



*BMP  
7/20/15*

ADDENDUM NO. 2

July 20, 2015

TO: ALL PROSPECTIVE BIDDERS/PROPOSERS

SUBJECT: SOLICITATION NO.: RTQ-00256

TITLE: Repairs Replacement/Parts App. & Kitc. (Gas & Electric)

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

Please note the following change(s):

Question 1: Is this bid for repairs and parts or is it possible to bid only on parts as my company does not provide service work in the Miami area.

Response 1: In accordance with Section 2.3.4 Vendors are able to qualify to bid on Parts Only

**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,

A handwritten signature in cursive script, appearing to read "Mary Hammett".

Mary Hammett  
Procurement Contracting Officer1

cc: Clerk of the Board



ADDENDUM NO. 1

July 6, 2015

TO: ALL PROSPECTIVE BIDDERS/PROPOSERS

SUBJECT: SOLICITATION NO.: RTQ-00256

TITLE: Repairs Replacement/Parts App. & Kitc. (Gas & Electric)

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

Please note the following change(s):

Question & Answers has been extended until July 20, 2015

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

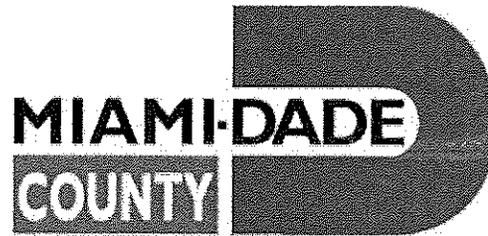
Miami-Dade County,

A handwritten signature in cursive script, appearing to read "Mary Hammett".

Mary Hammett  
Procurement Contracting Officer1

cc: Clerk of the Board

OPENING: 6:00 P.M.  
July 24, 2015



MIAMI-DADE COUNTY, FLORIDA  
R E Q U E S T T O Q U A L I F Y

TITLE:  
Repairs Replacement Parts for Appliances and Kitchen Equipment (Gas and Electric)

BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON July 24, 2015

FOR INFORMATION CONTACT:  
Mary Hammett, 305-375-5471, [mhammet@miamidade.gov](mailto:mhammet@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-r15-2.pdf>

**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.

**SECTION 2 – SPECIAL TERMS AND CONDITIONS**

**2.0 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of pre-qualified submitters capable of providing repair services for gas and electric appliances and kitchen equipment for various Miami-Dade County (MDC) 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. Pre-qualified submitters will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling submitters to qualify at any time after the initial RTQ opening date.

**2.1 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 RTQ documents. The pre-qualification pool shall expire on the last day of the last month of the **8 year period**.

**2.2 DEFINITIONS**

- a. Submittal: shall refer to the form submitted in response to this Request to Qualify
- b. Submitter: shall refer to anyone responding to this Request to Qualify.

**2.3 QUALIFICATION CRITERIA**

Pool members that meet the following qualifications will be placed on a list for participation in future spot market competitions.

**2.3.1 Group I: Commercial Electrical Appliances**

Submitter shall have been in the business of repairing commercial electrical appliances for a minimum of three years.

Submitter shall provide as proof the following:

- a. Three (3) references who can confirm that the Submitter has successfully provided repair service on commercial electrical appliances.
- b. A copy of one of the following:
  - 1. Miami Dade County General Mechanical Contractor license
  - 2. State of Florida Mechanical Contractor license

**2.3.2 Group II: Commercial and Residential Gas Appliances**

Submitter shall have been in the business of repairing commercial and residential gas appliances for a minimum of three years.

Submitter shall provide as proof the following:

- a. Three (3) references who can confirm that the Submitter has successfully provided repair services to commercial and residential gas appliances.
- b. A copy of one of the following licenses:
  - Miami-Dade County Plumbing Contractors license
  - Miami-Dade County Gas Fitting Contractor license
  - State of Florida Plumbing Contractor license
  - Liquefied Petroleum Gas Contractor license  
(With one of the following subcategories)
    - Category 0407
    - Category 0408
    - Category 0601
    - Category 0803

**2.3.3 Group III: Residential Electrical Appliances**

Submitter shall provide as proof the following:

- a. Three (3) references who can confirm that the Submitter has successfully provided repair service on residential appliances.

**2.3.4 Group IV: Parts Only**

Submitter shall provide as proof the following:

- a. Three (3) references who can confirm that the Submitter has provided parts.
- b. Submitter shall provide a current letter or a website that list their firm as an approved dealer, distributor or reseller of Original equipment manufacturer (OEM) or aftermarket parts.

**2.3.5 Groups I thru IV**

Submitter shall provide a contact person, telephone number, emergency number, fax number, and email address to expedite purchase orders.

**2.4 INDEMNIFICATION AND INSURANCE REQUIRMENTS SECTION 1 PARAGRAPH 1.21**

Insurance requirements shall be defined in the Request for Quote (RFQ).

**2.5 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Mary Hammett, at (305) 375-5471, email [mhammet@miamidade.gov](mailto:mhammet@miamidade.gov)

**2.6 SITE VISIT**

Site visit may apply if so defined in the Request for Quote (RFQ)

**2.7 PROTECTION AND CLEAN-UP**

Precautions shall be exercised at all times for the protection of persons around the work area. The awarded Submitter of the RFQ shall conform to all applicable OSHA, state and local regulations. The awarded Submitter shall also insure the County's property is protected from damage and defacement resulting from the awarded Submitter's activities. Any such damage shall be corrected by the awarded Submitter at the Submitter's sole expense. Prior to payment of the final invoice, all correction shall be inspected and accepted by the County's authorized representative.

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 awarded Submitter shall thoroughly clean up all areas where work has been involved; as mutually agreed with the associated user department's authorized representative.

Submitter's materials, equipment and tools which are not in use shall be stored in a secured location supplied by the awarded Submitter.

Miami-Dade County is not responsible for loss of tools, equipment or supplies.

Awarded Submitter shall not block exits, hallways, corridors, driveways, delivery areas, nor impede ingress or egress.

**2.8 WORK ACCEPTANCE**

Project(s) 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.

**2.9 SECTION 3 OF THE HUD ACT OF 1968 - REQUIREMENTS FOR PUBLIC HOUSING AND COMMUNITY DEVELOPMENT PROJECTS ONLY**

Section 3 is a provision of the United States Department of Housing and Urban Development (USHUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement and individual self-sufficiency.

Section 3 is to ensure that economic opportunities generated by certain HUD funded projects shall, to the greatest extent feasible, and consistent with existing Federal and State laws, be directed to low and very low income persons (Section 3 residents), and to

the businesses (Section 3 businesses) that provided economic opportunities to these persons.

### SECTION 3 – TECHNICAL SPECIFICATIONS

#### **3.1 SCOPE OF WORK**

All work shall be done in a professional manner that meets or exceeds industry standards. When the items are quoted the applicable licenses for group I, II, and III will be identified in the Request for Quote, and will be enforced.

Below is a list of commonly repaired commercial and residential gas and electrical appliances:

Refrigerators, Freezers, Walk in freezers  
Washer and Dryers  
Dishwashers, Pot and Pan Washer  
Ranges, Ovens, Microwaves  
Ice Machines  
Juice dispensers, Juice machines  
Drink dispensers, Beverage openers, Can openers  
Food cutters, Choppers, Slicers, Mixers  
Electric dough rollers  
Fryers  
Coffee makers, Coffee urns, Coffee pots  
Hot plates, Food warmers, Hot food tables, Cold food tables  
Conveyors  
Toasters, Conveyor toasters  
Water heaters, Booster water heaters  
Commercial size scales  
Steel-dish carts, Dish tables  
Broilers  
Kettles, Steam kettles, Tilting kettles  
Grilles  
Waste dispensers, Waste extractors  
Steamers  
Punch mixers  
Utility distribution system  
Retherm Units  
Blast chiller  
Pumps fill Stations  
Cook tanks  
Retherms  
Kitchen Hood Systems  
Exhaust Fans

**3.2 SERVICES**

All servicing shall be performed by qualified personnel, using procedures as recommended in the manufacturer's service manuals. The equipment shall not be subjected to mechanical abuse. The successful Submitter shall itemize the replacement parts, indicating unit prices on the invoice.

**MANUFACTURERS**

The successful Submitter shall be required to perform repairs to include but not limited to the following manufacturers listed: Please place a check mark (✓) next to the items you can repair. The County reserves the right to add or delete manufacturers as deemed necessary.

Admiral		Crescor		Instamatic		Shelley Gas	
Aladdin Synergetics		Crystaltips		Kelvinator		Southbend	
Alto Shaam		Del Field		Kenmore		Speed Queen	
Alvey washing Equip.		Fisher		Likpak		Tappan	
Anchor Ind.		Frigidaire		Lang		Toledo Scale	
Anetsberger		G.E.		Magic Chef		Traulsen	
Blakeslee		Garland		Manitowak		Traycor	
Blickman		Gaylord		Market Forge		Udisco	
Brown		Gibson		Maytag		Vesta	
Calaoric		Glenwood		Mimco		Volcan	
Cambro		Groen		Pitco		Washburg & Granger	
Cecilware		Hatco		Precision		Wells	
Champion Ind.		Haviser		Reynolds		Whirlpool	
Cleveland Range		Hom Corp.		Savory		White Westinghouse	
Cornelius		Hotpoint		Scottsman		Hobart	
Crathco		Husshan		Seco		Viking	
Unimac		True		Berkel		Stero	
Captive Aire, Inc.		BPA Air Quality Solutions, LLC		Exhaust Fans			

GROUP 1 - COMMERCIAL ELECTRICAL APPLIANCES

**Section 2, paragraph 2.3.1 a**

Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the Submitter has provided commercial electrical appliances repairs.

The following information shall be provided: Company name, telephone and/or e-mail address, and length service.

**Reference No.1**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.2**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.3**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Section 2, paragraph 2.3.1 b**

Submitter has attached a copy of the following licenses:

- General Mechanical or State of Florida Contractor license

Yes  No

GROUP II- COMMERCIAL AND RESIDENTIAL GAS APPLIANCES

**Section 2, Paragraph 2.3.2 a**

Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the submitter has provided commercial and residential gas appliances repairs.

The following information shall be provided: Company name, telephone and/or e-mail address, and length service.

**Reference No.1**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.2**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.3**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Section 2, paragraph 2.3.2 b**

Submitter has attached one of the following licenses:

- Miami-Dade County Plumbing Contractors license
- Miami-Dade County Gas Fitting Contractor License
- State of Florida Plumbing Contractor license
- Liquefied Petroleum Gas Contractor License  
(With one of the following Subcategories)
  - Category 0407
  - Category 0408
  - Category 0601
  - Category 0803

Yes  No

**Section 2, paragraph 2.3.3 a**

Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the Submitter has provided Residential Electrical Appliances repairs.

The following information shall be provided: Company name, telephone and/or e-mail address, and length service.

**Reference No.1**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.2**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.3**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**GROUP III - RESIDENTIAL ELECTRICAL APPLIANCES**

GROUP IV - PARTS ONLY

**Section 2, Paragraph 2.3.4 a**

Submitter shall provide a list of no less than three (3) client references from companies or organizations who can confirm that the submitter has provided parts and supplies

The following information shall be provided: Company name, telephone and/or e-mail address, and length service.

**Reference No.1**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.2**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Reference No.3**

Company's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Length of Service \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone# \_\_\_\_\_

**Section 2, Paragraph 2.3.4 b**

Submitter has attached a current letter(s) or website that list their firm as an approved dealer, distributor or reseller of original equipment manufacturer (OEM) or aftermarket parts.

_____ Manufacturer	_____ Letter	_____ Website
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_____ Manufacturer	_____ Letter	_____ Website
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_____ Manufacturer	_____ Letter	_____ Website
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Submitter can attached additional Manufacturer, website on another sheet

**Section 2, Paragraph 2.3.5**

Submitter(s) shall provide contact information to expedite purchase orders

Contact person name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address \_\_\_\_\_

Emergency Services Phone Number \_\_\_\_\_



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

111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. RTQ-00256		Solicitation Title: Repairs Replacement/Parts Appl. & Kite.(Gas &Electric)		
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 VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified 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 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 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: <input type="text"/>	Date: <input type="text"/>
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Type or Print Name <input type="text"/>
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**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**

**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



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

Name of Bidder/Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

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

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 information 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 no later than, 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)								Employees (Enter the number of male and female employees by race/ethnicity)			
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black

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

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 I 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/>

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