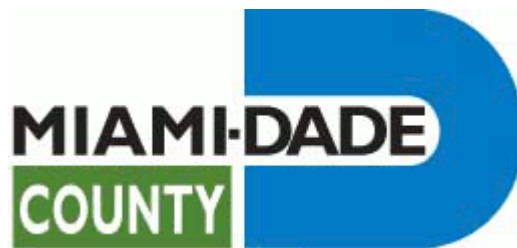


# **Solicitation FB-01620**

## **Golf Carts and Utility Vehicles**

### **Solicitation Designation: Public**



**Miami-Dade County**

## Solicitation FB-01620 Golf Carts and Utility Vehicles

Solicitation Number **FB-01620**  
 Solicitation Title **Golf Carts and Utility Vehicles**  
 Expected Expenditure **\$10,000,000.00** (This price is expected - not guaranteed)

Solicitation Start Date **In Held**  
 Solicitation End Date **Aug 28, 2020 6:00:00 PM EDT**  
 Question & Answer End Date **Aug 21, 2020 6:00:00 PM EDT**

Solicitation Contact **Debra S. Butler**  
**Procurement Contracting Officer 1**  
**ISD - Procurement Management Services**  
**305-375-5663**  
**Debra.Butler@miamidade.gov**

Solicitation Contact **Vendor Services**  
**305-375-5289**  
**ISD-VABIDS@miamidade.gov**

Solicitation Contact **Vanessa Stroman**  
**Procurement Contracting Manager**  
**ISD - Procurement Management Services**  
**305-375-4263**  
**Vanessa.Stroman@miamidade.gov**

Contract Duration **See Bid Documents**  
 Contract Renewal **See Bid Documents**  
 Prices Good for **See Bid Documents**

Solicitation Comments **See Bid Documents**

### Item Response Form

Item **FB-01620-01-01 - See Bid Documents**  
 Quantity **1 each**  
 Unit Price   
 Delivery Location **Miami-Dade County**  
No Location Specified

**Qty 1**

**Description**

See Bid Documents



**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N T O B I D**  
**( I T B )**

**GENERAL TERMS AND CONDITIONS:**

All General Terms and Conditions of Miami-Dade County Procurement Contracts are posted online. Bidders 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. The general terms and conditions include important instructions and requirements that affect all bids. By submitting a bid for a Miami-Dade County solicitation a bidder attests to its understanding of these General Terms and Conditions.

All applicable terms and conditions pertaining to this solicitation and resultant contract(s) may be viewed online at the Miami-Dade County, Strategic Procurement Division's webpage by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r20-1.pdf>

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**NOTICE TO ALL BIDDERS:**

Bids are to be submitted electronically through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time indicated in the BidSync Solicitation End Date published in BidSync and in this solicitation document. It is the sole responsibility of the Bidder to ensure that its bid is in BidSync before the solicitation deadline. There is no cost to the Bidder to submit a bid for a Miami-Dade County solicitation via BidSync. Electronic 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 this solicitation, use the question/answer feature provided within the solicitation by BidSync, at [www.bidsync.com](http://www.bidsync.com). Questions of a material nature must be received prior to the date and time of the BidSync Solicitation Question & Answer End Date specified in the solicitation. Material changes, if any, to the solicitation will be made only by written addendum (see Addendum Section of BidSync site).

Bidders must allow sufficient time to complete online forms and upload all bid documents. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into BidSync before the date and time of the BidSync Solicitation End Date, or the system will stop the process and the submission will be considered late and will not be accepted.

No part of a bid can be submitted via hardcopy, email, or fax.

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

### **2.0 PURPOSE**

The purpose of this solicitation is to establish a contract for the long term rental and/or lease of golf carts, and utility vehicles for Miami-Dade County.

### **2.1 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the 60<sup>th</sup> month.

### **2.2 METHOD OF AWARD**

Award of this contract will be made by grouping (Golf, Parks, PortMiami, Public Housing, Transit, and Zoo Miami), to up to two responsive and responsible bidders, who meet the bid submittal requirements detailed in Section 2.3, all technical requirements in Section 3- Scope of Work, and offers the lowest fixed price, in the aggregate. Staff must document any occurrence where an awarded Bidder was unable to meet the purchase order requirements, prior to moving to the next lowest Bidder.

### **2.3 BID SUBMITTAL REQUIREMENTS**

To be eligible for award recommendation, Bidders must submit the documentation requested below. Failure to meet the bid submittal requirements may result in the Bidder not being recommended for award. Bidders may be given the opportunity to provide the required documentation during the bid evaluation period, at the County's discretion.

1. Bidder shall be regularly engaged in the business of providing golf cart and utility vehicle rentals and/or leases, to government agencies and/or private corporations on a similar scale. To demonstrate this, the Bidder shall provide two (2) business reference letters from current or previous customers who have rented or leased golf carts and/or utility vehicles from the Bidder within the last two (2) years. The reference letters shall be signed on the customer's company letterhead, include the name, title, address, telephone number, and email address of the person providing the reference. These reference letters shall ascertain to the County's satisfaction that the Bidder has sufficient experience and capacity to provide golf cart and utility vehicle rental and/or lease services required in this solicitation.
2. Bidder shall provide the contact information of a designated representative to provide the County with information and support concerning the contract. Bidder shall provide the representative's name, title, phone number, and email address.
3. Bidder shall complete the Bid Submittal Forms in Sections 4.0 and 4.1.

### **2.4 PRICES**

Cart and Utility Vehicle pricing shall be based on the current production model year, and include freight, delivery, maintenance, parts, repairs, and return transportation cost. No additional charges, fees or assessments are authorized. Pricing shall remain fixed and firm for the initial three (3) years of the five (5) year contract. Ninety days prior to the start of year 4, and/or year 5, the County may consider an adjustment to prices, upward or downward, based on the most recent Producer Price Index (PPI), Commodities, Rental and Leasing of Goods. It is the awarded Bidder's responsibility to request any pricing adjustment under this provision. If the awarded Bidder does not submit a request, the County will assume the awarded Bidder agrees to maintain the current contract prices for next one-year period. Any request which is not timely received (i.e. is received after the 90<sup>th</sup> day) the County reserves the right to reject the adjustment request at its sole discretion, and this decision shall be final.

### **2.5 ADDITIONAL COUNTY DEPARTMENTS AND/OR ADDITIONAL ITEMS**

The County may add or remove departments as needed, and at its discretion. While the County has listed its most commonly used golf carts and utility vehicles within this solicitation, there may be other carts and/or utility vehicles needed during the term of this contract. Under these circumstances, a County representative will contact all awarded Bidder(s) to obtain a price quote for the specific cart and/or utility vehicle needed, and reserves the right to award to the Bidder offering the lowest rate. These one-off additions will be captured as a Contract Modification, to be executed by the awarded Bidder.

## **2.6 INDEMNIFICATION AND INSURANCE**

The awarded Bidder shall indemnify the County, and submit proof of insurance as required per Section 1.21 and Section 1.22 of the County's General Terms and Conditions. The following requirement replaces the standard coverage in Section 1.22 A. 2.

- A.2. Commercial General Liability Insurance in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate. Miami-Dade County must be shown as an additional insured with respect to this coverage.

### **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

#### **3.0 SCOPE OF WORK**

The awarded Bidder shall provide long-term rentals and/or leasing of golf carts and utility vehicles to Miami-Dade County, on an as needed basis. Rates shall be fixed and indicative of their respective 12 month, 24 month, and/or 36 month term. All carts and utility vehicles quoted and offered shall be 2021 models, or the most current production model year manufactured; be fully functional, operating, performing and appearing in new condition. Each cart and utility vehicle shall have the required minimum specifications described below in Section 3.1, and optional equipment as indicated in Section 3.3, which will be detailed in Section 4.1.

#### **3.1 COUNTY SPECIFICATIONS**

- **Standard Golf Carts:** Shall include any two to four passenger, four wheeled, gas or electric powered carts, suitable tires, and industry standard features; i.e. beverage and scorecard holder, sweater basket, golf bag straps, tops, automotive type steering wheel, solid state control, foam padded seats with vinyl plastic coverings, rear fender scuff plates, safe and efficient tow bar system. Examples may include, but are not limited to the following: EZGO TXT, Yamaha Drive, or Clubcar Precedent or DS model, or an approved equal quality cart, to be determined by the County. All maintenance, parts, and repairs shall be included in the rate.
- **Standard Utility Vehicles:** Shall include any two to four passenger four wheeled, gas or electric powered utility vehicle, all terrain tires, and industry standard features; i.e. automotive type steering wheel, solid state control, foam padded seats with vinyl plastic covering and load bed approximately 44" x 40" x 8", and a 1,200 lbs. minimum load capacity. Examples may include, but are not limited to the following: Cushman Hauler 1200, Yamaha Adventure Two, or Clubcar Carryall 500, or an approved equal quality utility vehicle, to be determined by the County. All maintenance, parts, and repairs shall be included in the rate.
- **Heavy Duty Carts and Heavy Duty Utility Vehicles:** Shall include any cart and/or utility vehicle with higher passenger and/or payload capacity than the standard cart and utility vehicles described above, with all terrain tires, and industry standard features. Examples may include, but are not limited to the following: Columbia, Cushman, E-Z Go, Umax, or an approved equal quality cart or utility vehicle, to be determined by the County. All maintenance, parts, and repairs shall be included in the rate.

#### **3.2 BATTERIES AND CHARGERS**

Electric carts and utility vehicles shall require replacement batteries if they discharge prematurely. The exact requirement (typically 36 golf course holes), will be determined by on a cart/vehicle by cart/vehicle basis, by County staff. If applicable, the solenoids shall be changed at the same time a battery is changed. Battery chargers must be compatible with existing electrical outlets at each facility to charge carts and vehicles. Battery chargers shall be serviced and maintained per the manufacturer's recommendations. Failure to replace batteries and/or repair or replace a malfunctioning battery charger within five (5) business days of notification, shall result in the awarded Bidder owing the County a credit, retroactive to the first (1<sup>st</sup>) day of notification, equal to the daily rate of the cart or utility vehicle.

#### **3.3 ESSENTIAL AND OPTIONAL EQUIPMENT**

The awarded Bidder shall provide two (2) sets of keys for each golf cart and utility vehicle. Each key shall be identified by a tag number which corresponds the cart or utility vehicle.

Additional features, such as GPS, tops, windshields, sand buckets, cages, cart coolers, bag covers, rain guards, premium beverage carts, message holders, and USB ports are optional but may be required for certain carts, as described in Section 4.1.

#### **3.4 CART AND UTILITY VEHICLE REPORTING**

Each cart and utility vehicle delivered shall be assigned a fleet number denoting the manufacturer's model or serial number, and plate; which shall be visibly affixed, for identification purposes. Some County departments may require carts and utility vehicles be delivered with custom four color logos, two per cart. The size, color and location of the logo will be determined and provided by County staff. The awarded Bidder may also be required to provide the County reports including but not limited to: number of carts and utility vehicles per County site, pricing, and usage.



### **3.5 DELIVERY**

The awarded Bidder will be provided a list of delivery locations and corresponding contact information via the post award contract roadmap. However, specific delivery instructions shall be detailed on the end user's purchase order. County staff will inspect each cart and/or utility vehicle prior to acceptance of delivery. The County reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The awarded Bidder will be required to pick-up the non-compliant carts and/or utility vehicles, and deliver their replacements within three (3) business days of notification, at no charge to the County. The awarded Bidder will be responsible for any damages incurred during delivery and/or pick-ups.

### **3.6 MAINTENANCE, PARTS, AND REPAIRS**

This solicitation and resultant contract shall include all required components, equipment, labor, scheduled and/or preventative maintenance, parts, and/or repairs necessary to keep the carts and utility vehicles in good working condition, per the manufacturer's operating manual and/or warranty. The awarded Bidder shall provide the County with the manufacturer's preventive maintenance recommendations for each golf cart and utility vehicle, and shall also perform and complete the recommended maintenance on a quarterly or biannual basis. The awarded Bidder shall complete all scheduled maintenance and repairs within five (5) business days of notification. If the required service can't be completed within the time allotted, the awarded Bidder will be required to provide a loaner cart and/or utility vehicle, or provide a credit equal to the daily rate, while the cart and/or utility vehicle is not in service. The awarded Bidder shall also be responsible for all miscellaneous repairs.

### **3.7 WARRANTY**

Warranties shall be made available to County staff, upon request, for each golf cart and utility vehicle provided. The awarded Bidder shall fully guarantee each cart and utility vehicle against factory defects and workmanship, and shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty, at no expense to the County.

**SECTION 4.0 BID SUBMITTAL FORM**

<b>BIDDER / COMPANY NAME:</b>		<b>FEIN:</b>
<b>BID SUBMITTAL REQUIREMENTS:</b>		<b>Check to affirm item submitted</b>
<b>Reference Section 2.3.1</b>	Bidder shall be regularly engaged in the business of providing golf cart and utility vehicle rentals and/or leases, to government agencies and/or private corporations on a similar scale. To demonstrate this, the Bidder shall provide two (2) business reference letters from current or previous customers who have rented or leased golf carts and/or utility vehicles from the Bidder within the last two (2) years. The reference letters shall be signed on the customer's company letterhead, include the name, title, address, telephone number, and email address of the person providing the reference. These reference letters shall ascertain to the County's satisfaction that the Bidder has sufficient experience and capacity to provide golf cart and utility vehicle rental and/or lease services required in this solicitation.	<input type="checkbox"/>
<b>Reference Section 2.3.2</b>	Bidder shall provide the contact information of a designated representative to provide the County with information and support concerning the contract. Bidder shall provide the representative's name, title, phone number, and email address.  Name: _____ Title: _____  Phone: _____ Email: _____	<input type="checkbox"/>
<b>Reference Section 2.3.3</b>	Bidder shall complete the Bid Submittal Forms in Section 4.0, and 4.1.	<input type="checkbox"/>

<u>Section 4.1</u>						<u>Bidder's Company Name:</u>						
<u>Miami-Dade County Golf Cart and Utility Vehicle Requirements</u>						<u>Bidders Enter Pricing Information Here</u>						
#	Dept. or Division	Electric or Gas	Category	Description	Est. Qty.	Manf.	Make & Model	Model Year	Color	12 Mo. Rate	24 Mo. Rate	36 Mo. Rate
1	Golf	Electric	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder; locator / tracking device	300							
2	Golf	Gas	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder; locator / tracking device	18							
3	Golf	Electric	Standard Utility	Standard white cart, with windshield and 2 sand buckets; locator / tracking device	14							
4	Golf	Either	HD Utility	Driving range picker cart, with cage	3							
5	Golf	Either	HD Utility	Premium beverage cart	3							
6	Golf	Electric	HD Utility	6 Passenger cart	3							
7	Golf	Either	Standard Utility	Utility/Work; with top, windshield, and light kit	68							
1	Parks	Either	HD Utility	Utility/Work; with flat bed and towing hitch	9							
2	Parks	Gas	HD Utility	Utility/Work; 4x4 four wheel drive, with 22hp, 1007cc three cylinder OHV diesel engine, and tow hitches	11							
3	Parks	Either	Standard Golf	6 Passenger Carts	2							
5	Parks	Gas	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder	95							
6	Parks	Electric	Standard Golf	Standard green cart, with windshield, rain guard, 2 sand buckets and message holder	3							
7	Parks	Gas	HD Utility	Utility/Work; four wheel, with manual dump, lights, windshield, sunshade, and tow hitches	10							
8	Parks	Electric	Standard Golf	Carrier vehicle; four wheel drive, 220-Volt Ac, fully automatic electronic 48-Volt Dc 20-Amp charger, convertible rear seat, canopy top, plexiglass windshield, and headlights	1							

<b><u>Section 4.1</u></b>						<b><u>Bidder's Company Name:</u></b>						
<b><u>Miami-Dade County Golf Cart and Utility Vehicle Requirements</u></b>						<b><u>Bidders Enter Pricing Information Here</u></b>						
<b>#</b>	<b>Dept. or Division</b>	<b>Electric or Gas</b>	<b>Category</b>	<b>Description</b>	<b>Est. Qty.</b>	<b>Manf.</b>	<b>Make Model</b>	<b>Model Year</b>	<b>Color</b>	<b>12 Mo. Rate</b>	<b>24 Mo. Rate</b>	<b>36 Mo. Rate</b>
1	Port Miami	Gas		2 Pass., Plexiglass windscreen-vinyl rain protection enclosure (all sides); with headlights	6							
2	Port Miami	Gas		2 Pass., Glacier with, headlights, taillights, cargo bed, 1200 towing capacity, sun top, clear hinged windshield, hard cap enclosure, strobe light	2							
3	Port Miami	Gas		4 Pass., Turf work, four wheel, with manual dump, lights, windshield, and sunshade	4							
1	Public Housing	Either	Standard Golf	EZ Go TXT, Yamaha Drive, Clubcar Precedent or DS model golf carts; or approved equivalent	TBD							
2	Public Housing	Either	Standard Utility	Cushman Hauler 1200, Yamaha Adventure Two, Clubcar Carryall 500; or approved equivalent	TBD							
1	Transit	Gas	Standard Golf	2 Pass., Roof beacon, with headlights	2							
2	Transit	Gas	Standard Utility	2 Pass., Cargo bed, 4 wheel, with manual dump, lights, windshield and sunshade; 1,200lbs minimum capacity	3							
3	Transit	Gas	Standard Utility	2 Pass., Windscreen, headlights, tail lights, cargo bed, and beacon	3							
4	Transit	Electric	Standard Golf	2 Pass., Plexiglass windscreen-vinyl rain protection enclosure (all sides); with headlights	3							
5	Transit	Gas	Standard Golf	2 Pass., Plexiglass windscreen-vinyl rain protection enclosure (all sides); with headlights	2							
6	Transit	Electric	Standard Golf	2 Pass., Front windscreen, 1 orange strobe light on roof of the cart; and battery charger	1							
7	Transit	Electric	Standard Golf	2 Pass., 2 rear brake lights, 1 front head light, open sides w/no windshield; and battery charger	1							
8	Transit	Electric	Standard Golf	2 Pass., 2 rear brake lights, 1 front head light, open sides, no windshield, 1 orange strobe light on roof of the golf cart; and battery charger	1							
9	Transit	Gas	Standard Utility	2 Pass., Glacier with, headlights, taillights, cargo bed, 1200 towing capacity, sun top, clear hinged windshield, hard cap enclosure, strobe light	1							

<b><u>Section 4.1</u></b>						<b><u>Bidder's Company Name:</u></b>						
<b><u>Miami-Dade County Golf Cart and Utility Vehicle Requirements</u></b>						<b><u>Bidders Enter Pricing Information Here</u></b>						
<b>#</b>	<b>Dept. or Division</b>	<b>Electric or Gas</b>	<b>Category</b>	<b>Description</b>	<b>Est. Qty.</b>	<b>Manf.</b>	<b>Make Model</b>	<b>Model Year</b>	<b>Color</b>	<b>12 Mo. Rate</b>	<b>24 Mo. Rate</b>	<b>36 Mo. Rate</b>
1	Zoo Miami	Gas	Standard Utility	2 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, and sunshade	11							
2	Zoo Miami	Gas	Standard Utility	4 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, sunshade, and tow hitches	23							
3	Zoo Miami	Gas	Standard Utility	4 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, and sunshade, tow hitches, and roof racks	7							
4	Zoo Miami	Electric	Standard Utility	4 Pass., Utility/Work, four wheel, with manual dump, plastic bucket bed, lights, windshield, and sunshade	2							
5	Zoo Miami	Electric	Standard Golf	6 Pass., Carrier, with customized tall roof	1							
6	Zoo Miami	Electric	Standard Golf	6 Pass., Carrier vehicle, w/wheel chair lift, lights, windshield, and sunshade	1							
7	Zoo Miami	Electric	Standard Golf	8 Pass., Four wheel, with plexiglass windshield and headlights	3							
8	Zoo Miami	Electric	Standard Golf	6 Pass., Carrier vehicle four wheel drive, 220-Volt Ac, fully automatic electronic 48-Volt Dc 20-Amp charger, convertible rear seat, canopy top, plexi glass windshield, and headlights	15							
9	Zoo Miami	Electric	HD Utility	2 Pass., Utility/Work; with flat bed, roof rack, and towing hitch (Shuttle 2)	2							
10	Zoo Miami	Gas	HD Utility	2 Pass., Utility/Work; with flat bed, roof rack, and towing hitch (Shuttle 2)	8							
11	Zoo Miami	Gas	Standard Golf	Shuttle 2 + 2	4							



Submission Form

<b>Solicitation No.</b>		<b>Solicitation Title:</b>	
<b>Bidder's Legal Company Name (include d/b/a if applicable):</b> <input style="width:95%;" type="text" value=""/>	<b>Bidder's Federal Tax Identification Number:</b> <input style="width:95%;" type="text" value=""/>		
<b>If Corporation - Date Incorporated/Organized:</b> <input style="width:95%;" type="text" value=""/>	<b>State Incorporated/Organized:</b> <input style="width:95%;" type="text" value=""/>		
<b>Company Operating Address:</b> <input style="width:95%;" type="text" value=""/>	<b>City</b> <input style="width:95%;" type="text" value=""/>	<b>State</b> <input style="width:95%;" type="text" value=""/>	<b>Zip Code</b> <input style="width:95%;" type="text" value=""/>
<b>Miami-Dade County Address (if applicable):</b> <input style="width:95%;" type="text" value=""/>	<b>City</b> <input style="width:95%;" type="text" value=""/>	<b>State</b> <input style="width:95%;" type="text" value=""/>	<b>Zip Code</b> <input style="width:95%;" type="text" value=""/>
<b>Company Contact Person:</b> <input style="width:95%;" type="text" value=""/>	<b>Email Address:</b> <input style="width:95%;" type="text" value=""/>		
<b>Phone Number (include area code):</b> <input style="width:95%;" type="text" value=""/>	<b>Company's Internet Web Address:</b> <input style="width:95%;" type="text" value=""/>		
<p><b>Pursuant to Section 2-8.6 of the Code of Miami-Dade County (County), any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</b></p> <p><input type="checkbox"/> Place a check mark here <b>only</b> if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p><b>LOCAL PREFERENCE CERTIFICATION:</b> For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here <b>only</b> if affirming the Bidder meets the requirements for Local Preference. <b>Failure to affirm this certification at this time may render the Bidder ineligible for Local Preference.</b></p> <p><b>IN ACCORDANCE WITH CFR 200.319(b), LOCAL PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</b></p>			
<p><b>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:</b> For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.</p> <p><input type="checkbox"/> Place a check mark here <b>only</b> if affirming the Bidder meets the requirements for the Locally-Headquartered Preference (LHP). <b>Failure to affirm certification at this time may render the Bidder ineligible for the LHP.</b></p> <p><b>The address of the Locally-Headquartered office is:</b> <input style="width:95%;" type="text" value=""/></p> <p><b>IN ACCORDANCE WITH CFR 200.319(b), LOCALLY-HEADQUARTERED BUSINESS PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</b></p>			
<p><b>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION:</b> 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.</p> <p><input type="checkbox"/> Place a check mark here <b>only</b> if affirming Bidder is a Local Certified Veteran Business Enterprise. <b>A copy of the certification must be submitted with the bid.</b></p> <p><b>IN ACCORDANCE WITH CFR 200.319(b), LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.</b></p>			

**SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if applicable):**

A Small Business Enterprise (SBE) must be certified by the Division of Small Business Development (SBD) 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 SBD at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE 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.

Place a check mark here **only** if affirming Bidder is a Miami-Dade County Certified Small Business Enterprise.

**IN ACCORDANCE WITH CFR 200.319(b), SMALL BUSINESS ENTERPRISE MEASURES SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE**

**SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST, THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST, OR THE SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL 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, or the Scrutinized Companies that Boycott Israel List, as those terms are used and defined in Sections 287.135, 215.473, and 215.4725 of the Florida Statutes. 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, the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, or the Scrutinized Companies that Boycott Israel List.

**OR**

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 through a duly authorized representative and shall **also initial** this space: \_\_\_\_\_. In this event, the Bidder shall furnish together with its bid a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 and/or 215.4725 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 could be applicable.

**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.**

**WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID:**

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws, as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

**By submitting a bid pursuant to this solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this solicitation which the Bidder considers to be a trade secret, proprietary or confidential.** In the event that the bid contains a claim that all or a portion of the bid submitted contains confidential, proprietary or trade secret information, the Bidder, **by signing below**, knowingly and expressly **waives** all claims made that the bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

**Acknowledgment of Waiver:**

<b>Bidder's Authorized Representative's Signature:</b>  _____*	<b>Date</b>  _____*
<b>Representative's Name:</b>  _____*	
<b>Representative's Title:</b>  _____*	

**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 BELOW 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.**

<b>Bidder's Authorized Representative's Signature:</b>  _____*	<b>Date</b>  _____*
<b>Representative's Name:</b>  _____*	

**Representative's Title:**

\*



**SUBCONTRACTING FORM**

Solicitation Number FB-01620

\*Vendor Name  \*FEIN #

Complete "A" or "B":

- A.  No subcontractors or direct suppliers will be utilized pursuant to this solicitation.
- B.  The below listed subcontractors and/or suppliers will be utilized pursuant to this solicitation:

Business Name and Address of First Tier Subcontractor/ Subconsultant	Name of Principal Owner	Scope of Work to be Performed by Subcontractor Subconsultant	Subcontractor/ Subconsultant License (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name and Address of First Tier Direct Supplier	Name of Principal Owner	Supplies, Materials, and/or Services to be Provided by Supplier	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

And

Below and/or attached is a detailed statement of the firm's policies and procedures for awarding subcontractors:

(Duplicate this form if additional space is needed to provide the required information)

When Subcontracting is allowed and subcontractors will be utilized, the Contractor shall comply with Section 2-8.8 of the Code – Fair Subcontracting Practices: (1) Prior to contract award, the Bidder shall provide a detailed statement of its policies and procedures for awarding subcontracts and (2) As a condition of final payment under a contract, the Contractor shall identify subcontractors used in the work, the amount of each subcontract, and the amount paid and to be paid to each subcontractor via the BMWS at <http://mdcsbd.gob2g.com>.

Pursuant to Section 2-8.1(f) of the Code – Listing of subcontractors required on certain contracts, 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 and suppliers via the BMWS at <http://mdcsbd.gob2g.com>. The race, gender, and ethnic information must be submitted via BMWS as soon as reasonably available and, in any event, prior to final payment under the Contract. The Contractor 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.

I certify that the information contained in this form is to the best of my knowledge true and accurate.

\*Signature of Vendor's Representative      \*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 Officer overseeing this solicitation/contract/purchase order. The Vendor/Contractor attests to providing all of the above information, if applicable, to the County.

**NOTE:** "Pursuant to Florida Statutes s. 92.525, under penalties of perjury....." vendors who are unable to obtain a Notary Public during the COVID-19 declared emergency are permitted to use the below declaration in lieu of (notarized) affidavits for responses to solicitations.

**Written Declaration:** Pursuant to Florida Statutes s. 92.525, under penalties of perjury, I declare that I have read the foregoing Contractor Due Diligence Affidavit and that the facts stated in it (attached to it) are true.

**Federal Employer  
Identification Number (FEIN):**

**Contract No. :**

**Contract Title:**

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Printed Name of Affiant	Printed Title of Affiant	Signature of Affiant

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Firm	Date

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address of Firm	State	Zip Code

**Notary Public Information**

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

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

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

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

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Print or Stamp of Notary Public

Expiration Date

---

Notary Public Seal

rev. COVID-19 declared emergency

## Question and Answers for Solicitation #FB-01620 - Golf Carts and Utility Vehicles

### Overall Solicitation Questions

There are no questions associated with this Solicitation.