



ADDENDUM NO. 1

December 2, 2015

TO: ALL PROSPECTIVE BIDDERS/PROPOSERS

SOLICITATION NO.: RTQ 00298

TITLE: Trenchless Pipe Installation and Pipe Rehabilitation Services

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

Please note the following change(s):

This addendum is issued to modify the previously issued RTQ documents and/or given for informational purposes, and is hereby made a part of the bid documents.

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Section 2.8 should read:

BID GUARANTY/BID BOND/PAYMENT AND PERFORMANCE BOND

Bid Guaranty, Bid Bond and/or Performance Bond may be required if so defined in the RFQ, Bid Guaranty/Bid Bonds, if required, will be in an amount not to exceed 5% of the full bid price. Payment and Performance Bonds, if required, will be for 100% of the contract value.

Question 1: What is the estimated budget for this project?

Answer: \$85,000,000.

**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,

*Linda Julien*

Linda Julien

Procurement Contracting Officer

cc: Clerk of the Board

## **Solicitation RTQ-00298**

# **Trenchless Pipe Installation and Pipe Rehabilitation Services**

**Solicitation Designation: Public**



**Miami-Dade County**

## Solicitation RTQ-00298

### Trenchless Pipe Installation and Pipe Rehabilitation Services

Solicitation Number RTQ-00298  
 Solicitation Title Trenchless Pipe Installation and Pipe Rehabilitation Services

Solicitation Start Date In Held  
 Solicitation End Date Oct 9, 2015 6:00:00 PM EDT  
 Question & Answer End Date Oct 2, 2015 6:00:00 PM EDT

Solicitation Contact Linda Julien  
 Procurement Contracting Officer  
 ISD, Procurement Management Services  
 305-375-2179  
 ljuven@miamidade.gov

Contract Duration 8 years  
 Contract Renewal Not Applicable  
 Prices Good for Not Applicable

Solicitation Comments This Request to Qualify (RTQ) will establish a pool of Submitters capable of providing Trenchless Pipe Installation and Pipe Rehabilitation Services. Entry into the pool is not a contract between Miami-Dade County and any Submitter, but an acknowledgement that the included Submitter(s) meet the qualifications as outlined throughout this RTQ. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date. Pre-qualified Submitters will be invited to participate in future competitions.

#### Item Response Form

Item RTQ-00298-01-01 - Trenchless Pipe Installation and Pipe Rehabilitation Services  
 Quantity 1 each  
 Prices are not requested for this item.  
 Delivery Location Miami-Dade County  
No Location Specified

Qty 1

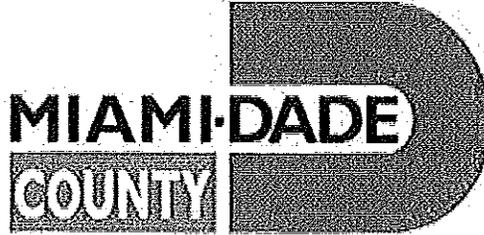
Description  
 Trenchless Pipe Installation and Pipe Rehabilitation Services Pre-Qualification.

BID NO.: RTQ-00298

OPENING: 6:00 PM

Trenchless Pipe Installation and Pipe Rehabilitation Services

Oct 9, 2015



MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

Trenchless Pipe Installation and Pipe Rehabilitation Services

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

ON

Oct 9, 2015

FOR INFORMATION CONTACT:

Linda Julien 305-375-2179 [ljulien@miamidade.gov](mailto:ljulien@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-r15-3.pdf>

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**NOTICE TO ALL BIDDERS/PROPOSERS:**

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

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

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

**PLEASE NOTE THE FOLLOWING:**

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

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**1.1. DEFINITIONS**

**Bid/Proposal** – shall refer to any offer(s) submitted in response to this solicitation.

**Bidder/Contractor/Proposer** – shall refer to anyone submitting a Bid in response to this solicitation.

**Bid Solicitation** – shall mean this solicitation documentation, including any and all addenda.

**Solicitation Submittal Form** – must be completed and submitted with Bid/Proposal. The Bidder should indicate its name in the appropriate space on each page.

**County** – shall refer to Miami-Dade County, Florida

**ISD** – shall refer to the Miami-Dade Internal Services Department.

**PMS** – shall refer to the Miami-Dade Procurement Management Services Division within the Internal Services Department (ISD).

**Registered Vendor** – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration process via the County's online Vendor Portal and has satisfied all requirements to enter into business agreements with the County.

**Successful Bidder/Proposer** – shall mean the Bidder(s)/Proposer(s) recommended for award.

**Vendor Registration** – shall refer to the online Business Entity Registration Application completed through the Vendor Portal.

**BidSync** – shall refer to the electronic bidding System used to solicit and receive solicitation responses for the County.

**1.2. INSTRUCTIONS TO BIDDERS**

**A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. To be eligible for award of a contract (including small purchase orders), Bidders must become a Registered Vendor. Only Registered Vendors can be awarded County contracts. Vendors are required to register with the County's online Vendor Portal as described below in Section B "Vendor Registration". For additional information about online vendor registration, please contact the Vendor Services Section at (305) 375-5773.

The County endeavors to obtain the participation of all qualified small business enterprises. For information and to apply for certification, contact Small Business Development at 111 N.W. 1 Street, 19<sup>th</sup> Floor, Miami, FL 33128-1900, or by telephone at 305-375-3111. County employees and board members wishing to do business with the County are referred to Section 2-11.1 of the Miami-Dade County Code relating to Conflict of Interest and Code of Ethics.

**B. Vendor Registration**

To be recommended for award, the County requires that vendors complete a Miami-Dade County Vendor Registration via PMS' online Vendor Portal. Vendors can register online by visiting the Vendor Services Section of PMS' web site to access the Vendor Portal at the following link: <http://www.miamidade.gov/procurement/vendor-registration.asp>

To complete the registration, vendor(s) must have the following documents prior to registration: Miami-Dade County Local Tax Receipt (for firms with a physical location within Miami-Dade County), Certificate of Incorporation, W-9, IRS Letter 147C and an Original Notarized Summary Page. During the online registration process, the vendor shall complete the County's Uniform Affidavit Packet (Affidavit Form).

In the event that the vendor's online registration submittal is not approved, the County may in its sole discretion, award to the next lowest responsive, responsible Bidder. In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. **Miami-Dade County Ownership Disclosure Affidavit** (Sec. 2-8.1 of the County Code)
2. **Miami-Dade County Employment Disclosure Affidavit** (County Ordinance No. 90-133, amending Section 2.8-1(d)(2) of the County Code)
3. **Miami-Dade County Employment Drug-free Workplace Certification** (Section 2-8.1.2(b) of the County Code)
4. **Miami-Dade Disability and Nondiscrimination Affidavit** (Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95)
5. **Miami-Dade County Debarment Disclosure Affidavit** (Section 10.38 of the County Code)
6. **Miami-Dade County Vendor Obligation to County Affidavit** (Section 2-8.1 of the County Code)
7. **Miami-Dade County Code of Business Ethics Affidavit** (Article 1, Section 2-8.1(f) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code)
8. **Miami-Dade County Family Leave Affidavit** (Article V of Chapter 11 of the County Code)
9. **Miami-Dade County Living Wage Affidavit** (Section 2-8.9 of the County Code)
10. **Miami-Dade County Domestic Leave and Reporting Affidavit** (Article 8, Section 11A-60 11A-67 of the County Code)
11. **Subcontracting Practices** (Ordinance 97-35)
12. **Subcontractor /Supplier Listing** (Ordinance 97-104)
13. **W-9 and IRS Letter 147C**  
The vendor must furnish these forms as required by the Internal Revenue Service.
14. **Social Security Number**  
In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that PMS requests the Social Security Number for the following purposes:
  - Identification of individual account records
  - To make payments to individual/vendor for goods and services provided to Miami-Dade County
  - Tax reporting purposes
  - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
15. **Office of the Inspector General** (Section 2-1076 of the County Code.)
16. **Small Business Enterprises (SBE)**  
The County endeavors to obtain the participation of all small business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations. The SBE program provisions are available at <http://www.miamidade.gov/business/business-development-legislation.asp>
17. **Antitrust Laws**  
By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.

**C. Public Entity Crimes**

To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**D. Request for Additional Information**

1. Pursuant to Section 2-11.1(t) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Officer identified on the front page of the solicitation via the BidSync System with a copy sent to the Clerk of the Board, [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).
2. Procurement Management may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.
3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation.

**E. Contents of Bid Solicitation and Bidders' Responsibilities**

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.
2. In the event a Bidder wishes to protest any part of the General Conditions, Special Conditions and/or Technical Specifications contained in the Bid Solicitation it must file a notice of protest in writing with the issuing department no later than 48 hours prior to the Bid opening date and hour specified in the solicitation. Failure to file a timely notice of protest will constitute a waiver of proceedings.
3. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative/Implementing Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.
4. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/ Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

**F. Change or Withdrawal of Bids**

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid via the BidSync System. No changes to a Bid will be accepted after the Bid has closed.

2. Withdrawal of Bid -- A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. A bid may be withdrawn one hundred-eight (180) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

**G. Conflicts within the Bid Solicitation**

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

**H. Prompt Payment Terms**

It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

**I. Accounts Receivable Adjustments**

In accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Contractor to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Contractor under this Contract. Such retained amount shall be applied to the amount owed by the Contractor to the County. The Contractor shall have no further claim to such retained amounts which shall be deemed full accord and satisfaction of the amount due by the County to the Contractor for the applicable payment due herein.

**1.3. PREPARATION OF BIDS**

- A. Bidders are required to register, free of charge, with BidSync to establish a vendor account to view and respond to solicitations issued by Miami-Dade County.
- B. The solicitation submittal form and associated solicitation documents defines requirements of items to be purchased, and must be completed and submitted as outlined within the solicitation via the BidSync System. Use of any other form will result in the rejection of the Bidder's offer.
- C. The solicitation submittal form must be fully completed and provided with your bid/proposal. Failure to comply with these requirements may cause the Bid to be rejected.
- D. An authorized agent of the Bidder's firm must sign the solicitation submittal form and submit it electronically. **FAILURE TO SIGN THE SOLICITATION SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- E. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.

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- F. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- G. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.

**1.4. CANCELLATION OF BID SOLICITATION**

Miami-Dade County reserves the right to cancel, in whole or in part, any solicitation when it is in the best interest of the County.

**1.5. AWARD OF BID SOLICITATION**

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Local Business Tax Receipt.
- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, upon notice of Award Recommendation Bidder(s) may request bid tabulations or other award information by contacting the contact person outlined within the solicitation. Information will then be provided electronically.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, work order, and any change order(s) shall constitute the resultant contract.
- I. In accordance with Resolution R-1574-88, the Director of the Internal Services Department or authorized designee will decide all tie bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Solicitation.
- K. The County reserves the right to request and evaluate additional information from any bidder after the submission deadline as the County deems necessary.

**1.6. CONTRACT EXTENSION**

The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.

This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

**1.7. WARRANTY**

All warranties express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall

be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

**1.8. MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS.**

All materials, except where recycled content is specifically requested, supplied by the awarded Bidder under the Contract shall be new, warranted for their merchantability, and fit for the particular purpose herein. In the event any of the materials supplied to the County by the awarded Bidder are found to be defective or do not conform to specifications: (1) the materials may be returned to the awarded Bidder at its expense and the Contract terminated or (2) the County may require the awarded Bidder to replace the materials at its expense.

**1.9. ESTIMATED QUANTITIES**

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 1.36 and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

**1.10. NON-EXCLUSIVITY**

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as described herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

**1.11. LOCAL PREFERENCE**

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses.

**A. A Local Business shall be defined as:**

1. a business that has a valid Local Business Tax Receipt, issued by Miami-Dade County at least one year prior to bid or proposal submission;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address; and
3. a business that contributes to the economic development and well-being of Miami-Dade County 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 in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation:
  - (a) vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade

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- County, or at least 25% of its employees that live in Miami-Dade County, or
- (b) vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
  - (c) some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.
- B. Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which a "principal place of business" has in Miami-Dade County. "Principal place of business" means *the nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.
  - C. If the Low Bidder is a not a Local Business, then any and all responsive and responsible Local Businesses submitting a price within ten percent of the Low Bid, the Low Bidder, and any and all responsive and responsible Locally-Headquartered Businesses submitting a price within fifteen percent of the Low Bid, shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
  - D. If the Low Bidder is a Local Business which is not a Locally-Headquartered Business, then any and all responsive and responsible Locally Headquartered Businesses submitting a price within five percent of the Low Bid, and the Low Bidder shall have an opportunity to submit a best and final bid equal to or lower than the Low Bid.
  - E. At this time, there is an Interlocal Agreement for Reciprocity of Local Business and Locally-Headquartered Business Preferences in effect between Miami-Dade and Broward Counties until September 30, 2015. Therefore, a vendor which meets the requirements of (A) and/or (B) above for Broward County shall be considered a Local Business and/or Locally-Headquartered Business.

**1.12. CONTINUATION OF WORK**

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

**1.13. BID PROTEST**

A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Implementing Order No. 3-21.

- A. A written intent to protest shall be filed with the Clerk of the Board and emailed to all participants in the competitive process within three (3) County work days of the filing of the County Mayor's recommendation. This three-day period begins on the County workday after the filing of the County Mayor's recommendation. Such written intent to protest shall state the particular grounds on which it is based and shall be accompanied by a filing fee as detailed below.
- B. The written intent to protest shall be accompanied by a non-refundable filing fee, payable to the Clerk of the Board, in accordance with the schedule provided below:

<u>Award Amount</u>	<u>Filing Fee</u>
\$25,000-\$250,000	\$ 500
\$250,001-\$500,000	\$1,000
\$500,001-\$5 million	\$3,000
Over \$5 million	\$5,000

The protester shall then file all pertinent documents and supporting evidence with the Clerk of the Board and mail copies to all participants in the competitive process and to the County Attorney within three (3)

- C. County workdays after the filing of a written intent to protest. For award recommendations greater than \$250,000 the following shall apply:  
The County's recommendation to award or reject will be immediately communicated (via email) to all participants in the competitive process and filed with the Clerk of the Board.
- D. For award recommendations from \$25,000 to \$250,000 the following shall apply:  
Participants may view recommendations to award on the PMS website:  
<https://www.miamidade.gov/DPMww/AwardRecommendations.aspx> or call the contact person as identified on the cover page of the Bid Solicitation.

**1.14. LAWS AND REGULATIONS**

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall comply with all federal, state and local laws that may affect the goods and/or services offered.

**1.15. LICENSES, PERMITS AND FEES**

The awarded bidder(s) shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or an awarded bidder for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by said awarded bidder.

**1.16. SUBCONTRACTING**

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35. The Bidder 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.

**1.17. SUBCONTRACTORS -- RACE, GENDER AND ETHNIC MAKEUP OF OWNERS AND EMPLOYEES**

Pursuant to Sections 2-8.1, 2-8.8 and 10.34 of the County Code (as amended by Ordinance No. 11-90), for all contracts which involve the expenditure of one hundred thousand dollars (\$100,000) or more, the entity contracting with the County must report to the County the race, gender, and ethnic origin of the owners and employees of its first tier subcontractors (refer to the Subcontractor/Supplier Listing Sub 100 form). In the event that the successful Bidder demonstrates to the County prior to award that this information is not reasonably available at that time, the successful Bidder shall be obligated by contract to exercise diligent efforts to obtain that information and to 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. As a condition of final payment under a contract, the successful Bidder shall identify subcontractors used in the work, the amount of each subcontract, and the amount paid and to be paid to each subcontractor (refer to the Subcontractor Payment Report Sub 200 form at: <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>)

**1.18. ASSIGNMENT**

The successful Bidder shall not assign, transfer, hypothecate, or otherwise

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dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

**1.19. DELIVERY**

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

**1.20. RESPONSIBILITY AS EMPLOYER**

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent employee(s) capable of performing the required services. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

**1.21. INDEMNIFICATION**

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

**1.22. INSURANCE REQUIREMENTS**

A. The contractor shall furnish to the Vendor Services Section of PMS, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440. Failure to maintain such insurance throughout the term of the contract shall be a cause for debarment under Section 10-38 of the County Code.
2. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

B. All required insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey or its equivalent, subject to the approval of the County's ISD Risk Management Division OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to

do Business in Florida", issued by the State of Florida Department of Financial Services.

**C. Certificates of Insurance must meet the following requirements:**

1. Certificate must indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.
2. Signature of agent must be included.
3. If Automobile Liability Insurance is required above, insurance must be provided for all of the following vehicles:
  - a) Owned
  - b) Non-owned
  - c) Hired
4. If General or Public Liability Insurance is required above, Certificate of Insurance must show Miami-Dade County as an additional insured for that coverage.
5. Certificate Holder must read exactly as presented below:

**Miami-Dade County**  
**111 N.W. 1st Street, Suite 2340**  
**Miami, FL 33128-1974**

D. Compliance with the requirements in this Section shall not relieve the successful Bidder of its liability and obligation under this, or under any other, section of the Contract. The successful Bidder shall provide to the County the insurance documents within ten (10) business days after notification of recommendation to award. If the certificate submitted does not include the coverages outlined in the terms and conditions of this solicitation, the successful Bidder shall have an additional five (5) business days to submit a corrected certificate to the County. Failure of the successful Bidder to provide the required insurance documents in the manner and within the timeframes prescribed within five (5) business days may result in the bidder being deemed non-responsible and the issuance of a new award recommendation.

No work shall be authorized or shall commence under the Contract until the successful Bidder has complied with the foregoing insurance requirements.

E. The successful Bidder shall assure that the Certificates of Insurance required in conjunction with this Section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If the Certificate(s) of Insurance is scheduled to expire during the term of the Contract, the successful Bidder shall submit new or renewed Certificate(s) of Insurance to the County a minimum of ten (10) calendar days before such expiration.

F. In the event that expired Certificates of Insurance are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificates are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the successful Bidder shall be responsible for all direct and indirect costs associated with such termination.

**1.23. COLLUSION**

The successful Bidder recommended for award as the result of a competitive solicitation for any County purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Sec. 2-10.4 and Sec. 287.055 Fla Stats.), purchase, lease, permit, concession or management agreement shall, within five (5) business days of the filing of such recommendation, submit an affidavit under the penalty of perjury, on a form provided by the County: stating either that the contractor is not related to any of the other parties bidding in the competitive solicitation or identifying all related parties, as defined in this Section, which bid in the solicitation; and attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham

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proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted in accordance with the provisions of Sec. 2-8.1.1. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

- a. The Collusion Affidavit will be included in all solicitations and will be requested from bidders/proposers once bids/proposals are received and evaluated.
- b. Failure to provide a Collusion Affidavit within 5 business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid bond if applicable.

**1.24. MODIFICATION OF CONTRACT**

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

**1.25. TERMINATION FOR CONVENIENCE**

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

**1.26. TERMINATION FOR DEFAULT**

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative/implementing orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

**1.27. FRAUD AND MISREPRESENTATION**

Pursuant to Section 2-8.4.1 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**1.28. OFFICE OF THE INSPECTOR GENERAL**

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076 of the County Code.

**1.29. PRE-AWARD INSPECTION**

The County may conduct a pre-award inspection of the Bidder's site or hold a

pre-award qualification hearing to determine if the Bidder is capable of performing the requirements of this bid solicitation.

**1.30. PROPRIETARY/CONFIDENTIAL INFORMATION**

Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids/proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law". Bidder(s) shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Bidder. In the event that the Bidder submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the bid/proposal as protected or confidential, the County may, in its sole discretion, either (a) communicate with the Bidder in writing in an effort to obtain the Bidder's written withdrawal of the confidentiality restriction or (b) endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. Under no circumstances shall the County request the withdrawal of the confidentiality restriction if such communication would in the County's sole discretion give to such Bidder a competitive advantage over other bidders. The redaction or return of information pursuant to this clause may render a bid/proposal non-responsive.

**1.31. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IH) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IH/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

**1.32. CHARTER COUNTY TRANSIT SYSTEM SALES SURTAX**

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award for those portions of a Blanket Purchase Order (BPO) utilizing Charter County Transit System Sales Surtax funds as part of a multi-department contract, nor a contract utilizing Charter County Transit System Surtax funds shall be effective and thereby give rise to a contractual relationship with the County for purchases

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unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of the Surtax funding on the contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms award of the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final. Notwithstanding the other provisions of Section 1.30, award of an allocation for services in support of the CITT's oversight which does not exceed \$1000 will not require Commission or CITT approval and may be awarded by the Executive Director of the OCITT.

**1.33. LOBBYIST CONTINGENCY FEES**

In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

**1.34. COMMISSION AUDITOR – ACCESS TO RECORDS**

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

The County reserves the right to require the successful Bidder (s) to submit to an audit by Audit and Management Services, the Commission Auditor, or other auditor of the County's choosing at the Bidder's expense. The Bidder shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Bidder shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Bidder agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

**1.35. INVOICES**

The successful Bidder shall invoice the County, as specified in this Solicitation. The invoice date shall not exceed thirty (30) calendar days from the delivery of the items or the provision of services, unless otherwise noted in the Contract. Under no circumstances shall the invoice be submitted to the County in advance of the delivery and acceptance of the items or provision of and acceptance of the services. Failure to submit invoices in the prescribed manner will delay payment.

All invoices shall contain the following information:

- I. Successful Bidder 's Information:
  - Name of the successful Bidder as specified on the contract Award Sheet issued by the County.
  - Date of invoice
  - Unique Invoice number
  - Successful Bidder's Federal Identification Number on file with the County and the State of Florida.
- II. County Information:

- County Release Purchase Order
- III. Pricing Information:
  - Unit price of the goods and/or services provided
  - Extended total price of the goods and/or services provided
  - Applicable discounts
- IV. Goods or Services Provided:
  - Description
  - Quantity
- V. Delivery Information:
  - Delivery terms set forth within the County Release Purchase Order
  - Reference (or include a copy of) the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County at the time the items were delivered and accepted
  - Location and date of delivery of goods and/or services being provided.

**1.36. COUNTY USER ACCESS PROGRAM (UAP)**

**A. User Access Fee**

Pursuant to Section 2-8.10 of the Miami-Dade County Code, this Contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this Contract, or any contract resulting from the solicitation referenced on the first page of this Contract, and the utilization of the County Contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all Contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The Bidder providing goods or services under this Contract shall invoice the Contract price and shall accept as payment thereof the Contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Bidder participation in this invoice reduction portion of the UAP is mandatory.

**B. Joint Purchase**

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive County Contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The Bidder must obtain the participation number from the entity prior to filling any order placed pursuant to this Section. Bidder participation in this joint purchase portion of the UAP, however, is voluntary. The Bidder shall notify the ordering entity, in writing, within three (3) business days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the Bidder shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

The County shall have no liability to the Bidder for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the Bidder and shall be paid by the ordering entity less the 2% UAP.

**C. Bidder Compliance**

If a successful Bidder fails to comply with this Article 1.35, that Contractor may be considered in default by the County.

**1.37. DEMONSTRATION OF EQUIPMENT MAY BE REQUIRED DURING EVALUATION**

After receipt of offers by the County, Bidders may be required to demonstrate specifically offered equipment to County personnel, at no additional cost. The

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purpose of this demonstration is to observe the equipment in an operational environment and to verify its capability, suitability, and adaptability in conjunction with the performance requirements stipulated in this Solicitation. If a demonstration is required, the County will notify the Bidder of such in writing and will specify the date, time and location of the demonstration. If the Bidder fails to perform the demonstration on the specified date stipulated in the notice, the County may elect to reject that Bidder's offer, or to reschedule the demonstration, whichever action is determined to be in the best interest of the County. The County shall be the sole judge of the acceptability of the equipment in conformance with the specifications and its decision shall be final.

The equipment used for the demonstration shall be the same as the manufacturer's model identified in the Bidder's offer. Accordingly, the equipment used in the demonstration shall create an express warranty that the actual equipment to be provided by the Bidder during the Contract shall conform to the equipment used in the demonstration. The Bidder shall provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the Contract.

**1.38. EQUIPMENT SHALL BE MOST RECENT MODEL AVAILABLE**

The equipment being offered by the successful Bidder shall be the most recent model available. Any optional components which are required in accordance with the specifications herein shall be considered standard equipment for the purposes of this Solicitation. Demonstrator models will not be accepted. Omission of any essential detail from the specifications herein does not relieve the Bidder from furnishing a complete unit. The equipment shall conform to all applicable federal (including OSHA), State, and local safety requirements. All components (whether primary or ancillary) of the delivered equipment shall be in accordance with current Society of Automotive Engineering (SAE) standards and recommended practices, as applicable.

The engineering, materials, and workmanship associated with the successful Bidder's performance hereunder shall exhibit a high-level of quality and appearance consistent with or exceeding industry standards.

**1.39. PATENTS AND ROYALTIES**

The successful Bidder, without exception, shall indemnify and hold harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or as a result of, any copyrighted, patented, or unpatented invention, process, or article manufactured by the vendor. The successful Bidder has no liability

when such claim is solely and exclusively due to the combination, operation, or use of any article supplied hereunder with equipment or data not supplied by successful Bidder, or is based solely and exclusively upon the County's alteration of the article. The purchaser will provide prompt written notification of a claim of copyright or patent infringement.

Further, if such a claim is made or is pending, the successful Bidder may, at its option and expense, procure for the purchaser the right to continue use of, replace or modify the article to render it non-infringing. (If none of the alternatives are reasonably available, the County agrees to return the article on request to the successful Bidder and receive reimbursement, if any, as may be determined by a court of competent jurisdiction). If the successful Bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the contract prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**1.40. TOXIC SUBSTANCES/FEDERAL "RIGHT TO KNOW" REGULATIONS**

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of any toxic substances which they may be exposed to in the workplace, and to provide training in safe handling practices and emergency

procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace. Accordingly, the successful Bidder performing under the Contract shall provide two (2) complete sets of Material Safety Data Sheets to each User Department utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department by department basis. For additional information on the Federal Right to Know Regulation, contact OSHA at [www.OSHA.gov](http://www.OSHA.gov).

**1.41. GOVERNING LAW**

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and construed in accordance with, the laws of the State of Florida. Venue shall be Miami-Dade County.

**1.42. BANKRUPTCY**

The County reserves the right to terminate this contract, if, during the term of any contract the Contractor has with the County, the Contractor becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Contractor under federal bankruptcy law or any state insolvency law.

**1.43. SURVIVAL**

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Contractor and the County under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

**1.44. SMALL BUSINESS ENTERPRISES (SBE) MEASURES**

A Micro Business Enterprise is a business entity certified by the Small Business Development (SBD) Division, providing goods or services, which has an actual place of business in Miami-Dade County and whose three-year average gross revenues does not exceed \$2 million, or a manufacturer with fifty (50) employees or less, or a wholesaler with fifteen (15) employees or less. A Small Business Enterprise (SBE) is a business entity certified by SBD, providing goods or services, which has an actual place of business in Miami-Dade County and whose three-year average gross revenues does not exceed five million dollars (\$5,000,000). The term SBE shall also include a manufacturer with one hundred (100) employees or less or wholesaler with fifty (50) employees or less without regard to gross revenues.

A SBE measure applies to this solicitation as follows and as otherwise stipulated in Section 2-8.1.1.1.1 of the Code of Miami-Dade County.

A bid preference shall apply to all contracts which are to be awarded on the basis of price and are not set-aside. The preference shall be used only to evaluate a bid and shall not affect the contract price.

For awards valued up to \$100,000, a ten (10) percent bid preference shall automatically apply for Micro Business Enterprises.

For awards valued over \$100,000 and up to \$1,000,000, the preference shall be ten (10) percent of the price bid for SBEs/Micro Enterprises and joint ventures with at least one SBE/Micro Enterprise. The preference accorded on awards greater than \$1 million shall be 5% of the price bid for SBEs/Micro Enterprises and joint ventures with at least one SBE/Micro Enterprise.

Micro Business Enterprises and SBEs must be certified by SBD Business Affairs, a division of the Internal Services Department, for the type of goods and/or services the enterprise provides in accordance with the applicable commodity code(s) for this solicitation.

For certification information, contact SBD at 305-375-CERT (2378) or online at: <http://www.miamidade.gov/internalservices/small-business.asp>. The

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enterprises must be certified by bid submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference.

**1.45. LOCAL CERTIFIED VETERAN'S BUSINESS ENTERPRISE PREFERENCE**

This Solicitation includes a preference for Miami-Dade County Local Certified Veteran Business Enterprises (VBE) in accordance with Section 2-8.5.1 of the Code of Miami-Dade County. "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 or bid submittal 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. A Local Certified Veteran Business Enterprise that submits a bid for a contract shall receive a bid preference of five percent of the bid price. These preferences will only be used for evaluating and awarding the bids and shall not affect the contract price. However, if a Local Certified Veteran Business Enterprise is the lowest bidder as a result of a Best and Final Bid (also known as a BAFO), then the price submitted as part of the Best and Final Bid shall be the contract price.

At the time of bid or proposal submission, the firm must affirm in writing its compliance with the certification requirements of Section 295.187 of the Florida Statutes and submit this affirmation and a copy of the actual certification along with the solicitation submittal form.

**1.46. SPECIAL SECURITY REQUIREMENTS AT MIAMI-DADE AVIATION, WATER AND SEWER, TRANSIT AND SEAPORT DEPARTMENTS**

Miami-Dade Aviation (MDAD), Water and Sewer (WASD), Transit and Seaport (PortMiami) Departments operate under strict security regulations. These regulations involve the issuance of special identification (ID) cards.

Vendors performing services at MDAD must follow all required security procedures. This will include security checks and passes for all employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and may include bonding for a Customs I.D.

For Customs ID, call 786-265-5715 or email [cbp-miami-airport-security@dhs.gov](mailto:cbp-miami-airport-security@dhs.gov) for information. For MDAD ID, call 305-876-7418 for appointment and to pick-up package. Vendors are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of contract.

Complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of the Port of Miami and WASD frequently (more than 5 times within a 90-day period). These ID cards are required for access and are issued by the departments at the current cost of \$60.00 per applicant per year. Therefore, the vendor shall obtain and pay for ID cards for each of his /her employees and/or agents who will be frequently visiting or performing services in restricted areas.

For more information concerning PortMiami ID cards, you may contact the PortMiami ID Office at (305) 347-4955.

For more information concerning WASD ID cards, contact the WASD security at (786) 552-8271.

For the Miami-Dade Transit Department, all bidders and their employees are required to have at all times a current ID card issued by Transit while working on Transit property. For information as to the requirements in obtaining the ID card, contact the Office of Safety and Security by calling 305-375-4240. Additional Security Clearance may be required during the contract term as may be mandated by County ordinance, local, state, federal law or department policy. Bidders will be charged a minimal fee for the badging requirement.

**1.47. FIRST SOURCE HIRING REFERRAL PROGRAM ("FSHRP")**

Pursuant to Section 2-2113 of the Code of Miami-Dade County, for all contracts for goods and services, the successful Bidder, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify the South Florida Workforce Investment Board ("SFWIB"), the designated Referral Agency, of the vacancy and list the vacancy with SFWIB according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the SFWIB. If no suitable candidates can be employed after a Referral Period of three to five days, the successful Bidder is free to fill its vacancies from other sources. Successful Bidders will be required to provide quarterly reports to the SFWIB indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of contract until Contractor performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the FSHRP are available at <https://iapps.southfloridaworkforce.com/firstsource/>.

**1.48. NONDISCRIMINATION**

During the performance of this Contract, Contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or gender expression, status as victim of domestic violence, dating violence or stalking, or veteran status, and on housing related contracts the source of income, and will take affirmative action to ensure that employees and applicants are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on the job training.

By entering into this Contract, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts) or Miami-Dade County Resolution No. R-385-95. If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the County to be in violation of the Act or the Resolution, such violation shall render this Contract void. This Contract shall be void if the Contractor submits a false affidavit pursuant to this Resolution or the Contractor violates the Act or the Resolution during the term of this Contract, even if the Contractor was not in violation at the time it submitted its affidavit.

**1.49. PUBLIC RECORDS AND CONTRACTS FOR SERVICES PERFORMED ON BEHALF OF A PUBLIC AGENCY**

The Contractor shall comply with the state of FL Public Records Law, s. 119.0701, F.S., specifically to: (1) keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service; (2) provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law; (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency. If the Contractor does not comply with a public records request, the public agency shall enforce contract provisions in accordance with the contract.

## **SECTION 2**

### **SPECIAL CONDITIONS**

#### **2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of Submitters capable of providing Trenchless Pipe Installation and Pipe Rehabilitation Services. Entry into the pool is not a contract between Miami-Dade County and any Submitter, but an acknowledgement that the included Submitter(s) meet the qualifications as outlined throughout this RTQ. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date. Pre-qualified Submitters will be invited to participate in future competitions.

#### **DEFINITIONS**

- A. **Request For Quote (RFQ)** – An invitation where pre-qualified Submitters are invited to quote on a specific product or service. Any RFQ issued under this RTQ will include a project specific scope of services, technical specifications, site conditions (e.g., access, use of existing utilities such as water/electric/restroom availability), and applicable terms conditions, or requirements including but not limited to: pre-bid/site visit, payment requirements such as retainage, time for performance, any submittal requirements, material and method of removal including dewatering and disposal requirements, volume of discharge flow, safety manual, confined space entry plan, construction schedules, schedule of values, bid and/or performance bond requirements, any release of claim requirements, increases insurance coverages, liquidated damage provisions, additional warranty requirements, if the work is to be performed at night or on weekends, type of payment, deficiencies, Community Work Force and Responsible Wage (90-143), as well as any additional requirements.
- B. **Submitter** – shall refer to anyone responding to this Request to Qualify.
- C. **Submittal** – shall refer to the form submitted in response to this Request to Qualify.

#### **2.2 TERM OF CONTRACT**

The pre-qualification pool will be established 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 Division, and contingent upon the completion and submittal of all required documents. The pre-qualification pool shall expire on the last day of the last month of the eight (8) year period.

#### **2.3 QUALIFICATION CRITERIA**

Submitters who meet the following minimum qualifications will be placed on a list for participation in future competitions for the purchase of Trenchless Pipe Installation and Pipe Rehabilitation Services.

##### **Minimum Qualifications**

Submitters shall hold one of the following and will be required to provide copies of all licenses with their response to this solicitation.

1. State General Contractor License issued under Chapter 489 of the Florida Statutes
2. Underground Utilities and Excavation License issued under Chapter 489 of the Florida Statutes
3. General Engineering License issued in accordance with Chapter 10 of the Miami-Dade County Code
4. Pipeline Engineering License issued in accordance with Chapter 10 of the Miami-Dade County Code

Submitters approved for prequalification will be required to demonstrate competency and experience in one or more of the following groups, subgroups and classes:

**Group 1** – Submitters shall list three (3) projects demonstrating experience in trenchless pipe installation. Each project shall provide the largest diameter of pipe installed. Submitters prequalified under this group may be invited to participate in subsequent RFQ requiring new pipe installation using trenchless technology, including such construction methods as microtunneling (MTM), horizontal directional drilling (HDD) also known as directional boring, pipe ramming (PR), pipe jacking (PJ), moling, horizontal auger boring (HAB) and other methods for the installation of pipelines and cables below the ground with minimal excavation.

**Group 2** – Submitters shall list three (3) projects demonstrating experience in trenchless rehabilitation of existing pipes. Each project shall provide the largest diameter of pipe rehabilitated. Submitters prequalified under this group may be invited to participate in subsequent RFQ requiring pipe rehabilitation/repair using trenchless technology including such construction methods including but not limited to sliplining, thermoformed pipe, pipe bursting, shotcrete, gunite, cured-in-place pipe (CIPP), grout-in-place pipe, mechanical spot repair. Mechanical spot repair is applied where damaged pipelines require the re-instatement of structural integrity.

**Subgroups** - Submitters will be considered qualified for all subgroups at or below the largest diameter pipe utilized in a project.

- Small Diameter: Pipe up to 30-inch Inside Pipe Size (IPS)
- Medium Diameter: Pipe up to 48-inch IPS
- Large Diameter Pipe: Greater than 48-inch IPS

**Classifications-** Due to the Health and Safety considerations, the Submitter needs to identify at least one project within the following classifications of work to become pre-qualified in that Class. For example, a contractor applying for Pre-qualification in both Group 1 and Group 2 who can demonstrate a project in potable water systems in Group 1 will also be eligible for pre-qualification in Group 2 for potable water systems. Also, a contractor Pre-qualified in either Water Systems or Sewer Systems will be eligible to work on Drainage Systems.

- W Experience in performing work on potable water systems
- S Experience in performing work on sanitary sewer systems
- D Experience in performing work on storm drainage systems

Submitters shall provide all of the specified information, documents and attachments listed above with their submittal form as proof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Submitters to complete, supplement or supply the required documents. It shall be the sole prerogative of the County as to the number of submitters who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or delete submitters as it deems necessary. Any submitters being added to this RTQ must meet the same minimum qualifications established herein.

Submitters meeting the minimum qualifications listed above shall be deemed to be prequalified to participate in subsequent spot market purchases as required by the County.

## **2.4 SMALL BUSINESS CONTRACT MEASURES**

Section 1 from the General Terms and Conditions, Paragraph 1.44 - Small Business Enterprises (SBE) Measures, is exempt from this RTQ. The application of measures will be determined at the time the Request For Quote is issued and

may include but not be limited to, a trade set-aside, a goal, bid preference or other measures. All individual RTQ's will be reviewed by SBD for applicable measures prior to advertising.

**2.5 INSURANCE**

The scope of work as listed in subsequent RFQ may increase insurance coverages. If so required it will be detailed in the subsequent RFQ.

**2.6 CONTACT PERSON**

For any additional information regarding the terms and conditions of this RTQ, contact Linda Julien at 305-375-2179 or at [Ljulien@miamidade.gov](mailto:Ljulien@miamidade.gov)

**2.7 BID GUARANTY/ BID BOND/ PERFORMANCE BOND**

Bid Guaranty, Bid Bond and/or Performance Bond may be required if so defined in the RFQ in an amount not to exceed 5% of the full bid price.

**2.8 SHIPPING AND DELIVERY REQUIREMENTS**

Shipping and Delivery terms for each project will be defined in the subsequent RFQ.

**2.9 ACCIDENT PREVENTION AND REGULATIONS**

All operations on Miami-Dade County roadways are under the direct control of the Municipality in which the roadway is located, the Miami-Dade Public Works and Waste Management Department for County owned roads or Florida Department of Transportation for State owned roads. All work performed on Miami-Dade Sanitary Sewer Lines additionally falls under the direction of the Miami-Dade Water and Sewer Department. All Maintenance of Traffic Plans (MOT) must be filed with and approved by the respective governing body with jurisdictional control of the roadway. Failure to have an approved and fully implemented MOT plan may cause the job to be shut down until corrective action is taken. The contractor will not be compensated by delays created by such shut downs.

The successful bidder(s) shall comply with the all OSHA, FDOT, Miami-Dade County and Municipal rules, including Florida Statutes CHAPTER 553 PART III TRENCH SAFETY ACT.

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

**2.11 COMPLIANCE WITH FEDERAL REGULATIONS**

In the event that a specific project is funded through the use of Federal Funds or other Grants that place special requirements on the use and/or acquisition of labor, material or services, such restrictions will be clearly defined in the RFQ before bidding.

**2.12 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).

**2.13 DEFICIENCIES**

The submitters 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 ten (10) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the

submitters by the County's project administrator, who may confirm all such verbal reports in writing. The submitters shall bear all costs of correcting such rejected work. If the submitters fails to correct the work within the period specified, the County may, at its discretion, notify the submitters, in writing, that the submitters is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the submitters fails to correct the work within the period specified in the notice, the County shall place the submitters in default, obtain the services of another submitters to correct the deficiencies, and charge the incumbent submitters for these costs; either through a deduction from the final payment owed to the submitters or through invoicing. If the submitters fails to honor this invoice or credit memo, the County may terminate the submitters for default.

**2.14 LABOR, MATERIALS, AND EQUIPMENT**

Unless otherwise provided in any subsequent Request for Price Quote, the submitters shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

**2.15 NOTIFICATION TO BEGIN WORK**

The submitters shall neither commence any work, nor enter a County work premise, until a Work Order directing the submitters to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract.

**2.16 SUB-CONTRACTORS**

The Bidder is required to identify any and all known Subcontractors that will be used in the performance of the proposed work, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the Subcontractor(s) with respect to experience, skill, responsibility and business standing will be considered by the County. If the bidder fails to identify any and all sub-contractors in the Bid Proposal, the bidder may be allowed to submit this documentation to the County during the bid evaluation period if such action is in the best interest of the County. At the time of RFQ, the submitters must notify the County of any change of subcontractors including the addition of a subcontractor(s) that may be needed due to nature of the RFQ work scope.

Pursuant to Florida Statute 255.05 and Miami-Dade County Code Section 10-35, all payments to the submitters subcontractors shall be made within ten (10) days of receipt of the partial payment by the submitters. With the exception of the first partial payment, the submitters must pay all of its subcontractors and suppliers who have performed any work or supplied any materials for the project within ten (10) days after receipt of the partial payment by the submitters for monies due such subcontractors and suppliers as a result of a percentage of the work completed. The submitters must provide the County's project manager with duly executed affidavits (subcontractor's statement of satisfaction) or releases of claim from all subcontractors and suppliers who have performed any work or supplied any materials for on the project as of that date. The affidavit or releases shall certify that said subcontractors and suppliers have been paid their proportionate share of all previous partial payments to the submitters. In the event such affidavits cannot be furnished, the submitters may submit an executed consent of surety to requisition payment; identifying the subcontractors and suppliers with the amounts for which the statement of satisfaction cannot be furnished. If the submitters fails to provide a consent of surety to requisition payment, the amount in dispute will be withheld until either the statement of satisfaction is furnished, or the consent of surety to requisition payment is furnished.

**2.17 WORK ACCEPTANCE**

Projects 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.

**2.18 LIQUIDATED DAMAGES**

Liquated damages may apply if so specified in the RFQ.

**2.19 DELEGATION OF AUTHORITY**

In accordance with Section 2-8.2.12 of the Code of Miami-Dade County, the Water & Sewer Super Acceleration Ordinance No. 14-77, authority is hereby granted to the County Mayor or Mayor's designee to advertise, award, amend and negotiate this pool for the Miami-Dade Water and Sewer Department, to extend pool duration, to execute change orders and to settle claims without need for prior approval from the Board of County Commissioners.

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

**3.1 SCOPE OF SERVICE**

This Request to Qualify (RTQ) is intended to establish groups of prequalified bidders capable of providing Trenchless Pipe Installation and Pipe Rehabilitation Services. Services include the installation and rehabilitation of water pipes, sanitary sewer force mains, sanitary sewer gravity pipes from drainage pipes and culverts of all sizes through the use of trenchless technology.

**3.2 EQUIPMENT**

Bidders shall provide a list of all equipment owned or leased which will be used to provide the services requested in this solicitation.

**TO BE COMPLETED BY ALL SUBMITTERS**

Refer to Paragraph 2.3 to ensure that your firm's responses and attachments comply with the Solicitation's requirements.

Reference	Requirements
2.3	<p><i>Submitters shall hold one of the following and will be required to provide copies of all licenses with their response to this solicitation.</i></p> <p>1) State of Florida General Contractor License issued under Chapter 489 of the Florida Statues.                      License #: _____ Expiration Date: _____</p> <p>2) Underground Utilities and Excavation license issued under Chapter 489 of the Florida Statues.                      License #: _____ Expiration Date: _____</p> <p>3) General Engineering License issued in accordance with Chapter 10 of the Miami-Dade County Code.                      License #: _____ Expiration Date: _____</p> <p>4) Pipeline Engineering License issued in accordance with Chapter 10 of the Miami-Dade County Code.                      License #: _____ Expiration Date: _____</p>

**GROUP 1- NEW PIPE INSTALLATION**

2.3	<p><i>Submitters shall list three (3) projects demonstrating experience in trenchless pipe installation. Each project shall provide the largest diameter of pipe installed per section 2.3 Group1.</i></p> <p style="text-align: center;"><b>PROJECT 1</b></p> <p>Company Name: _____ Telephone No.: _____                      Name: _____ Title: _____                      E-mail Address: _____                      Project Description: _____</p> <p style="text-align: center;"><b>PROJECT 2</b></p> <p>Company Name: _____ Telephone No.: _____                      Name: _____ Title: _____                      E-mail Address: _____                      Project Description: _____</p> <p style="text-align: center;"><b>PROJECT 3</b></p> <p>Company Name: _____ Telephone No.: _____                      Name: _____ Title: _____                      E-mail Address: _____                      Project Description: _____</p>
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Group 2- TRENCHLESS REHABILITATION OF EXISTING PIPES		
	<p><i>Submitters shall list three (3) projects demonstrating experience in trenchless rehabilitation of existing pipes. Each project shall provide the largest diameter of pipe rehabilitated per section 2.3 Group 2.</i></p>	
2.3	<b>PROJECT 1</b>	
	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ E-mail Address: _____ Project Description: _____	
	<b>PROJECT 2</b>	
	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ E-mail Address: _____ Project Description: _____	
	<b>PROJECT 3</b>	
	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ E-mail Address: _____ Project Description: _____	
	<b>Classifications</b>	
		<p><i>Submitter needs to identify at least one project within the following classifications of work to become pre-qualified in that Class.</i></p>
		<p><b>Indicate Project and attach a summary indicating compliance with the classes listed below</b></p>
		W - Experience in performing work on portable water system _____ S - Experience in performing work on sanitary sewer system _____ D - Experience in performing work on storm drainage system _____



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

Solicitation No. RTQ-00298		Solicitation Title: Trenchless Pipe Installation and Pipe Rehabilitation Services		
Legal Company Name (include d/b/a if applicable): <input type="text"/>		Federal Tax Identification Number: <input type="text"/>		
If Corporation - Date Incorporated/Organized: <input type="text"/>		State Incorporated/Organized: <input type="text"/>		
Company Operating Address: <input type="text"/>		City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Remittance Address (if different from ordering address): <input type="text"/>		City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Company Contact Person: <input type="text"/>		Email Address: <input type="text"/>		
Phone Number (include area code): <input type="text"/>	Fax Number (include area code): <input type="text"/>	Company's Internet Web Address: <input 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 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 bid 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 the Bidder is a Local Certified 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



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

Name of Bidder/Proposer: \_\_\_\_\_ FEN 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. 11-99, 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	Supplied/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 e-file to the Small Business Development of the Internal Services Department at <http://www.miamidade.gov/contracts/developmentcontracts.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/contracts/library/forms/subcontractor-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

**Question and Answers for Solicitation #RTQ-00298 - Trenchless Pipe Installation and Pipe Rehabilitation Services**

**Overall Solicitation Questions**

There are no questions associated with this Solicitation.