INTERNAL SERVICES DEPARTMENT
111 NW 1st Street • Suite 1300
Miami, Florida 33128 - 1974
T (305)375-5289 F (305)375-4407 (305)372-6128

miamidade.gov

ADDENDUM NO. 2

DATE: May 8, 2015

SUBJECT: Concession Services and Related Activities Pre-Qualification
RTQ-00109

This addendum becomes a part of the subject Request to Qualify (RTQ).

A. Section 2.3 - Method of Award: Pre-Qualification of Bidders, Subsection 2.3.1, Requirement C, shall be amended to add the underlined language as follows: "Bidder must provide a list of staff that will be performing required services. Bidder must also provide proof of ability to legally work in the United States for each employee listed. Proof may be in the form of a voter's registration, immigration card, I-9 Form or other verifiable document. <u>NOTE: Any personally sensitive information such as a social security number, driver's license number, etc. should be redacted (i.e. blacked out) by the Bidder prior to submitting documentation to Miami-Dade County Procurement Management Services."</u>

All other information remains the same.

Miami-Dade County

Jessica L Tyrrell

Jessica Tyrrell
Procurement Contracting Officer

Delivering Excellence Every Day

MIAMI-DADE COUNTY

CLERK OF THE BOARD
2014 AUG 15 AM 11:06
CLERK, CIRCUIT & COUNTY COURTS
MIAMI-DADE COUNTY, FLA.

ADDENDUM NO. 1

August 15, 2014

TO: ALL PROSPECTIVE BIDDERS/PROPOSERS

SUBJECT: SOLICITATION NO.: RTQ-00109

TITLE: Concessions Services and Related Activities, Pre-Qualification

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

The inquiries listed below were received and the corresponding responses are as follows:

1) Does this solicitation require services pertaining only to concessions for food?

   Answer: No, per Section 3, Paragraph 3.2, of this solicitation, concession services and activities may include, but are not limited to: sports, fitness, arts, and environmental activities; mobile vending carts; concession stands; operation of recreational facilities; and others as required.

2) Does concession services and related activities include providing tennis services at Miami-Dade Parks, Recreation and Open Spaces facilities, if required?

   Answer: Yes, future spot market purchases may be issued for any of the services stipulated in the solicitation. Refer to Question 1, for types of activities, services, and concessions required.

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

Miami-Dade County,

Martha Perez-Garviso

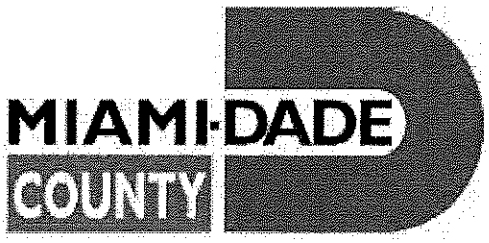
Martha Perez-Garviso
Procurement Contracting Officer

Cc: Clerk of the Board

Solicitation RTQ-00109

Concession Services and Related Activities, Pre-Qual.

Bid designation: Public



Miami-Dade County

Bid RTQ-00109
Concession Services and Related Activities, Pre-Qual.

Bid Number	**RTQ-00109**
Bid Title	**Concession Services and Related Activities, Pre-Qual.**
Bid Start Date	**In Held**
Bid End Date	**Aug 22, 2014 6:00:00 PM EDT**
Question & Answer End Date	**Aug 13, 2014 6:00:00 PM EDT**
Bid Contact	**Martha Perez-Garviso** **305-375-5375** **mdperez@miamidade.gov**
Contract Duration	**8 years**
Contract Renewal	**Not Applicable**
Prices Good for	**Not Applicable**
Bid Comments	**This Request to Qualify (RTQ) will establish a pool of pre-qualified Bidders capable of providing concession and related activities for Miami-Dade Parks, Recreations and Open Spaces.**

Item Response Form

Item	**RTQ-00109--01-01 - Concession Services and Realted Activities**
Quantity	**1 each**

Prices are not requested for this item.

Delivery Location	**Miami-Dade County** Miami-Dade County generic location Miami FL 33128 **Qty** 1

Description

Pre-qualification pool for concession and related activities

SOLICITATION NO.: RTQ-00109
OPENING: 6:00 P.M.
Concession Services and Related Activities, Pre-Qual.
Aug 22, 2014

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:
Concession Services and Related Activities, Pre-Qual.

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON Aug 22, 2014

FOR INFORMATION CONTACT:
Martha Perez-Garviso, 305-375-5375,mdperez@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) 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

This Request to Qualify (RTQ) will establish a pool of pre-qualified Bidders capable of providing concession and related activities to Miami-Dade Parks, Recreation and Open Spaces Department (PROS). Entry into the pre-qualification pool is not a contract between Miami-Dade County 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 Bidders will be invited to participate in future spot market competitions. The pool shall remain open for the term of the pool, enabling Bidders to qualify at any time after the initial RTQ opening date.

2.2 TERM: EIGHT YEARS

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee. The pre-qualification pool shall expire on the last day of the last month of the ninety-six month period.

2.3 METHOD OF AWARD: PRE-QUALIFICATION OF BIDDERS

Bidders 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 Bidders 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 Bidders who will be included under the pre-qualification pool. During the term of the pool, the County reserves the right to add and/or delete pre-qualified Bidders. If the County elects to add Bidders, they must meet the same minimum qualifications established herein.

2.3.1 The minimum qualifications are as follows:

A. Bidder must provide a list of the type of recreational activity, concession operation, or related activity being offered to the County.

B. Bidder shall be regularly engaged in the business of providing, and must have experience in the type of recreational activity, concession operation, or related activity that is being offered to the county. Bidder must provide verifiable references from commercial or government customers for which the Bidder has provided the required services.

References provided must include:

1) Company or governmental entity name
2) Contact person
3) Phone number
4) Length of time services where provided
5) Description of activity, concession operation and/ or related activity provided

References provided shall be utilized to confirm Bidder's experience in the type of concession operation(s), recreational or related activities being offered to the County. Refer to Section 3, Subsection 3.2 for a description of the required services.

C. Bidder must provide a list of staff that will be performing required services. Bidder must also provide proof of ability to legally work in the United States for each employee listed. Proof may be in the form of a voter's registration, immigration card, I-9 Form or other verifiable document.

2.3.2 Spot Market Quotation Requests Procedures:

The County will solicit spot market quotations from pre-qualified Bidders, on an as needed basis. Prequalified bidders will be contacted based on the recreational activity, concession operation, or related activity offered in their solicitation and as approved by the County. Quotations shall be requested under this pool when competition within the pre-qualified pool of bidders has been identified for the required services. PROS reserves the right to explore and seek quotations outside of this contract, from potential Bidders for new business concepts in the best interest of the County.

All requests for quotation will be sent to the pre-qualified Bidders in writing. Pre-qualified bidders must submit their quotation in writing; no verbal responses will be accepted.

Each spot market quotation request will include the following, as applicable:

A. Anticipated method of award (highest revenue to the County). Alternate methods of award will be stipulated on the spot market quotation request.
B. Facility, address, and dimensions
C. Type of recreational activity or concession operation
D. Date recreational activity or concession operation starts (it is anticipated that the PROS will notify the awarded Bidder, of required function, 14 days prior to commencement)
E. Quotation submittal due date
F. Additional requirements or special instruction (permits, insurance, business tax receipts, licenses, etc.)
G. Issuing department's contact person's name, telephone number and email address
H. Detailed specifications pertaining to individual solicitation/ event
I. Pricing information offered by the Bidder to customers or participants and revenue to the County
J. Term of spot market purchase (length of time services/ concessions are required)
K. Date, time and location of site visit, if required

2.3.3 Award of Spot Market Quotation Requests:

Award of spot market quotation requests shall be made in compliance with standard procurement practices as stipulated in Section 2-8.1 of the Miami-Dade County Code for Contracts and Purchases Generally. Acceptance and award spot

market quotation, by the County, shall be evidenced through the issuance of a notice to proceed. Award of spot market quotation will be made to the pre-qualified Bidder offering the highest revenue to the County for the concession operation and related services, or as specified in the spot market quotation solicitation.

The following is a required criteria for both the quotation process and routine evaluations:

1. Ability to fulfill scope and desired outcomes
2. Investment in services/activities and/or facilities
3. Purpose and structure of organization
4. Performance history of organization (if applicable)
5. Financial stability of organization
6. Appropriateness of fee schedules
7. Ability to meet insurance requirements

Note: Verification of additional requirements to perform required work will be conducted prior to award of spot market purchase. All goods, services and subsequent fees are subject to modification. Such goods, services, and fees may be modified 30 days prior to implementation with written approval from the PROS Director or Director's designee.

2.4 INSURANCE

The following supersedes the insurance coverage listed in Section 1, Paragraph 1.21:

A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.

B. Commercial General Liability Insurance on a comprehensive basis in an amount not less than $1,000,000 combined single limit per occurrence for bodily injury and property damage. Policy must include coverage for products and completed operations. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than $500,000 combined single limit per occurrence for bodily injury and property damage.

Additional or revised insurance requirements may be necessary when performing work in certain County facilities. Any change or addition in insurance requirements will be detailed in the request for spot market quotation.

PROS is responsible for requesting insurance requirements from selected Bidders; and submitting documents to Risk Management for review and approval. No event shall commence without written approval of the insurance from Risk Management.

2.5 AVAILABILITY TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this pre-qualified

pool of bidders and purchase any and all items specified herein from the awarded Bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency(ies).

2.6 COMPLIANCE WITH FEDERAL STANDARDS

All services to be purchased under this contract shall be in accordance with all governmental standards as applicable, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

2.7 EXCLUSIONS

This clause supersedes the Section 1, Paragraph 1.27 and 1.35 as it pertains to the applicability of the Office of the Inspector General (IG) and the User Access Program (UAP). This contract is considered a revenue generating contract, which is excluded from the IG and UAP fees.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The Miami-Dade Parks, Recreation and Open Spaces ("PROS") Department owns and operates various parks and facilities located throughout Miami-Dade County, which PROS may require concession services and related activities.

Awarded Bidder(s) will utilize park facilities and provide services in a manner normally associated with the specified activities and to comply with PROS rules, regulations and policies or applicable State or Local laws and in compliance with Article 7 of the County Charter. The awarded Bidder(s) will utilize the facilities for activities/services/concession that will be open to the general public during designated hours; and to promote the Park. General recreation activities are expected to be available for all ages.

3.2 GOODS / SERVICES TO BE PROVIDED

Bidders will be pre-qualified to participate in spot market purchases to provide recreational activities that are being made available for general recreation, nature and/or cultural activities/services, concession services and/or related activities. These activities/ services/concessions may include, but are not limited to: sports, fitness, arts, and environmental activities; mobile vending carts; concession stands; operation of recreational facilities; and others as may be posted.

PROS reserve the right to include/exclude any concession service at the facility. Further, PROS reserves the right to schedule special events that may preclude the selected Bidder(s) from operating in the facilities or a portion thereof. PROS will notify the awarded Bidder, in a written form, of these special events, no later than fourteen (14) calendar days prior to the scheduled special event.

3.3 AWARDED BIDDER'S RESPONSIBILITY:

Bidders must have knowledge and experience in the various types of recreational activities, concession operations, and related activities offered; knowledge of the legal requirements that are involved in these types of operations; and the financial strength to conduct the agreed upon services. The awarded Bidder(s) shall provide services related to recreation activities, concession operation, and related activities as follows:

A. Furnish prompt and efficient service, adequate to meet all reasonable demands, including maintaining the minimum schedule and hours of operation for activities, subject to the approval of PROS.

B. Provide an operation that will be safe, customer-oriented with prompt service, complaint resolution, effective volunteer and coaching performance and training, and timely initiation and completion of all work.

C. Conduct background checks on all staff and volunteers pursuant to Miami-Dade County Ordinance 08-07, and ensure the safety of the patrons of the facility(ies) by

meeting the requirements of Chapter 26, Article III of the Miami-Dade County Code entitled "The Shannon Melendi Act" for all owners, employees, and volunteers.

D. Provide proper management of facilities and use the same in a careful manner. Any damages made to County property and facilities by its operations are borne by the selected Bidder.

E. Provide all materials, equipment and supplies necessary to provide activities/services/concessions under the terms of the requested spot market quotation.

F. Ensure that all management, staff, and volunteers wear picture identification at all times while on County property and when in direct contact with the public. The cost shall be borne by the Bidder.

G. Be responsible for the security of the selected Bidder's own equipment and supplies, PROS does not accept responsibility for these items.

H. Be responsible for utilities and custodial services unless otherwise stipulated.

I. Be responsible for all expenses associated with the activities/services provided.

J. For concession operations that provide food and beverages to patrons, offer healthy options for each and shall utilize United States Environmental Protection Agency (EPA) approved cups and food containers. The awarded Bidder shall provide for recycling of comingled glass, plastic and aluminum products.

3.4 DEFICIENCIES IN WORK TO BE CORRECTED BY THE BIDDER

The awarded Bidder shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within 5 calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the awarded Bidder by the County's project administrator, who may confirm all such verbal reports in writing. The awarded Bidder shall bear all costs of correcting such rejected work. If the awarded Bidder fails to correct the work within the period specified, the County may, at its discretion, notify the awarded Bidder, in writing, that the awarded Bidder is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within 5 calendar days of receipt of the notice. If the awarded Bidder fails to correct the work within the period specified in the notice, the County shall place the awarded Bidder in default, obtain the services of another Bidder to correct the deficiencies, and charge the awarded Bidder for these costs; either through a deduction from the final payment owed to the awarded Bidder or through invoicing. If the awarded Bidder fails to honor this invoice or credit memo, the County may terminate the contract for default.

3.5 GOALS AND OBJECTIVES

Recreational activities and concession operations should serve all ages and will typically take place during normal park hours (unless specified in spot market quotation request), and shall be designed to meet the needs of the diverse community.

Outcomes for recreational activities/services, facility and concession operations will be based on the following appropriate measures, which will be derived from community input, surveys and comprehensive plans:

A. Community need for activities/services/concessions
B. Documented deficiencies for activities/services/concessions
C. Desired benefit of activities/services/concessions
D. Facilities to support specific activities/services/concessions
E. County Park and Recreation facilities classification and capacity
F. Population/Demographics to be served
G. Scheduling availability

3.5 EVALUATIONS

The awarded Bidder will be subject to ongoing performance evaluations to ensure compliance. Evaluations may be performed monthly, yearly or as determined by PROS.

3.5.1 Unsatisfactory Evaluations:

1. One unsatisfactory performance evaluation may result in a written request specifying improvements needed and the deadline in which to accomplish such improvements.
2. A second unsatisfactory performance evaluation may result in a Notice of Default specifying improvements needed and the deadline in which to accomplish such improvements.
3. A third unsatisfactory performance evaluation may result in the awarded Bidders' spot market quotation/ contract being terminated.

NOTE: At each step, the awarded Bidder(s) will have 14 days to respond in writing to the request for improvements.

3.6.1 REPORTING

Awarded Bidder shall submit to PROS:

1. On or before the 10th day following the end of each month during the term of a spot market award , and on or before the 10th day of the month following the expiration or earlier termination of the contract, a written statement, signed by the awarded Bidder and certified to be true and correct, showing the service/activity scope, nature of activities and agreed upon performance measures during the preceding month.

2. On or before the 60th day following the end of each spot market award's annual term, an annual written statement, signed by the awarded Bidder and certified to be true and correct, setting forth the summary of activities and performance measures during the preceding Contract Year. The statement referred to herein shall be in such form and style and contain such details and breakdowns as PROS may reasonably determine or require.

3.7 SIGNAGE

The nature, size, shape and installation of awarded Bidder's signs within the contracted Facility or in, on or adjacent to the Facility must be approved in writing by the County and such approval shall be granted or denied in the sole and absolute discretion of PROS. Said signage must also be approved by all governmental authorities having jurisdiction and must conform to Article 7 of the Miami-Dade Home Rule Charter. Any requests for changes must be made in writing to PROS and approved prior to installation. All signs shall be removed by the awarded Bidder at termination of the contract pursuant to the spot market purchase and any damage or unsightly condition caused to the premises because of or due to said signs shall be satisfactorily corrected or repaired by the awarded Bidder.

3.8 FACILITY USAGE

PROS reserves the right to close or utilize facilities for safety or maintenance purposes at any time. PROS will provide a two (2) week notice of said closure, when feasible. PROS retains the right to program or otherwise occupy facilities and/or rent facilities and fields and/or make them available for public use when no use is scheduled by the awarded Bidder.

3.9 LICENSES, PERMITS AND FEES

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

Miami-Dade County
Procurement Management Services
Proposal Submittal Form

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

Solicitation No. RTQ-00109		Solicitation Title: Concession Services and Related Activities, Pre-Qual.	
Legal Company Name (include d/b/a if applicable):		Federal Tax Identification Number:	
If Corporation - Date Incorporated/Organized :		State Incorporated/Organized:	
Company Operating Address:		City	State / Zip Code
Company Contact Person:		Email Address:	
Phone Number (include area code):	Fax Number (include area code):	Company's Internet Web Address:	

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.

☐ Place a check mark here only if Proposer has such conviction to disclose to comply with this requirement.

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.

☐ Place a check mark here only if affirming Proposer 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.**

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 proposal 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 Proposer is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.**

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 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 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 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 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.

The submittal of a proposal by a Proposer will be considered a good faith commitment by the Proposer to negotiate a contract with the County in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a contract substantially in the terms herein.

Proposer 's Authorized Representative's Signature.	Date

Type or Print Name

CONSESSIONS SERVICES AND RELATED ACTIVITIES, PRE-QUALIFICATION
FIRM NAME: _____

REQUIRED SUBMITTALS

Section 2, Subsection 2.3.1-A	Recreational Activity, Concession Operation, or Related Activity
	Bidder must provide a list of the type of recreational activity, concession operation, or related activity being offered to the County .Bidder may attach a list should additional space be required.
	1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____ 7) _____ 8) _____ 9) _____ 10) _____

Section 2, Subsection 2.3.1-B	References
	Bidder shall be regularly engaged in the business of providing, and must have experience in the type of recreational activity, concession operation, or related activity that is being offered to the county. Bidder must provide verifiable references from commercial or government customers for which the Bidder has provided the required services.
	Company/ Governmental Entity Name: _____ Contact Person: _____ Phone: _____ Length of time services provided: _____ Description of services provided: _____ _____ _____

Company/ Governmental Entity Name: _____
Contact Person: _____
Phone: _____
Length of time services provided: _____
Description of services provided:
_____
_____
_____

Company/ Governmental Entity Name: _____
Contact Person: _____
Phone: _____
Length of time services provided: _____
Description of services provided:
_____
_____
_____

List of Staff Performing Required Services

Section 2, Subsection 2.3.1-C

Bidder must provide a list of staff that will be performing required services. Bidder must also provide proof of ability to legally work in the United States for each employee listed. Proof may be in the form of a voter's registration, immigration card, I-9 Form or other verifiable document. Bidder may attach a list should additional space be required.

List Names of Staff Performaing Services	Check if proof of ability to legally work attached.
1) _____	1) _____
2) _____	2) _____
3) _____	3) _____
4) _____	4) _____
5) _____	5) _____
6) _____	6) _____
7) _____	7) _____
8) _____	8) _____
9) _____	9) _____
10) _____	10) _____

Miami-Dade County
Procurement Management Services
Solicitation Submittal Form

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

Solicitation No. RTQ-00109	Solicitation Title: Concession Services and Related Activities, Pre-Qual.		
Legal Company Name (include d/b/a if applicable):	Federal Tax Identification Number:		
If Corporation - **Date Incorporated/Organized:**	**State Incorporated/Organized:**		
Company Operating Address:	City	State	Zip Code
Remittance Address (if different from ordering address):	City	State	Zip Code
Company Contact Person:	**Email Address:**		
Phone Number (include area code): / **Fax Number** (include area code):	Company's Internet Web Address:		

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.

☐ Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

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.

☐ 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.**

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.

☐ **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.**

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 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

MIAMI-DADE COUNTY

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 a 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

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: _____

_____ Printed Name of Affiant

_____ Printed Title of Affiant

_____ Signature of Affiant

_____ Name of Firm

_____ Date

_____ Address of Firm

_____ State

_____ Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20___

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

Type of identification produced _____

_____ Signature of Notary Public

_____ Serial Number

_____ Print or Stamp of Notary Public

_____ Expiration Date

_____ Notary Public Seal