

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. _____
 Contract _____
 Re-Bid
 Other
 LIVING WAGE APPLIES: YES
 NO
 Requisition No./Project No.: RQID1300039
 TERM OF CONTRACT: _____ Upon issuance of PO/One Time Award

Requisition /Project Title: Purchase of BCC Sgt at Arms Vehicle w/ Trade-In of 2006 Lincoln Towncar

Description: One-time purchase of 2 vehicles for BCC Sgt at Arms. Internal Service Fund

Issuing Department: ISD-PM
 Contact Person: Lorrie Delhomme
 Phone: 305-375-4884
 Estimate Cost: \$100,000
 Funding Source: GENERAL
FEDERAL
OTHER
Internal Ser

ANALYSIS

Commodity Codes:	<u>070-00</u>		
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments:			

Continued on another page (s):
 YES
 NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: <u>Lorrie Delhomme</u>	Date sent to DBD: <u>12/26/12 & 1/8/13</u>
	Date returned to DPM: _____

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. _____

Contract _____
 Re-Bid Other LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID1300039 TERM OF CONTRACT _____
Upon issuance of PO/One Time Award

Requisition /Project Title: Purchase of BCC Sgt at Arms Vehicle w/ Trade-In of 2006 Lincoln Towncar

Description: One-time purchase of 2 vehicles for BCC Sgt at Arms.

Issuing Department: ISD-PM Contact Person: Lorrie Delhomme Phone: 305-375-4884

Estimate Cost: \$100,000 Funding Source: GENERAL FEDERAL OTHER

ANALYSIS

Commodity Codes:	070-00		
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$

Comments: _____

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation: _____

Sign: _____ Date sent to DBD: 12/26/12
 _____ Date returned to DPM: _____

RECEIVED
 DEPT. BUSINESS DEV.
 2012 DEC 28 AM 11:48



INVITATION TO QUOTE
MIAMI-DADE COUNTY
 Internal Services Department – Procurement Management
 111 NW 1st Street, 13th Floor
 Miami, Florida 33128

**THIS IS NOT
AN ORDER**

INVITATION TO QUOTE NO.: IQxxxx-ID	DUE DATE & TIME: January 11, 2012 at 2:00 p.m.	
CONTACT PERSON: Lorrie Delhomme, Procurement Contracting Off 1	TELEPHONE: (305) 375-4884	EMAIL: dlorie@miamidade.gov

PURPOSE

The purpose of this Invitation to Quote (ITQ) is to secure quotes for the purchase of two (2) of the below listed vehicles and the trade-in of a 2006 Lincoln Towncar as described within the technical specifications:

1.	2012 Ford Explorer	4x2 SUV	Six (6) Cylinger Engine	Automatic Transmission
2.	2013 Ford Explorer	4x2 SUV	Six (6) Cylinger Engine	Automatic Transmission
3.	2012 Chevrolet Tahoe	4x2 SUV	Eight (8) Cylinger Engine	Automatic Transmission
4.	2013 Chevrolet Tahoe	4x2 SUV	Eight (8) Cylinger Engine	Automatic Transmission
5.	2012 Dodge Durango	4x2 SUV	Eight (8) Cylinger Engine	Automatic Transmission
6.	2013 Dodge Durango	4x2 SUV	Eight (8) Cylinger Engine	Automatic Transmission

SEALED QUOTE REQUIRED: YES NO; SEND QUOTES VIA EMAIL LISTED ABOVE.

NOTES:

1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified.
2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award.
3. Complete and return this entire package. If you do not have a price quote for items 1 thru 6 – please write "no bid" next to the applicable line item.
4. Trade-In Requirement: As part of this solicitation, a trade-in vehicle is being offered. This vehicle is a 2006 Lincoln Town Car with a 6 disc CD changer. This vehicle has approximately 122,000 miles of use and is in fair condition with a black exterior and black interior. You must bid on this trade-in vehicle to be eligible for bid award. Inspection of this vehicle may be arranged by contacting Jorge Brito at 786-299-6943 from 9:00 AM to 5:00 PM on weekdays.

INSTRUCTIONS TO BIDDERS:

1. A sealed quote is not required for this Invitation to Quote.
2. The bidder may submit its written quotation by email to the Contracting Officer identified on the front of this document, unless otherwise specified.
3. Quotes received after the time and date specified, and/or after any other quotes have been opened, may not be accepted.
4. Requests for additional information or clarification must be made in writing to the person identified on the front of this form. The County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda.

BIDDER STATUS:

1. The bidder must be an authorized dealer of the manufacturer or a duly licensed and authorized leasing company engaged in the business of leasing automobiles. The bidder shall submit written documentation of its status to the County with this quotation.
2. Motor Vehicle License Requirement: Chapter 320 of the Florida Statutes applies to this Invitation to Quote. No motor vehicle foreign or domestic may be sold, leased, or offered for sale or lease in Florida unless the Manufacturer, Importer, or Distributor of such motor vehicle which issues an agreement to a motor vehicle dealer in this state is licensed under SS 320.60 - 320.70. The bidder shall submit a copy of the license to the County with their quotation.

The County may, at its sole discretion, allow bidders to furnish proof for 1 and 2 during the evaluation period.

SPECIAL CONDITIONS:

1. Payment Terms: NET.
2. Delivery is required within **sixty (60) days** after issuance of a Purchase Order to the awarded bidder.
3. Method of Award: Award will be made to the responsive, responsible bidder, offering the lowest price of the selected vehicle model. The County, at its sole discretion, will select one vehicle model in its best interest.
4. 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 bidder has such conviction to disclose to comply with this requirement.

5. **LOCAL PREFERENCE CERTIFICATION:** The award of this bid solicitation is subject to County Ordinance No. 01-21 which, except where Federal or State law mandates to the contrary, allow preference to be given to a local business. For the purposes of the applicability of this Ordinance, "local business" means the bidder, as of the date of the bid opening, has a valid occupational license issued by Miami-Dade County to do business in Miami-Dade County, that authorizes the bidder to provide the goods, services or construction to be purchased, and has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business. A Post Office Box cannot be used to establish a physical address.

When a responsive, responsible non-local business submits the lowest price bid, and the bid submittal by one or more responsive, responsible local businesses is within 10% of the price submitted by the non-local business then the non-local business and each of the aforementioned local businesses shall have the opportunity to submit a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.

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.

6. **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 _____.

MIAMI-DADE COUNTY

INVITATION TO QUOTE NO.: IQxxxx-ID

7. **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.

8. **SMALL/MICRO BUSINESS CONTRACT MEASURES FOR SOLICITATIONS (Bid Preference)**

A 10% bid preference for Micro Business Enterprises (Micro/SBE) applies to this solicitation if the resultant contract is \$50,000 or less. A 10% bid preference for Small Business Enterprises (SBE) applies to this solicitation if the resultant contract is greater than \$50,000 unless otherwise noted. A Micro/SBE or SBE Business Enterprise must be certified by Small Business Affairs 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 Small Business Affairs at 305-375-3111 or access www.miamidade.gov/dbd.

The Micro/SBE or SBE Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes _____ No _____

If yes, please provide your Certification Number: _____

Is your firm a Miami-Dade County Certified Micro Business Enterprise? Yes _____ No _____

If yes, please provide your Certification Number: _____

9. It is hereby certified and affirmed that the bidder shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed for a period of ninety (90) days from date quotation is due. If awarded a purchases order or contract as a result of this solicitation, bidder further agrees that prices quoted shall remain fixed and firm for the term of the contract.

Authorized Signature: _____ Title: _____

Print/Type Name: _____ Phone: _____

E-mail: _____ Fax: _____

Firm Name: _____

F.E.I.N. No.: ____/____-____/____/____/____/____/____

Address: _____ City: _____ State: _____

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.

TERMS AND CONDITIONS:

1. Miami-Dade County is exempt from certain taxes. No taxes shall be included unless otherwise specified, by the County, on the Invitation to Quote Form.
2. The County may reject any or all quotations, or any portion of the quotation, as it deems, in the best interest of the County.
3. In case of default by the awarded bidder, Miami-Dade County may procure the goods or services from other sources and charge the awarded bidder, any excess cost or damages occasioned thereby, and debar the bidder from further County contracts in accordance with the Miami-Dade County Code.



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4. It is agreed that all goods or services quoted shall comply with all Federal, State, and local laws relative thereto, and that the awarded bidder shall defend actions or claims brought, and save harmless the County from loss, cost or damage due to actual or alleged infringements of patents, copyrights, etc.
5. Bidders shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.
6. Where equal (substitute) item is quoted, the item must be equal to or exceed the specifications of the goods specified. The County shall be the sole judge of equality and the decision rendered shall be final. Where the bidder quotes an equal product, the bidder must include the manufacturer, model, description, and any other information necessary for the County to make an evaluation. The County, at its sole discretion, may request additional information during the evaluation period.
7. This Invitation to Quote Form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract.
8. All material specified herein shall be fully guaranteed by the bidder against factory defects. The bidder at no cost to the County will correct any defects, which may occur as the result of faulty material or workmanship, within the period of the manufacturer's standard warranty. The County does not waive the implied warranties granted under the Uniform Commercial Code.
9. All goods and materials shall be new and unused, unless otherwise specified by the County as part of this Invitation to Quote.
10. The County may, at its sole discretion, extend the delivery date where the County determines that it is in the best interest of the County.
11. Rejected goods remain the property of the bidder and all risk of loss remains with the bidder. Bidder must remove all rejected goods from County property within the timeframe established by the County.
12. Any bidder may protest a recommendation for contract award in accordance with the applicable provisions of the Miami-Dade County Code.
13. The invoice is to be made to the name of the department as indicated on the Purchase Order and mailed to:

Fleet Management, Suite 1050
111 NW 1st Street
Miami, FL 33128

14. The awarded bidder shall deliver the vehicles to the following location:

Miami-Dade County – Shop 2 Auto
6100 SW 87th Avenue
Miami, FL 33173

15. Costs of mandatory random audit by the Inspector General are incorporated into this contract as 1/4 of 1% of the contract price.

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. Federal Funds may be used by the County to pay for goods and/or services under this contract; hence, the IG fee will not be deducted by the County for such purchases. However, the County reserves the right to conduct reviews at any time.



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LEGAL REQUIREMENTS:

1. Administrative Order 3-38

Bidders are advised that this contract is subject to all legal requirements contained in the County's Administrative Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

2. County User Access Program (UAP) USER ACCESS FEE

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, 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 this solicitation 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 vendor 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. Vendor participation in this invoice reduction portion of the UAP is mandatory.

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 Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The vendor must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Vendor participation in this joint purchase portion of the UAP, however, is voluntary. The vendor shall notify the ordering entity, in writing, within three (3) workdays 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 successful vendor 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.

Miami-Dade County shall have no liability to the vendor 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 vendor and shall be paid by the ordering entity less the 2% UAP.

VENDOR COMPLIANCE

If a vendor fails to comply with this section, that vendor may be considered in default of the contract by Miami-Dade County.

ACKNOWLEDGEMENT OF ADDENDA

Addenda Received: Yes No If yes, please indicate the number of addenda received: _____

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID



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TECHNICAL SPECIFICATIONS

IMPORTANT NOTE: The selected vehicles will be purchased by Miami-Dade County for use by County officials. This vehicle will not be used for fleet operations.

1. **2012 Ford Explorer**

These are the technical specifications and minimum requirements for two (2) 2012 Ford Explorer 4x2 SUV's equipped with a six (6) cylinder engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

1. Exterior Color: Black "No Substitution".
2. Interior Color: Black Leather "No Substitution".
3. Front Bucket Seats and Severs (7) Passenger Seating Configuration.
4. Floor Mats for All Seating Positions and Cargo Area.
5. Delivery of Units Required within 60 Days

2. **2013 Ford Explorer**

These are the technical specifications and minimum requirements for two (2) 2013 Ford Explorer 4x2 SUV's equipped with a six (6) cylinder engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

1. Exterior Color: Black "No Substitution".
2. Interior Color: Black Leather "No Substitution".
3. Front Bucket Seats and Severs (7) Passenger Seating Configuration.
4. Floor Mats for All Seating Positions and Cargo Area.
5. Delivery of Units Required within 60 Days.

3. **2012 Chevrolet Tahoe**

These are the technical specifications and minimum requirements for two (2) 2012 Chevrolet Tahoe 4x2 SUV's equipped with a eight (8) cylinder engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

1. Exterior Color: Black "No Substitution".
2. Interior Color: Black Leather "No Substitution".
3. Front Bucket Seats and Severs (7) Passenger Seating Configuration.
4. Floor Mats for All Seating Positions and Cargo Area.
5. Delivery of Units Required within 60 Days.

4. **2013 Chevrolet Tahoe**

These are the technical specifications and minimum requirements for two (2) 2013 Chevrolet Tahoe 4x2 SUV's equipped with a eight (8) cylinder engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

1. Exterior Color: Black "No Substitution".
2. Interior Color: Black Leather "No Substitution".
3. Front Bucket Seats and Severs (7) Passenger Seating Configuration.
4. Floor Mats for All Seating Positions and Cargo Area.
5. Delivery of Units Required within 60 Days.

5. **2012 Dodge Durango**

These are the technical specifications and minimum requirements for two (2) 2012 Dodge Durango 4x2 SUV's equipped with a eight (8) cylinder engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

1. Exterior Color: Black "No Substitution".



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2. Interior Color: Black Leather "No Substitution".
3. Front Bucket Seats and Seven (7) Passenger Seating Configuration.
4. Floor Mats for All Seating Positions and Cargo Area.
5. Delivery of Units Required within 60 Days.

6. **2013 Dodge Durango**

These are the technical specifications and minimum requirements for two (2) 2013 Dodge Durango 4x2 SUV's equipped with a eight (8) cylinder engine, automatic transmission, and with all the manufacturer's standard equipment for retail sales plus the following supplemental options:

1. Exterior Color: Black "No Substitution".
 2. Interior Color: Black Leather "No Substitution".
 3. Front Bucket Seats and Seven (7) Passenger Seating Configuration.
 4. Floor Mats for All Seating Positions and Cargo Area.
 5. Delivery of Units Required within 60 Days
7. The purchase order issued to the awarded vendor will (also) be used for payment purposes for any and all maintenance and or repairs not covered under warranty which are performed by the leasing dealership.
 8. Miami-Dade County is Excise Tax Exempt (batteries & tires) under Federal Tax Exemption No. 59-73-024SK and holds Florida Sales Tax Exemption certificate No. 034003608-2 3. Sales tax charges will not be paid and should not appear in any calculations or be figured in your quotation.
 9. All vehicles offered shall be new, not previously used as a demonstrator or loaner, may not have been previously sold or damaged, whether repaired or not, nor have been operated for any other purpose including point to point delivery transportation which would cause the vehicle to register **more than 25.0 miles** on the vehicle's odometer and corresponding registration and titling papers at the time and place of delivery to the County. Vehicles with an odometer reading in excess of 25.0 miles will not be accepted.
 10. The vehicle must be State of Florida DMV tagged with a conventional FL tag (County yellow tag is not acceptable). Any and all costs associated with tagging and or registration shall be included in the price quote.
 11. The County, at the request of the bidder, may sign a lease agreement with a third party, provided the lease terms and conditions stated in this bid supersede all terms and conditions stated in that lease agreement. The bidder shall assume the responsibility for any and all additional costs occurring from any variance in the terms and conditions of this solicitation, and those offered in any standard language lease of a third party, signed by Miami-Dade County at the request of the bidder.
 12. The County may make direct monthly payments to a third party lessee upon completion and submission of a W-9 Form by the third party lessee and receipt of a letter authorizing such direct payment to the third party lessee by the bidder. Upon satisfactory completion of these requirements the County will initiate such direct monthly payments.



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BID SUBMITTAL FORM

Company Name: _____ Contact Person Name: _____

Phone Number: _____ Email Address: _____

Quoted Vehicle	Purchase Price	Less Trade-In	Total Price less Trade-In
1. 2012 Ford Explorer	\$ _____	\$ _____	\$ _____
2. 2013 Ford Explorer	\$ _____	\$ _____	\$ _____
3. 2012 Chevrolet Tahoe	\$ _____	\$ _____	\$ _____
4. 2013 Chevrolet Tahoe	\$ _____	\$ _____	\$ _____
5. 2012 Dodge Durango	\$ _____	\$ _____	\$ _____
6. 2013 Dodge Durango	\$ _____	\$ _____	\$ _____

