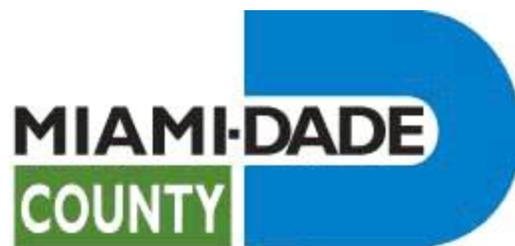


## **Solicitation RTQ-00078**

# **Cisco Equipment, Software, and Maintenance Services Pool**

**Bid designation: Public**



**Miami-Dade County**

## Bid RTQ-00078

### Cisco Equipment, Software, and Maintenance Services Pool

Bid Number **RTQ-00078**  
 Bid Title **Cisco Equipment, Software, and Maintenance Services Pool**

Bid Start Date **In Held**  
 Bid End Date **Jun 24, 2014 6:00:00 PM EDT**  
 Question & Answer End Date **Jun 17, 2014 5:00:00 PM EDT**

Bid Contact **Lluis Gorgoy**  
**Procurement Contracting Officer 1**  
**Internal Services**  
**305-375-1075**  
**gorgoyl@miamidade.gov**

Contract Duration **60 months**  
 Contract Renewal **Not Applicable**  
 Prices Good for **Not Applicable**

Bid Comments The purpose of this solicitation is to pre-qualify bidders for future pricing competition for the Miami-Dade Aviation Department (MDAD). All bidders which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations for the provision of purchasing Cisco hardware, parts, components, accessories, maintenance, repair services, and technical support services.

**The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date. Bidders may be pre-qualified in one or all of the following Groups:**

- Group 1 – Cisco Hardware, Software, & Parts
- Group 2 – Cisco Maintenance, Technical Support, and Repair Services

#### Item Response Form

Item **RTQ-00078--01-01 - Cisco Equipment, Software, and Maintenance Services Pool**

Quantity **2 each**

Prices are not requested for this item.

Delivery Location **Miami-Dade County**  
No Location Specified

Miami-Dade County  
 generic location  
 Miami FL 33128  
 Qty 1

#### Description

Please refer to Section 4 for the required documentation to be provided with your submittal for consideration to be qualified under the outlined award groups.

SOLICITATION NO.: RTQ-00078

OPENING: 6:00 P.M.

Cisco Equipment, Software, and Maintenance  
Services Pool  
Jun 24, 2014



MIAMI-DADE COUNTY, FLORIDA

R E Q U E S T T O Q U A L I F Y

TITLE:

Cisco Equipment, Software, and Maintenance Services Pool

BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON Jun 24, 2014

FOR INFORMATION CONTACT:

Lluís Gorgoy, 305-375-1075, [gorgoyl@miamidade.gov](mailto:gorgoyl@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



## SECTION 1

### **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 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-r14-2.pdf>

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### **NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://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](http://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.

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## **SECTION 2 – SPECIAL TERMS AND CONDITIONS**

### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified vendors capable of delivering/providing CISCO hardware, parts, components, accessories, maintenance, repair services, and technical support services on an as needed basis for the Miami-Dade Aviation Department (MDAD). Entry into the pre-qualification pool is not a contract between MDC and any member of the pool, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria set forth below for membership in the pool. Pre-qualified vendors will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling vendors to qualify at any time after the initial RTQ opening date.

These bidders shall then be deemed to be pre-qualified to participate in subsequent Request for Quotation (RFQ) purchases as required by the County on either an as-needed or on a periodic basis. Bidders may be pre-qualified under the following groups:

- **GROUP 1 – CISCO SOFTWARE, HARDWARE, & PARTS**

This group allows for the purchase of CISCO software, hardware, parts, components, and associated accessories pertaining to CISCO Systems.

- **GROUP 2 - CISCO MAINTENANCE, TECHNICAL SUPPORT, AND REPAIR SERVICES**

This group allows for the purchase of software and hardware maintenance, technical support, and repair services for CISCO Systems. Maintenance & support is required beyond the initial manufacturer warranty to help ensure that critical network issues are resolved with minimal interruption to County operations. Repair services will be required on an as needed basis.

### **2.2 TERM**

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required RFQ documents. The pre-qualification pool shall expire on the last day of the last month of the sixty month period.

### **2.3 OPTION TO RENEW-INTENTIONALLY OMITTED**

### **2.4 QUALIFICATION CRITERIA**

Vendors shall submit all of the qualifying documents with their submittal form. However, the County may, at its sole discretion and in its best interests, allow vendors to supplement submitted documents in order to satisfy the prequalification criteria. It shall be the sole prerogative of the County to determine the number of vendors who will be included under the pre-qualification pool. During the term of the RTQ, the County reserves the right to add and/or delete pre-qualified vendors.

#### **2.4.1 MINIMUM QUALIFICATION REQUIREMENTS (ALL GROUPS)**

Pre-qualification under this solicitation will be made to all responsive, responsible vendors who meet the following minimum qualifications:

1. Vendors shall provide contact information to include: Name of contact, email address, website information, phone number, and fax number for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for providing a response to spot market quotes issued by the County. These services shall typically be required Monday through Friday within the business hours of 8:00 a.m. and 5:00 p.m. (Eastern Standard Time).
2. Vendors must be able to demonstrate that they have a minimum of three (3) years of experience in providing CISCO goods and services similar in scope to the requirements outlined in Section 3 for each group. Three (3) client references are to be provided with the bid submittal.
3. Vendors shall be a certified CISCO channel partner with a minimum of a Gold certification level for qualification under the resultant pool. Vendors are to provide documentation illustrating their firm's current certification status with the bid submittal.

## **2.5 INDEMNIFICATION AND INSURANCE**

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

## **2.6 WORK ACCEPTANCE**

Projects to be performed under this contract will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

## **2.7 CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

## **2.8 TRADE-IN ALLOWANCES**

It is hereby understood that the County may wish to trade in existing equipment in exchange for the new equipment specified in future RFQ's as a result of this solicitation. For this reason, a trade-in allowance may be quoted by the bidder in order to be considered for award.

Should a trade-in allowance be requested by the County, the following information will be provided to the bidders:

- Manufacturer Name
- Model Number
- Serial Number

Quantity

The equipment may be inspected by contacting the requesting user department for an appointment. The trade-in equipment shall be removed from the County's premises at no cost to the County.

**2.9 WARRANTY REQUIREMENTS**

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within ten (10) days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another bidder and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

The bidder shall be responsible for all shipping costs associated with the return of defective parts or devices, whether new, remanufactured, or refurbished.

Additional warranty may apply if so specified in the Request for Quotations.

**2.10 ENVIRONMENTAL STANDARDS**

In response to energy costs, environmental concerns, and government directives, there is an increased need for sustainable and "green" business IT operations. Applicable products bid in response specifications detailed in future spot market purchases may require Energy Star 4.0, CISCO EnergyWise, or other recognized programs for energy efficiency.

**2.11 COMPLIANCE WITH FEDERAL FUNDING**

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that certain clauses within this solicitation do not apply to that Department's allocation:

Section 1 Paragraph 1.27 (Office of the Inspector General), and Section 1 Paragraph 1.35 (County User Access Program - UAP).

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF SERVICE**

It is the intent of Miami-Dade County to obtain CISCO Systems Hardware, Software, Maintenance, Repair Services, Parts, and Accessories on an as needed basis to support County operations for the Miami-Dade Aviation Department (MDAD). The CISCO systems are critical to the sustainability of MDAD operations and require ongoing access to a pool of qualified firms capable of providing CISCO software, hardware, maintenance support, and repair services.

### **3.2 BACKGROUND**

Establishment of this pool will provide MDAD with the ability to procure CISCO hardware, software, maintenance, technical support, repair services, including but not limited to cabling, parts and accessories on an as needed basis through future spot market quotations. As purchases occur, where applicable, awarded Bidders shall update MDAD's CISCO SmartNet account when new equipment or software is purchased from the resultant work orders.

### **3.3 GROUPS**

Potential vendors may pre-qualify for any of the following groups:

#### **Group 1 – CISCO Hardware, Software, & Parts**

Vendors pre-qualified within this group shall be CISCO certified partners. These vendors may provide CISCO hardware which includes but is not limited to: switches, routers, firewalls, parts, access points, wireless network cards, cables, accessories, and antennas. MDAD currently utilizes CISCO hardware & software such as: Nexus, UCS, AAA, ASA, IPS, WLC, WSA, SMA, ESA, CISCO Network Assistant & Prime Infrastructure

#### **Group 2 – CISCO Maintenance, Technical Support, and Repair Services**

MDAD owns a considerable amount of CISCO equipment and software. Vendors pre-qualified within this group shall be CISCO certified partners and be qualified to provide CISCO SMARTnet maintenance, technical support, and repair services for the existing and future CISCO equipment and software.

Service levels for maintenance for current items must match existing levels: IPS Svc, AR NBD (SU1), SMARTnet 8x5xNBD (SNT), SMARTnet Premium 24x7x4 (SNTP), and Software Application Support (SAS). Future purchases may include maintenance equal to or greater than current levels and as specified in the Request for Quote.

### **3.4 CURRENT OPERATING ENVIRONMENT**

MDAD uses CISCO brand hardware and software to support the Miami International Airport Enterprise Network (MEN). The types of equipment used are chassis that house network switches cards, power supplies, and supervisor modules that manage the operation of the network.

The MEN is the highway that transports the data needed to serve all the airport operational systems used by the airlines reservation systems, flight information display system, building management, security, Wi-Fi, public address system, PC connectivity, Internet access, Voice over IP telephones, and others. The anticipated equipment or services that may be purchased through competitive spot market bidding is needed by MDAD to provide effective connectivity to the various host systems being served by the MEN due to an increased demand for bandwidth capacity.

**Instructions to Bidders:** Please review and complete the below information to be considered for pre-qualification.

**4.1 PRE-QUALIFICATION CRITERIA AFFIRMATION:**

Please place a check mark (√) next to the group you wish to be pre-qualified under.

- Group 1 – CISCO Hardware, Software, & Parts
- Group 2 – CISCO Maintenance, Technical Support, and Repair Services

**4.2 CONTACT INFORMATION:** *As per the Section 2, Paragraph 2.4.1 (1) Bidders are to provide the following information to be pre-qualified under this contract.*

<p>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 5 PM.</p>	
<b>PRIMARY CONTACT (REQUIRED)</b>	
Name:	<input type="text"/>
Title and/or Job Function:	<input type="text"/>
Business Address:	<input type="text"/>
Local or Toll Free Telephone Number:	<input type="text"/>
Local or Toll Free Fax Number:	<input type="text"/>
Mobile Telephone Number:	<input type="text"/>
E-mail Address:	<input type="text"/>

<b>SECONDARY CONTACT (OPTIONAL)</b>	
Name:	<input type="text"/>
Title and/or Job Function:	<input type="text"/>
Business Address:	<input type="text"/>
Local or Toll Free Telephone Number:	<input type="text"/>
Local or Toll Free Fax Number:	<input type="text"/>
Mobile Telephone Number:	<input type="text"/>
E-mail Address:	<input type="text"/>

**4.3 CUSTOMER REFERENCES**

<b>Reference Section</b>	<b>Summarized Requirements:</b> Vendors must be able to demonstrate that they have a minimum of three (3) years of experience in providing CISCO Systems Maintenance and repair for other entities to at least three (3) client references.
<b>Section 2, Paragraph 2.4.1 (2)</b>	<b>Client Reference Letter #1</b>
Company Name:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Title:	<input type="text"/>
Contact Address:	<input type="text"/>
Contact Telephone Number:	<input type="text"/>
Contact E-mail Address:	<input type="text"/>
Type of Equipment Repaired/Group:	<input type="text"/>
<b>Section 2,</b>	<b>Client Reference Letter #2</b>

<b>Paragraph 2.4.1 (2)</b>	
Company Name:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Title:	<input type="text"/>
Contact Address:	<input type="text"/>
Contact Telephone Number:	<input type="text"/>
Contact E-mail Address:	<input type="text"/>
Type of Equipment Repaired/Group:	<input type="text"/>
<b>Section 2, Paragraph 2.4.1(2)</b>	<b>Client Reference Letter #3</b>
Company Name:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Title:	<input type="text"/>
Contact Address:	<input type="text"/>
Contact Telephone Number:	<input type="text"/>
Contact E-mail Address:	<input type="text"/>
Type of Equipment Repaired/Group:	<input type="text"/>

**4.3 CISCO Certified Channel Partner**

As per the Section 2, Paragraph 2.4.1 (3) Bidders are to provide a letter or authorization demonstrating bidder to be a certified CISCO channel partner with a minimum of a Gold certification level.



**Miami-Dade County  
Procurement Management Services  
Solicitation Submittal Form**  
111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. RTQ-00078		Solicitation Title: Cisco Equipment, Software, and Maintenance Services Pool	
Legal Company Name (include d/b/a if applicable): <input style="width: 95%;" type="text"/>		Federal Tax Identification Number: <input style="width: 95%;" type="text"/>	
If Corporation - Date Incorporated/Organized: <input style="width: 95%;" type="text"/>		State Incorporated/Organized: <input style="width: 95%;" type="text"/>	
Company Operating Address: <input style="width: 95%;" type="text"/>		City <input style="width: 95%;" type="text"/>	State <input style="width: 95%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 95%;" type="text"/>		City <input style="width: 95%;" type="text"/>	Zip Code <input style="width: 95%;" type="text"/>
Company Contact Person: <input style="width: 95%;" type="text"/>		Email Address: <input style="width: 95%;" type="text"/>	
Phone Number (include area code): <input style="width: 95%;" type="text"/>	Fax Number (include area code): <input style="width: 95%;" type="text"/>	Company's Internet Web Address: <input style="width: 95%;" type="text"/>	
<p><b>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.</b></p> <p><input type="checkbox"/> Place a check mark here only if Bidder/Proposer has such conviction to disclose to comply with this requirement.</p>			
<p><b>LOCAL PREFERENCE CERTIFICATION:</b> 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 Bidder/Proposer meets requirements for Local Preference. <b>Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</b></p>			
<p><b>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:</b> 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 Bidder/Proposer meets requirements for the Locally-Headquartered Preference (LHP). <b>Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP. LHP is not applicable to qualitative solicitations issued, including but not limited to, Requests for Proposals and Request for Qualifications.</b></p> <p>The address of the Locally-headquartered office is: <input style="width: 95%;" type="text"/></p>			
<p><b>LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:</b> 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.</p> <p><input type="checkbox"/> Place a check mark here only if affirming Bidder/Proposer is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.</p>			
<b>SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)</b>			

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder/Proposer 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 proposal 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/Proposer certifies that the Bidder/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 Bidder/Proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder/Proposer shall execute the proposal through a duly authorized representative and shall also initial this space: . In such event, the Bidder/Proposer 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/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 Bidder/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.

**IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER 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/Proposer's Authorized Representative's Signature:

Date



Type or Print Name:

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/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 BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.**

## Miami-Dade County

### Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. :  Federal Employer Identification Number (FEIN):

Contract Title:

<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant
<input style="width: 90%; height: 20px;" type="text"/>		<input style="width: 90%; height: 20px;" type="text"/>
Name of Firm		Date
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Address of Firm	State	Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_

by \_\_\_\_\_ He or she is personally known to me \_\_\_\_\_ or has produced identification

Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public Serial Number

\_\_\_\_\_  
Print or Stamp of Notary Public Expiration Date Notary Public Seal



**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, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Bidder/Proposer who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Bidder/Proposer should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Bidder/Proposer demonstrates to the County 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 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 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)								
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	

Business Name and Address of First Tier 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)									
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other		

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Internal Services Department : <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 a <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

## Question and Answers for Bid #RTQ-00078 - Cisco Equipment, Software, and Maintenance Services Pool

### OVERALL BID QUESTIONS

**There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.**