

# DEPARTMENTAL INPUT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New Contract   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No.-N/A  
 Re-Bid    Other   
 LIVING WAGE APPLIES:  YES     NO  
 Requisition No./Project No.: RQAV1300020   
 TERM OF CONTRACT 12 MONTH(S) with one (4) year OTR

Requisition /Project Title: Antimicrobial Disposable Runners (Mats)

Description: To establish competitive pricing to procure Antimicrobial Disposable Runners for the Miami-Dade County Aviation Department.

Issuing Department: DPM   
 Contact Person: Sherry Clentscale   
 Phone: 305-375-2179  
 Estimate Cost: \$150,000   
 GENERAL    FEDERAL    OTHER  
 Funding Source: \_\_\_\_\_    X-Proprietary

### ANALYSIS

<b>Commodity Codes:</b> 360-00, 578-55, 055-61			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
Comments:			
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO			

### RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				
Basis of recommendation:				
Signed: <i>Sherry Clentscale</i>			Date sent to DBD: 4/3/13	
			Date returned to DPM:	

RECEIVED  
 DEPT. BUSINESS DEV.  
 2013 APR -3 PM 4: 25



**BID NO.: DRAFT**

**OPENING: 2:00 P.M.  
WEDNESDAY  
, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

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

**TITLE:  
ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

**FOR INFORMATION CONTACT:  
Sherry Clentscale, 305-375-2179, [sclements@miamidade.gov](mailto:sclements@miamidade.gov)**

**IMPORTANT NOTICE TO BIDDERS:**

- READ THIS ENTIRE 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.**
- FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)

Procurement Officer: Sherry Clentscale, CPPB

Bids will be accepted until 2:00 p.m. on Wednesday, , 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.
- THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION

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

**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

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

**<http://www.miamidade.gov/procurement/library/general-terms-and-conditions-itb.pdf>**

**SECTION 2**  
**SPECIAL CONDITIONS**

**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY**

The purpose of this solicitation is to establish a contract for the purchase of antimicrobial disposable runners for the Miami-Dade Aviation Department in conjunction with the County's needs on an as needed basis. These antimicrobial disposable floor runners are intended to protect users from direct contact with bacteria on floor surfaces in high traffic public use areas within the Miami International Airport.

**2.2 TERM OF CONTRACT: TWELVE (12) MONTHS**

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 Notice of Award Letter which is distributed by the County's Department of Procurement Management, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the contract term.

**2.3 OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR(S) (With Price Adjustment):**

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional one (1) year(s) period on a year-to-year basis. Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: Consumer Price Index, for U.S City Average for goods and services, all urban consumers.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

The County reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

**SECTION 2**  
**SPECIAL CONDITIONS**

**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

Should the vendor decline the County's right to exercise the option period, the County may consider the vendor in default which decision may affect that vendor's eligibility for future contracts.

**NOTE: IF MULTIPLE VENDORS ARE INVOLVED UNDER THE GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC VENDOR.**

**2.4 METHOD OF AWARD: To a Single Lowest Priced Vendor In The Aggregate**

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single vendor.

**2.5 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:**

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed and firm during the term of contract.

**2.6 METHOD OF PAYMENT: INVOICES FOR COMPLETED PURCHASES**

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

**SECTION 2**  
**SPECIAL CONDITIONS**

**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property.

**2.7 CONTACT PERSONS:**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Sherry Clentscale, at (305) 375-2179 or email – sclents@miamidadegov.

**2.8 PURCHASE OF OTHER ITEMS NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES:**

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

**2.9 SAMPLES OF EACH ITEM BID SHOULD BE SUBMITTED WITH PROPOSAL**

Since the Bid does not list specified manufacturers and brand names as a standard for product quality, the Bidder should submit a sample of each item bid with its Bid Proposal for evaluation. Failure to meet this requirement may result in your bid being declared non-responsive. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the bidder fails to submit the samples, properly labeled, with its Bid Proposal, the County may not consider the bidder's proposal for that item(s); provided however, that, in the event of a group or aggregate award, the bidder's proposal may not be eligible for that group or in

**SECTION 2**  
**SPECIAL CONDITIONS**

**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

the aggregate as applicable. All samples shall become the property of Metropolitan Dade County.

The County reserves the right to perform its own testing procedures or to send any and all samples to the State of Florida's Department of General Services, Division of Purchasing, Bureau of Standards Laboratory or any other certifiable laboratory for analysis. Any costs for testing shall be borne by bidder. On the basis of this testing and analysis, the County shall be sole judge of the acceptability of the sample in conformance with the bid specifications and its decision shall be final. Any sample submitted shall create an express warranty that the whole of the goods and/or services to be provided by the bidder during the contract period shall conform to the sample submitted. The bidder shall be required to provide adequate restitution to the County, in the manner prescribed by the County, if this warranty is violated during the term of the contract.

**Please Submit Samples to:**

**Miami International Airport**  
**Warehouse Building 3040**  
**4331 NW 22<sup>nd</sup> Street**  
**Miami, FL 33122**  
**For directions contact: Neivy Garcia**  
**305-876-8482**

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

**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

**3.1 SCOPE OF WORK**

The purpose of this solicitation is to establish a contract for the Miami-Dade Aviation Department (MDAD) for the purchase of disposable antimicrobial floor runners for use within the Miami International Airport (MIA). These disposable antimicrobial floor runners are intended to protect users from direct contact with bacteria on floor surfaces in high traffic public use areas of the Airport.

**3.2 USE OF ANTIMICROBIAL DISPOSABLE RUNNERS**

MDAD will designate the areas that the antimicrobial disposable runners shall be placed within MIA and order on an as needed basis for approximately seventy-two (72) lanes, and inspection areas. The disposable antimicrobial runners are intended for use in public areas where:

- Patrons are required to remove shoes for inspection purposes and contact occurs between hard floor surfaces and either socked feet or human skin, such as Airport security stations staffed by Transportation Security Administration (TSA) personnel;
- Patrons must sit to replace shoes after inspection or examination and where direct contact with untreated floor surfaces occur, such as benches or flat surfaces immediately outside of TSA Airport security stations.

**3.3 ANTIMICROBIAL DISPOSABLE RUNNER DIMENSIONS**

MDAD has estimated the below sizes will be required for the antimicrobial disposable runners:

- Size 72" x 24": Runners will be placed in the lanes, magnetometers, and body scanner areas within MIA.
- Size 36" x 24": Runners will be placed in the seating areas within MIA.

*\*Note: MDAD reserves the right to update and or order specialized runners with varying sizes for specific areas as determined due to spacing within MIA.*

**3.4 ANTIMICROBIAL DISPOSABLE RUNNER MINIMUM REQUIREMENTS**

- a) Antimicrobial disposable runners provided must be chemically-treated and have an anti-microbial surface.
- b) Each antimicrobial disposable runner must have two cut-outs for a customer notification label that tracks how long the runner has been in place, and commercially prepared artwork (to be determined and provided MDAD) that is printed on antimicrobial film so that the entire walking surface provides antimicrobial protection. The art work provided by MDAD must be embedded in the mat fibers so that the artwork does not fade with normal use and wear.

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

**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

- c) Each antimicrobial disposable runner must provide anti-microbial chemical protection for a minimum period of sixty (60) calendar days, based on moderate to heavy use.
- d) None of the materials used to manufacture or treat the mats can contain any substances that may be considered hazardous for human contact.
- e) Antimicrobial disposable runner color should be a dark charcoal color.
- f) Antimicrobial disposable runner must be of durable material that can be easily swept.

**3.5 ADA COMPLIANCE**

Antimicrobial disposable runners provided by the selected Bidder must be ADA compliant. The finished surface of the antimicrobial disposable runner cannot interfere with the free access or mobility of wheelchairs or other wheeled devices for individuals with physical mobility challenges.

**3.6 SAFETY PRECAUTIONS**

To prevent slippage and protect against the potential for human falls resulting from slippage, all antimicrobial disposable runners must be temporarily affixed to the floor surface (both in carpet and hard surface areas) by the selected Bidder at the designated areas specified by MDAD.

**3.7 ARTWORK**

***See attachment "A"***

Antimicrobial Mat:  
Size: 36 inches x 24 inches  
Base color: grey  
Printed colors: PMS 294 & White

Antimicrobial Runner:  
Size: 72 inches x 24 inches  
Base color: grey  
Printed colors: PMS 294 & White

ATTACHMENT "A"  
ARTWORK

**Antimicrobial Mat:**

**Size: 36 inches x 24 inches**

**Base color: grey**

**Printed colors: PMS 294 & White**



**Antimicrobial Runner:**

**Size: 72 inches x 24 inches**

**Base color: grey**

**Printed colors: PMS 294 & White**



**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**WEDNESDAY**  
**, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: **ISD/PM**  
**Sherry**  
**Clentscale**

Date Issued: \_\_\_\_\_  
This Bid Submittal Consists of  
Pages **8** through **12**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)**

A Bid Deposit in the amount of **N/A** the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of **N/A** the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>360-00, 578-55, 055-61</b>	
Procurement Contracting Officer: <b>Sherry Clentscale, CPPB</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**

SECTION 4  
 BID SUBMITTAL FOR:

Antimicrobial Disposable Runners (Mats)

FIRM NAME: \_\_\_\_\_

4.1 PRICING

*Please complete the Pricing Table below for all items, pricing provided will be evaluated as per Section 2.5 and in accordance with the technical specifications outlined in Section 3. Failure to offer pricing for all line items below may render your bid non-responsive.*

Bid Item No.	Estimated Quantity	Descriptions	Unit Price
1	320	Antimicrobial Disposable Runners 72" x 24"	\$ _____ /ea.
	each	(Section 3.0 paragraph 3.3)	
		Manufacturer: _____ Part#: _____	
2	30	Antimicrobial Disposable Runners 36" x 24"	\$ _____ /ea.
	each	(Section 3.0 paragraph 3.3)	
		Manufacturer: _____ Part#: _____	

SECTION 4  
BID SUBMITTAL FOR:

ANTIMICROBIAL DISPOSABLE RUNNERS (MATS)

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_



Bid Title: **Antimicrobial Disposable Runners (Mats)**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

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 at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**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 conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation 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 bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**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, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_/\_ - \_/\_/\_/\_/\_/\_/\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

\*\*By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract.\*\*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.



# **APPENDIX**

## **AFFIDAVITS** **FORMAL BIDS**





