
  - Web Browsing

**3.4 COVERAGE**

At the time of award of a spot market competition, the successful Bidder may be asked to provide current coverage maps for the Constellation or Network which they are authorized to represent for the areas covering South Florida (inclusive of Monroe County, Miami-Dade County, Broward County, and Palm Beach County), Florida, and North America. This information will be requested on compact-disc (CD) or flash drives. Alternatively, the successful Bidder may provide coverage information by providing an active internet URL where the information can be accessed, verified and referenced.

**3.5 TECHNICAL SUPPORT**

At the time of award of a spot market competition, the successful Bidder will be required to submit technical support information for the Network Operation Center (NOC) for the Satellite Service provider they are authorized to represent. The County requires that technical support services be available at a minimum between the hours of 7:00 am and 7:00 pm Eastern standard time. During these hours the Bidders awarded work orders under this contract shall provide the following services:

- Toll-free number to report any network outages.
- Progress reports on efforts to correct or resolve any network problems.

An e-mail address to contact the NOC in the event of phone line issues

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
Internal Services Dept.  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street  
13<sup>th</sup> Floor, Suite 1300  
Miami, Florida 33128-1983

**OPENING: 2:00 P.M.**  
**FRIDAY**  
**AUGUST 16, 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:  
**Santiago A. Pastoriza**

ISD/PM Date Issued:  
**7/18/13**

This Bid Submittal Consists of  
Pages **8** through **14**

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:**  
**SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

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.

<b>DO NOT WRITE IN THIS SPACE</b>		
ACCEPTED _____	HIGHER THAN LOW _____	
NON-RESPONSIVE _____	NON-RESPONSIBLE _____	
DATE B.C.C. _____	NO BID _____	FIRM NAME _____
ITEM NOS. ACCEPTED _____		
COMMODITY CODE: <b>72557,93972,98569,98577</b>		
Procurement Contracting Officer: <b>Santiago A. Pastoriza</b>		

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

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

**SECTION 4  
 BID SUBMITTAL FOR:  
 SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

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

**4.1 CONTACT INFORMATION**

Provide contact information for Primary (Required) and Secondary (Optional) staff within your Company who will be responsible for providing a response to Requests for Quotations (RFQ) issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 6:00 P.M. (Local Time)	
<b>PRIMARY CONTACT (REQUIRED)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
Pager Number (Optional):	
E-mail Address:	
<b>SECONDARY CONTACT (OPTIONAL)</b>	
Name:	
Title and/or Job Function:	
Business Address:	
Local or Toll Free Telephone Number:	
Local or Toll Free Fax Number:	
Mobile Telephone Number:	
Pager Number (Optional):	
E-mail Address:	

**SECTION 4  
BID SUBMITTAL FOR:  
SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

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

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**4.2     REFERENCES**

Provide three (3) Federal, State or Local Government references that your firm has provided satellite telecommunication equipment and services for at least two (2) years.

Reference # 1

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years dealing with your firm: \_\_\_\_\_

Estimated sales per year: \_\_\_\_\_

Reference # 2

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years dealing with your firm: \_\_\_\_\_

Estimated sales per year: \_\_\_\_\_

Reference # 3

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years dealing with your firm: \_\_\_\_\_

Estimated sales per year: \_\_\_\_\_

**SECTION 4  
 BID SUBMITTAL FOR:  
 SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)**

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

**4.3 SATELLITE COMMUNICATION NETWORKS**

To be considered for award under this pre-qualification contract, Bidders must be able to represent one or more of the following constellations or satellite communications networks listed in the table below. Bidders are required to indicate which one by checking off Yes or No in the table below and a letter must be submitted from the satellite communication company with your proposal response stating that the Bidder is an authorized partner and/or reseller of satellite phone equipment and services.

Satellite Communication Network	Yes	No
GLOBALSTAR	<input type="checkbox"/>	<input type="checkbox"/>
IRIDIUM	<input type="checkbox"/>	<input type="checkbox"/>
INMARSAT	<input type="checkbox"/>	<input type="checkbox"/>
LIGHTSQUARE MSAT SERVICES	<input type="checkbox"/>	<input type="checkbox"/>
HUGHES NET	<input type="checkbox"/>	<input type="checkbox"/>
VIASAT	<input type="checkbox"/>	<input type="checkbox"/>
ANDREW 4.6 METER TRIFOLD DISH	<input type="checkbox"/>	<input type="checkbox"/>
IDIRECT	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4  
BID SUBMITTAL FOR:  
SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)

ACKNOWLEDGEMENT OF ADDENDA

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

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**PART I:**

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

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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

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

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

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



**Bid Title:** SATELLITE PHONES AND SERVICES (PRE-QUALIFICATION POOL)

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/project shall not charge or substitute bid for 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. 11-03, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all bid for 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/ Subcontractor	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subcontractor	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/Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Alaskan

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This date 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://www.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 \_\_\_\_\_