

Solicitation RTQ-00184

WINDOW TREATMENTS, WINDOW FILMING & RELATED ITEMS (PRE-QUALIFICATION)

designation: Public



Miami-Dade County

RTQ-00184
WINDOW TREATMENTS, WINDOW FILMING & RELATED ITEMS (PRE-QUALIFICATION)

Number **RTQ-00184**
 Title **WINDOW TREATMENTS, WINDOW FILMING & RELATED ITEMS (PRE-QUALIFICATION)**

Start Date **May 27, 2015 4:06:02 PM EDT**
 End Date **Jun 12, 2015 6:00:00 PM EDT**
 Question & Answer End Date **Jun 5, 2015 6:00:00 PM EDT**

Contact **Sherry Crockett**
305-375-4693
crocket@miamidade.gov

Contract Duration **6 years**
 Contract Renewal **Not Applicable**
 Prices Good for **Not Applicable**

Comments **This request to qualify will establish a pool of pre-qualified vendors capable of delivering/providing window drapery, curtains, blinds, shades, window filming and related items for various Miami Dade County Departments. 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.**

Item Response Form

Item **RTQ-00184--01-01 - WINDOW TREATMENTS AND RELATED ITEMS**
 Quantity **1 lot**
 Prices are not requested for this item.
 Delivery Location **Miami-Dade County**
No Location Specified
 Qty 1
 Expected Expenditure \$1,000,000.00

Description
 WINDOW TREATMENTS AND RELATED ITEMS (PRE-QUALIFICATION)

SOLICITATION NO.: RTQ-00184

OPENING: 6:00 P.M.

WINDOW TREATMENTS, WINDOW FILMING & RELATED ITEMS (PRE-QUALIFICATION)

Jun 12, 2015



MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

WINDOW TREATMENTS, WINDOW FILMING & RELATED ITEMS (PRE-QUALIFICATION)

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

ON Jun 12, 2015

FOR INFORMATION CONTACT:

Sherry Crockett, 305-375-4693, crocket@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-1.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

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

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

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

PLEASE NOTE THE FOLLOWING:

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

solicitation electronically.



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

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

Solicitation No. RTQ-00184		Solicitation Title: WINDOW TREATMENTS, WINDOW FILMING & RELATED ITEMS (PRE-QUALIFICATION)		
Legal Company Name (include d/b/a if applicable): <input style="width: 90%;" type="text"/>		Federal Tax Identification Number: <input style="width: 90%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width: 90%;" type="text"/>		State Incorporated/Organized: <input style="width: 90%;" type="text"/>		
Company Operating Address: <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 90%;" type="text"/>		City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>	Zip Code <input style="width: 90%;" type="text"/>
Company Contact Person: <input style="width: 90%;" type="text"/>		Email Address: <input style="width: 90%;" type="text"/>		
Phone Number (include area code): <input style="width: 90%;" type="text"/>	Fax Number (include area code): <input style="width: 90%;" type="text"/>	Company's Internet Web Address: <input style="width: 90%;" type="text"/>		

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. <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
--	---

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.

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 window drapery, curtains, blinds, shades, window filming and related items for various County Departments. 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 A – WINDOW TREATMENTS**

This group allows for the purchase window drapery, curtains, blinds, shades and related items.

- **GROUP B – WINDOW FILMING**

This group allows for the purchase of window filming

2.2 TERM OF CONTRACT: SIX (6) 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, 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 seventy-two (72) month period.

2.3 METHOD OF AWARD USING PRE-QUALIFICATION AND SUBSEQUENT SPOT MARKET PROCEDURES

Award of this contract will be made to all responsive, responsible vendors who meet the minimum qualifications set forth in this solicitation.

The minimum qualifications for Group A and Group B are as follows:

2.3.1.1 Vendor must be a manufacturer, authorized distributor or reseller of window treatments, window filming and related items for the manufacturers' brands listed in Section 3 of this solicitation. All of the above must provide a letter from the manufacturer attesting to this.

2.3.1.2 Vendor must provide two (2) references from large commercial business and/or government agencies for which the vendor has provided window treatments, window filming and related items. The references must include the company/agency name, address, contact person, telephone number and email address with its bid submittal.

2.3.1.3. Vendor shall provide contact information to include: Name of contact, telephone number and email address for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for responding to the County's RFQ.

Vendors deemed to be pre-qualified shall participate in subsequent spot market purchases as required by the County on either an as-needed or on a periodic basis. When such spot market purchases are initiated, the pre-qualified vendors shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The vendor then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one vendor for a specific period or individual action does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

Spot market pricing procedures may be initiated by either the using County department or by Procurement Management. In general, written spot market quotes will be requested from all prequalified vendors whenever possible.

It shall be the sole prerogative of the County as to the number of vendors who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary in its best interests. If the County elects to add vendors, they must meet the same minimum qualifications established for the original competition.

2.4 ENVIRONMENTAL REQUIREMENTS

Vendors shall have available window treatment products covered in this Contract that contribute to LEED Credits for Indoor Environmental Quality, Materials & Resources, and Regional Priority Credits.

2.5 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, contact: Sherry Crockett at (305) 375-4693 or by email address crocket@miamidade.gov.

2.6 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.

2.7 METHOD OF PAYMENT: Periodic Invoices for Completed Purchases

2.7.1 The vendor shall submit an invoice to the County user department 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.

2.7.2 All invoices shall contain the following basic information:

a. 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
- b. County Information:
- Miami-Dade County Release Purchase Order or Small Purchase Order Number
- c. Pricing Information:
- Unit price of the goods, services or property provided
 - Extended total price of the goods, services or property
 - Applicable discounts
- d. Goods or Services Provided per Contract:
- Description
 - Quantity
- e. Delivery Information:
- Delivery terms set forth within the Miami-Dade County Release Purchase Order
 - Location and date of delivery of goods, services or property

Failure to submit invoices in the prescribed manner will delay payment.

2.8 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

It is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items or services specified herein from the vendors. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the County department or agency.

2.9 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, 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).

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 Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United State Code, which address Affirmative Action requirements for handicapped workers is incorporated into this contract by reference.

2.10 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 project completion, the vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.11 MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT (PHCD) EXEMPTION TO CERTAIN CLAUSES

The contract to be awarded under this solicitation will be accessed by the Miami-Dade Public Housing and Community Development Department (PHCD). As a Federally-funded agency, certain clauses within this solicitation do not apply to that Department's allocation: Section 1 Paragraph 1.10 (Local Preferences), Section

1 Paragraph 1.26 (Office of the Inspector General), Section 1 Paragraph 1.35 (County User Access Program–UAP), Section 1 Paragraph 1.44 Local certified service- Disable veteran's business preference, and any other clause that is not allowed due to the funding source.

2.12 MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT MINIMUM WAGES BASED ON THE DAVIS BACON ACT (Federal Funds Utilized)

Since this solicitation is being processed in conjunction with federal funding, the wage rate paid to all classifications of employees of the vendor for the work under this solicitation shall not be less than the prevailing wage rates for similar classification of work in Dade County, Florida, as established in the Federal Area Wage Decision by the United Sates Department of Labor. Additionally, all federal regulations and statutes adopted by U.S. Department of Labor as a result of the Davis Bacon Act shall prevail during the term of this term of this contract.

Vendor shall comply with the regulations of the Davis Bacon Act, pay wages in accordance with the act, submit to the County certify copies of their payroll whenever requested, allow the County to performs interviews to their work force and allow the County to inspect their payrolls as it may deem necessary.

Section 2, paragraph 2.13 shall be used only when federal funds are utilized for specific project not exceeding \$50,000.00 each.

2.13 MIAMI-DADE HOUSING SECTION 3 REQUIREMENTS

This contract is a Section 3 covered activity for Miami-Dade Public Housing and Community Development Department (PHCD). Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

Bidder(s) are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Appendix "A" and Attachment 1). An executed Plan document is the Bidder's certification that Bidders will take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards, and (b) meet Section 3 subcontracting goals and ensure small, minority and women subcontractors are used (where subcontracting is permitted).

Questions regarding "Section 3 Business" contract requirements may be faxed to Jesus Hernandez, PHCD Resident Services Coordinator to (786) 469-2236 or he can be contacted at (786) 469-2131.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE

This solicitation will create a pre-qualification pool of vendors who have met or exceeded the minimum criteria established in this Request to Qualify. This list of pre-qualified vendors may be accessed by County departments in order to obtain price quotations for the provision of window drapery, curtains, blinds, shades, window filming and related items.

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 A – WINDOW TREATMENTS**
This group allows for the purchase window drapery, curtains, blinds, shades and related items.
- **GROUP B – WINDOW FILMING**
This group allows for the purchase of window filming

3.2 ITEMS

The following window treatments are a guideline of types of purchases on this contract. Window treatments shall include but not be limited to the following items:

Vertical Blinds	Fabric Drapery
Mini Blinds	Fabric Ripplefold Drapery
Laminated Shades	Valances
Wood Shades	Window Film
Wood Shutters	

3.3 BLINDS, SHADES, SHUTTERS, WINDOW FILM AND DRAPERY MANUFACTURERS CURRENTLY

- | | |
|--------------------------------|--------------------|
| 1. Maharam Fabric Corporation | 17. Sunteck |
| 2. Kashmir-Frank Associates | 18. Solar Gard |
| 3. Coral of Chicago | 19. X-Sun |
| 4. Dazion Inc. | 20. 3M |
| 5. Saul S. Siegel Co. | 21. Valley Forge |
| 6. Frankel & Assoc. | 22. Lord Jay |
| 7. Design Tex Fabrics | 23. S & S Fabrics |
| 8. Arc Com Fabrics | 24. Blautex |
| 9. Carose | 25. Ben Rose LTD |
| 10. Designs | 26. Graber |
| 11. Sistrunk | 27. Levolor |
| 12. Boris Kroll Fabrics Inc. | 28. Joanna Western |
| 13. Phifer Wire Products | 29. Webb Textiles |
| 14. American Textile Co., Inc. | 30. Kirsch |
| 15. Levolor | 31. C – Mor |
| 16. Llumar | 32. Sistrunk |

The County reserves the right to add or remove manufacturers of blinds, drapery and window films as needed during the term of the resultant pre-qualification pool.

MIAMI DADE COUNTY

BID NO.: RTQ-00184

Window Treatments, Window Filming and Related Items - Prequalification

REQUIREMENTS CHECKLIST

Vendor:

FEIN

Requirements for Group A and B

<u>Paragraphs</u>	<u>Requirement</u>	<u>Initial As Completed</u>
2.3.1.1	Provide an authorization letter that your firm is the approved manufacturer, or authorized distributor/reseller of window treatments, window filming and related items for the manufacturers' brands listed in Section 3 of this solicitation.	<input type="text"/>
2.3.1.2	Provide two (2) references from large commercial business and/or government agencies for which the vendor has provided window treatments, window filming and related items. The references must include the company/agency name, address, contact person, telephone number and email address with its bid submittal	<input type="text"/>
2.3.1.3	Vendor shall provide contact information to include: Name of contact, telephone number and email address for Primary (Required) and Secondary (Optional) staff within their company who will be responsible for responding to the County's RFQ.	<input type="text"/>
GROUP PARTICIPATION	GROUP(S)	
Vendors must indicate which group(s) they would like to be considered for:		<input type="text"/>

Failure to provide these documents as requested may render the proposal non-responsive

References:

Client Reference 1

Company/Agency Name:

Address:

Customer contact person:

Phone number:

Email address:

Client Reference 2

Company/Agency Name:

Address:

Customer contact person:

Phone number:

Email address:

Primary Contact Person:

Contact Name:

Contact Phone Number:

Contact Email:

Secondary Contact Person: (Optional)

Contact Name:

Contact Phone Number:

Contact Email:



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	Oth

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	Oth	

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

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

 Signature of Bidder/Proposer Print Name Print Title Date



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

ADDENDUM NO. 1

June 8, 2015

TO: ALL PROSPECTIVE BIDDERS/PROPOSERS

SUBJECT: SOLICITATION NO.: RTQ-00184

TITLE: WINDOW TREATMENTS, WINDOW FILMING AND RELATED ITEMS

BID END DATE: JUNE 12, 2015 AT 6:00 PM

CLERK OF THE BOARD

2015 JUN -8 PM 12: 09

CLERK OF THE BOARD
MIAMI-DADE COUNTY, FLA.
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This Addendum is and does become a part of the above mentioned solicitation. Please find below the pre-proposal questions submitted and the associated Miami-Dade County response:

Question 1:

What exactly are you asking us to bid on? Are these window blinds? And if so what brand/style etc.

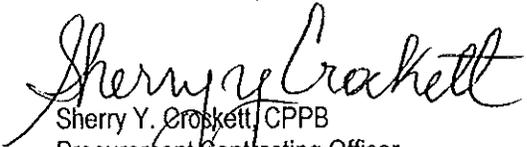
Answer:

This is not a request for quote. The purpose of this solicitation is to establish a pool of prequalified vendors who will be eligible to compete for future work to be issued against this pool for the purchase of window drapery, curtains, blinds, shades, window filming and related items for various County Departments.

Please refer to Section 3, Paragraph 3.3 Blinds, Shades, Shutters, Window Film and Drapery Manufacturers for background information pertaining to the types of anticipated purchases that may be requested during the term of the pre-qualification pool.

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,



Sherry Y. Crockett, CPPB
Procurement Contracting Officer
Procurement Management Services Division

cc: Clerk of the Board

Question and Answers for Bid #RTQ-00184 - WINDOW TREATMENTS, WINDOW FILMING & RELATED ITEMS (PRE-QUALIFICATION)

Overall Bid Questions

There are no questions associated with this bid.

RTQ-00184--01.01 - WINDOW TREATMENTS AND RELATED ITEMS

Question 1

What exactly are you asking us to bid on? Are these window blinds? and if so what brand/style etc

Thank you

Concetta Beasley sales associate

3052488822 (Submitted: Jun 1, 2015 3:38:51 PM EDT)

Answer

- This is not a request for quote. The purpose of this solicitation is to establish a pool of prequalified vendors who will be eligible to compete for future work to be issued against this pool for the purchase of window drapery, curtains, blinds, shades, window filming and related items for various County Departments.

Please refer to Section 3, Paragraph 3.3 Blinds, Shades, Shutters, Window Film and Drapery Manufacturers for background information pertaining to the types of anticipated purchases that may be requested during the term of the pre-qualification pool. (Answered: Jun 8, 2015 12:20:08 PM EDT)