

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.: RQID1300200 TERM OF CONTRACT: 5 YEAR (S) WITH 5 YEAR OTR

Requisition /project title: Office Machine Repairs & Maintenance Services - Prequalification Pool

Description: THE PURPOSE OF THIS SOLICITATION IS TO PRE-QUALIFY BIDDERS TO PROVIDE OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES ON AN AS NEEDED BASIS. ALL BIDDERS WHICH MEET OR EXCEED THE CRITERIA ESTABLISHED IN THIS SOLICITATION SHALL BE PLACED ON A PRE-QUALIFICATION LIST THAT MAY BE ACCESSED BY COUNTY DEPARTMENTS IN ORDER TO OBTAIN PRICE QUOTATIONS IN FUTURE SPOT MARKET COMPETITIONS.

Issuing Department: ISD-PMS Contact Person: Lluis Gorgoy Phone: 305-375-1075

Estimate Cost: \$705,000.00 Funding Source: GENERAL FEDERAL OTHER
705,000

ANALYSIS

| | | | | | |
|---|-----------------|----------------------------|----------------------------|--------------|--------------|
| Commodity Codes: | <u>93959</u> | <u>60061</u> | <u>93987</u> | <u>57530</u> | <u>60030</u> |
| | <u>93927</u> | <u>93987</u> | <u>93948</u> | <u>93915</u> | <u>20541</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. | | | | | |
| | EXISTING | 2ND YEAR | 3RD YEAR | | |
| 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>Lluis Gorgoy</u> | Date sent to SBD: <u>9/16/13</u> |
| | Date returned to DPM: <u></u> |

RECEIVED
 DEPT. BUSINESS DEV.
 2013 SEP 17 AM 10:26



BID NO.:

OPENING: 2:00 P.M.

, 2013

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

**OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES
PRE-QUALIFICATION POOL**

FOR INFORMATION CONTACT:

**Lluis Gorgoy, 305-375-1075, or via e-mail at:
gorgoyl@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: OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES
PRE-QUALIFICATION POOL**

Procurement Officer: Lluís Gorgoy

Bids will be accepted until 2:00 p.m. on [REDACTED], 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

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES
PRE-QUALIFICATION POOL

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/boilerplate/general-terms-and-conditions-r13-5.pdf>

SECTION 3
TECHNICAL SPECIFICATIONS

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES

2.1 PURPOSE

The purpose of this solicitation is to pre-qualify bidders to provide office machine repair and maintenance services on an as needed basis. All bidders which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List that may be accessed by County departments in order to obtain price quotations in future spot market competitions. Bidders may be pre-qualified in one or all of the following Groups:

- Group 1 – Multifunctional Devices, Printers, and Scanners
- Group 2 – Miscellaneous Office Machines and Plotters

2.2 TERM OF CONTRACT: FIVE (5) YEARS

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 Internal Services Department, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixtieth month of the contract term.

2.3 OPTION TO RENEW

Miami-Dade County shall have the option to renew this contract for one additional five (5) year term. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the vendor(s). This prerogative may be exercised only when such continuation is clearly in the best interest of the County. Should the vendor(s) decline the County's right to exercise the option period, the County will consider the vendor in default which shall affect that vendor's eligibility for future contracts.

2.4 METHOD OF AWARD

Award of this contract will be made to all responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation. Bidders shall then be deemed to be pre-qualified to participate in subsequent spot market solicitations as required by the County on either an as-needed or on a periodic basis. When such spot market solicitations are initiated, the pre-qualified bidders shall be invited to offer a fixed price for a specific individual purchase, or a specific purchasing period. The bidder then offering the lowest fixed price shall be awarded for the specific period or specific purchase. The award to one bidder for a specific period or individual action does not preclude the remaining pre-qualified bidders from submitting spot market offers for other specific purchases.

It shall be the sole prerogative of the County as to the number of bidders who will be initially included under this contract. During the term of this contract, the County reserves the right to add or delete bidders as it deems necessary in its best interests. If the County elects to add bidders, they must meet the same minimum qualifications established for the original solicitation.

SECTION 3
TECHNICAL SPECIFICATIONS

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES

2.5 MINIMUM QUALIFICATION REQUIREMENTS

To be eligible for qualification under the pool of vendors capable of providing office machine repair and maintenance services, Bidder(s) must be capable of meeting the following minimum qualification requirements:

ALL GROUPS:

- I. Bidder(s) shall provide contact information to include name of contact, e-mail address, phone number and fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to spot market quotes issued by Miami-Dade County.
- II. Bidder(s) must be able to demonstrate that they have experience in providing Neon Signs/Lighting Systems, Inspection, Maintenance and/or Repair Service to at least three (3) client references for a minimum of one (1) year. These references shall be used to ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in services.

Bidders may qualify for one or more groups by complying with the qualification requirements set forth below:

2.6.1 GROUP 1 – MULTIFUNCTIONAL DEVICES

This group allows County departments to obtain parts, preventive maintenance, supplies, maintenance, and repair services for multifunctional devices owned by Miami-Dade County. These services can be obtained either on an "as needed" basis or through a service contract.

PRE-QUALIFICATION CRITERIA:

- Bidders shall be Original Equipment Manufacturers (OEM's), authorized resellers, or authorized distributors of multifunctional copiers.
- Bidders must provide a minimum of three existing customer references (other than Miami-Dade County) for which bidder is providing a similar scope of services as outlined in Section 3. References provided should at a minimum

2.6.2 GROUP 2 – MISCELLANEOUS OFFICE MACHINES

This group allows County departments to obtain parts, preventive maintenance, supplies, maintenance, and support services for miscellaneous office machines owned by Miami-Dade County. These services can be obtained either on an "as needed" basis or through a service contract. The machines in this group include but are not limited to:

SECTION 3
TECHNICAL SPECIFICATIONS

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES

- Microfilm machines
- Microfiche machines
- Paper shredders
- Fax machines
- Desktop scanners
- Desktop printers
- Plotters
- Typewriters

PRE-QUALIFICATION CRITERIA:

- Bidders shall be Original Equipment Manufacturers (OEM's), authorized resellers, or authorized distributors of the types of office machines described above.
- Bidders must provide a minimum of three existing customer references (other than Miami Dade County Departments) for which bidder is providing similar scope of services.

2.7 PRICES SHALL BE ESTABLISHED IN ACCORDANCE WITH TECHNICAL SPECIFICATIONS:

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

2.8 EXAMINATION OF COUNTY FACILITIES AND INSPECTION OF COUNTY EQUIPMENT

During the course of the resultant pre-qualification pool, in response to any future Requests For Quotes (RFQ) issued, bidders are advised that they may be provided the opportunity to inspect the equipment and become familiar with any conditions which may in any manner affect the services to be performed or affect the equipment, materials and labor required. Inspections shall be scheduled at the convenience of the County and will be outlined by the authorized department in the RFQ. Bidder(s) are advised to carefully examine any drawings and specifications and to become thoroughly informed regarding any and all conditions and requirements that may in any manner affect the services to be performed under the RFQ. No additional allowances will be made because of lack of knowledge of these conditions.

2.10 WARRANTY REQUIREMENTS

At a minimum, bidders shall warrant new parts or components against faulty labor and/or defective materials for a period of at least one (1) year after the date of acceptance of the parts or devices by the County. If the OEM provides warranties that last beyond one year, then the County is entitled to receive such warranty. This warranty requirement shall remain in force for the full period identified above; regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the bidders does not constitute of waiver of these warranty provisions.

SECTION 3
TECHNICAL SPECIFICATIONS

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES

If parts or components covered under warranty become defective and must be repaired and/or replaced by the bidder, the bidder hereby understands and agrees to complete the repairs or re-supply the required parts or devices, at no cost to the County. If the bidder is a reseller of OEM products, any interaction with the OEM related to products under warranty is the responsibility of the bidder.

The County shall have the option of returning orders by notifying bidders in writing within thirty (30) day after delivery. When this option is exercised, restocking charges shall not exceed 10% of purchase price. Bidders can waive this requirement only by indicating on their spot market response that items are "Special Ordered" and cannot be returned. The waiver cannot be standard on bid responses and must be placed in a conspicuous place on the response document.

Maintenance & Repair Services

In addition to any other warranty, it is hereby agreed and understood that all repairs, remanufactured and/or refurbished parts supplied by the bidder shall be warranted for a period of at least ninety (90) calendar days after the parts or devices have been received and accepted by the County, against both faulty labor and/or defective materials.

Correcting Defects Covered Under Warranty

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within ten (10) calendar days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within ten (10) calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another vendor and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

The bidder shall be responsible for all shipping costs associated with the return of defective parts or devices, whether new, remanufactured, or refurbished.

2.11 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE BIDDER

Unless otherwise provided in Section 3 (entitled "Technical Specifications") of this solicitation the bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

SECTION 3
TECHNICAL SPECIFICATIONS

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES

2.12 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS

The bidder hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the bidder in conjunction with future RFQ's as a result of this solicitation shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the County by the bidder are found to be defective or do not conform to specifications: (1) the materials may be returned to the bidder at the bidder's expense and the contract cancelled or (2) the County may require the bidder to replace the materials at the bidder's expense.

2.13 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A WORK ORDER

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

2.14 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's project manager.

2.15 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lluís Gorgoy, at (305) 375-1075 email gorgoyl@miamidade.gov.

SECTION 3
TECHNICAL SPECIFICATIONS

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES

3.1 SCOPE OF WORK

Miami-Dade County departments shall conduct spot market solicitations in the form of Requests for Quotes (RFQ), to obtain maintenance, support services, emergency services, parts, and supply agreements for office equipment owned by the County on an "as needed" basis. The term of these maintenance agreements may not extend beyond the initial term set forth in the RFQ. If necessary, the user department shall conduct another RFQ at the end of the term for continuity of services.

Award of this contract will be divided into the following three groups:

- Group 1 – Multifunctional Devices
- Group 2 – Miscellaneous Office Machines

3.2 REQUEST FOR QUOTES (RFQ)

When a Request for Quotes (RFQ) is initiated, pre-qualified bidders shall be invited to participate in the competition and will receive the solicitation describing the requirements and needs set forth by the requesting department. Quotes received by the County will be evaluated based on the Method of Award outlined within the RFQ. The County reserves the right to negotiate each RFQ award.

3.3 MAINTENANCE, SERVICE, AND SUPPORT SERVICES

Maintenance, service, and support services shall be provided in accordance with the RFQ solicited by the user department. These services may include the provision of consumable supplies, prescheduled maintenance services, repair services, emergency services, parts and replacement services. The RFQ shall specify if customer support will be provided via phone, e-mail, or on-site.

3.3.1 SERVICE PERSONNEL

Service personnel shall be experienced in troubleshooting and repairs of the equipment requiring service. The bidder shall provide the County technicians who have been factory-trained on the equipment specified in the RFQ. Bidders must provide the County with evidence of the completion of the required training for each service technician providing services under any resultant RFQ.

If the Contractor is unable to provide service personnel with the appropriate factory training, a minimum of three (3) consecutive years of experience in maintaining and repairing the equipment specified herein may be substituted. The bidder must provide the County with evidence of the required experience for each of the service technicians providing services under this agreement.

Acceptable evidence would be letters of reference that specify the service technician's name, the equipment serviced, the dates that services were

SECTION 3
TECHNICAL SPECIFICATIONS

OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES

provided, and verification that the service performed was satisfactory. Services will be performed only by the Contractor service technicians who meet these requirements. Apprentices or trainees are not acceptable.

3.3.2 REPAIR SERVICES

Bidders shall provide unlimited visits for any repair services on an as needed basis when requested or necessary to keep the equipment fully operational. Any parts requiring replacement shall be replaced in accordance with the Parts Replacement section.

Repair services will be provided upon telephone or via request from the County. The bidder shall respond to requests for repair services within one (1) business day or as requested by the County's representative. Every effort shall be made to perform repair services during normal business hours of the user department, Monday through Friday; excluding County holidays. The County may, at its discretion, allow access to the equipment during non-business hours when necessary. Non-emergency repair services performed outside of normal business hours as specified herein must be approved in advance in writing by the County's representative.

Upon arrival to the County's site, service personnel shall report to the County's representative. Upon completion of repairs for the day, service personnel shall report to the County's representative whether the equipment has been repaired and/or if parts must be ordered for completion of repairs. Service personnel shall also inform the County's representative the expected arrival date of any such parts and the return date of the service personnel.

The bidder shall make every attempt to complete repairs on the same day repairs were started. Unless the repair requires part(s) that must be ordered, no repair may take longer than ten (10) business days to complete.

3.3.3 PERIODIC PREVENTIVE MAINTENANCE

RFQ's issued by user departments may include spot market quarterly, semi-annual, and/or annual preventive maintenance services as deemed necessary. The intervals for preventative maintenance services shall be specified in the RFQ. Preventative maintenance services shall be provided by the awarded bidder at the convenience of the authorized user departments.

3.3.4 PARTS

Bidder(s) shall be responsible for the replacement of any parts that become worn or inoperable, or that otherwise affects the equipment's operability in any way. The bidder must notify the County's representative prior to ordering and/or installing any parts.

**SECTION 4
BID SUBMITTAL FORM**

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

OPENING: 2:00 P.M.
, 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** Date Issued: This Bid Submittal Consists of
Lluis Gorgoy Pages **10** through **16**

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:
**OFFICE MACHINE REPAIRS AND MAINTENANCE SERVICES PRE-
QUALIFICATION POOL**

A Bid Deposit in the amount of _____ the total amount of the bid shall accompany all bids.

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

| | |
|---|-----------------------|
| DO NOT WRITE IN THIS SPACE | |
| ACCEPTED _____ | HIGHER THAN LOW _____ |
| NON-RESPONSIVE _____ | NON-RESPONSIBLE _____ |
| DATE B.C.C. _____ | NO BID _____ |
| ITEM NOS. ACCEPTED _____ | |
| COMMODITY CODE: 205-41, 600-61, 939-87, 575-30, 600-30, 939-27, 939-15, 939-59, 939-87 | |
| Procurement Contracting Officer: Lluis Gorgoy | |

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: OFFICE MACHINE REPAIRS AND MAINTENANCE SERVICES

FIRM NAME: _____

Instructions to Bidders: Please use the tables provided below to enter the pricing for the equipment:

4.1 CONTACT INFORMATION

(Required By All Bidders Requesting To Be Pre-Qualified Under Any Groups)

Provide contact information for Primary (Required) and Secondary (Optional) staff within your Company who will be responsible for providing a response to Requests for Quotations (RFQ) issued by Miami-Dade County. These services shall typically be required Monday through Friday within the business hours of 8:00 AM and 5 PM.

PRIMARY CONTACT (REQUIRED)

| | |
|--------------------------------------|--|
| Name: | |
| Title and/or Job Function: | |
| Business Address: | |
| Local or Toll Free Telephone Number: | |
| Local or Toll Free Fax Number: | |
| Mobile Telephone Number: | |
| E-mail Address: | |

SECONDARY CONTACT (OPTIONAL)

| | |
|--------------------------------------|--|
| Name: | |
| Title and/or Job Function: | |
| Business Address: | |
| Local or Toll Free Telephone Number: | |
| Local or Toll Free Fax Number: | |
| Mobile Telephone Number: | |
| E-mail Address: | |

SECTION 4

BID SUBMITTAL FOR: OFFICE MACHINE REPAIRS AND MAINTENANCE SERVICES

FIRM NAME: _____

4.2 REFERENCES:

| | |
|-----------------------------------|--|
| Reference Section | Summarized Requirements: Vendors must be able to demonstrate that they have a minimum of three (3) years of experience in providing Repair Services for office equipment to at least three (3) client references. |
| Section 2, Paragraph 2.6 | Client Reference Letter #1 |
| Company Name: | |
| Contact Name: | |
| Contact Title: | |
| Contact Address: | |
| Contact Telephone Number: | |
| Contact E-mail Address: | |
| Type of Equipment Repaired/Group: | |
| Section 2, Paragraph 2.6 | Client Reference Letter #2 |
| Company Name: | |
| Contact Name: | |
| Contact Title: | |
| Contact Address: | |
| Contact Telephone Number: | |
| Contact E-mail Address: | |
| Type of Equipment Repaired/Group: | |

SECTION 4

BID SUBMITTAL FOR: OFFICE MACHINE REPAIRS AND MAINTENANCE SERVICES

FIRM NAME: _____

| Section 2, Paragraph 2.6 | Client Reference Letter #3 |
|-----------------------------------|----------------------------|
| Company Name: | |
| Contact Name: | |
| Contact Title: | |
| Contact Address: | |
| Contact Telephone Number: | |
| Contact E-mail Address: | |
| Type of Equipment Repaired/Group: | |

Note: All bidders are requested to submit with their bid submission, documents as evidence of compliance with the minimum qualification requirements; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period.

4.3 PREQUALIFICATION GROUP SELECTION

INSTRUCTIONS: Please place a check mark (√) next to the group you wish to be prequalified under.

- _____ **Group 1 – Multifunctional Devices**
- _____ **Group 2 – Miscellaneous Office Equipment**

SECTION 4
BID SUBMITTAL FOR: OFFICE MACHINE REPAIRS AND MAINTENANCE
SERVICES PRE-QUALIFICATION POOL

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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 _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____

**Bid Title: Office Machine Repairs**

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 1.35 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

Walters, Vivian (RER)

From: Gorgoy, Lluís (ISD)
Sent: Monday, September 16, 2013 5:01 PM
To: Walters, Vivian (RER)
Subject: SBD Review Input Sheet - Office Equipment Repair Contract
Attachments: Office Machine Repair Draft R2 -MA 9 16 13.docx; SBD Review Input Sheet.doc

Good Afternoon Vivian,

Would you please provide an SBD review for a new contract for Office Machine Repair and Maintenance Services? I have attached the input document and a copy of the solicitation. This is my first Bid and the first time I request an SBD review, I hope I filled the documents correctly.

If you have any questions, please feel free to contact me via email or by phone.

Thank you for your assistance and have a great day,

Lluís Gorgoy
Procurement Contracting Officer 1
Internal Services Department
Procurement Management Division
111 N.W. First Street - Suite 1300
Miami, FL 33128
Tel: (305) 375-1075
Fax: (305) 375-5688
e-mail: gorgoyl@miamidade.gov

Visit our website at: <http://www.miamidade.gov/procurement/>
"Delivering Excellence Every Day"



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