

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

X New Contract OTR Sole Source Bid Waiver Emergency Previous Contract/Project No.
 1067-1/14-1

Re-Bid Other LIVING WAGE APPLIES: YES X NO

Requisition No./Project No.: RQID1400029 TERM OF CONTRACT 6 YEAR(S) WITH 0 YEAR OTR

Requisition /Project Title: Odor Control Chemicals

Description: To establish a replacement contract to purchase and delivery of the product to various Miami-Dade County Department locations.

Issuing Department: ISD Contact Person: Herman Ramsey Phone: (305) 375-2851
 Estimate Cost: \$1,119,000 GENERAL FEDERAL OTHER

Funding Source: Proprietary Funds

ANALYSIS

Commodity Codes: 885-76

Contract/Project History of previous purchases three (3) years
 Check here x 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 x

RECOMMENDATIONS

	<u>Set-aside</u>	<u>Sub-contractor goal</u>	<u>Bid preference</u>	<u>Selection factor</u>
SBE				

Basis of recommendation:

Signed: <i>Herman Ramsey</i>	Date sent to SBD: 02/05/14
	Date returned to ISD:

Revised April 2005

RECEIVED
 DEPT. BUSINESS DEV.
 2014 FEB -4 PM 5:02



BID NO.: RQID1400029

OPENING: 2:00 P.M.

, 2014

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

ODOR CONTROL CHEMICALS

FOR INFORMATION CONTACT:

Herman Ramsey, hramsey@miamidadegov

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 SERVICES DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: ODOR CONTROL CHEMICALS

Procurement Officer: Herman Ramsey

Bids will be accepted until 2:00 p.m. on _____, 2014

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 SERVICES DIVISION

SECTION 1
GENERAL TERMS AND CONDITIONS

ODOR CONTROL CHEMICALS

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-r13-8.pdf>

**SECTION 2 SPECIAL CONDITIONS
ODOR CONTROL CHEMICALS****2.1 PURPOSE**

The purpose of this solicitation is to award a contract for the purchase and delivery of odor control chemicals to various County locations.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for six (6) years, and shall expire on the last day of the last month of the six (6) year period.

2.3 METHOD OF AWARD

Award will be made to the two (2) lowest priced responsive and responsible bidders for the item listed in this solicitation and who meet the qualifications listed below. The County will award this contract to the designated lowest bidder as the primary bidder and will award this contract to the designated second lowest bidder as the secondary bidder, respectively. The lowest price bidder shall have the primary responsibility to initially deliver the goods identified in this solicitation. If the primary bidder fails to perform it may be terminated for default and the County shall have the option to seek the identified goods from the secondary bidder.

Award to multiple bidders is made for the convenience of the County and does not exempt any awarded bidder from fulfilling its contractual obligations. Failure to perform in accordance with the terms and conditions of the contract may result in the bidder being deemed in breach of contract. The County may terminate the contract for default and charge the bidder re-procurement costs.

Bidders Qualifications: Bidders shall provide the following information:

- a) Bidders shall be the product manufacturer and/or authorized distributor or reseller.

If the bidder is the manufacturer it must be indicated on company letterhead.

If the bidder is an authorized distributor:

1. Provide a current letter (within the last 12 months from bid submission) from the manufacturer, stating that the bidder is an authorized distributor. This letter must be signed and presented on the manufacturers' letterhead with the contact person name and phone number.

If the bidder is an authorized reseller:

1. Provide a current letter (within the last 12 months from bid submission) from the manufacturer indicating the approved distributor. This letter must be signed and presented on the manufacturers' letterhead with the contact person name and phone number.

and

2. Provide a current letter (within the last 12 months from bid submission) from the authorized distributor, stating that the bidder is an authorized reseller. This letter must be signed and presented on the distributor's letterhead with the contact person name and phone number.

**SECTION 2 SPECIAL CONDITIONS
ODOR CONTROL CHEMICALS**

- b) Bidders shall provide Material Safety Data Sheet (MSDS).
- c) Bidders shall provide the product testing and study results that substantiate or support that their product is non-toxic, non-corrosive, and non-irritating as defined by the Federal Hazardous Substance Labeling Act.

Bidders shall submit all of the specified information, documents and attachments listed above with their bid submittal form as proof of compliance to the requirements of this solicitation. However, The County at its sole discretion may allow Bidders to complete, supplement or supply the required documents during the evaluation period.

2.4 PRICES

The initial contract price results from this solicitation shall prevail for no less than a twelve (12) month period from the contract's initial effective date. A price adjustment upward or downward based on direct and documented price adjustments made by the manufacturer to the suppliers.

It is the bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to be considered, the bidder(s) request for adjustment should be submitted no less than 90 calendar days prior to expiration of the then current 12 month period. The bidder(s) adjustment request should not be in the excess of the relevant documented price adjustment by the manufacturer to the suppliers.

Any adjustment received after 90 calendar days from the expiration of the then current 12 month period may not be considered. If no adjustment request is received from the bidder, the County will assume that the bidder has agreed that the next 12 month period will be without any upward price adjustment. The County reserves the right to negotiate lower pricing based on the market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional 12 month period based on the downward movement of the appropriate manufacturer documentation.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidders based on such price adjustments. Adjustments to price may affect the primary secondary position.

The bidder's price quoted shall be inclusive of all costs, charges, and fees involved in providing the specified product. Additional charges of any kind added to the invoice submitted by the bidder will be disallowed.

2.5 DELIVERY

Bidder(s) shall make deliveries within fourteen (14) calendar days after the date of the order from user departments.

All deliveries shall be made in accordance with good commercial practice and all required delivery timeframe shall be adhered to by the bidder, except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

**SECTION 2 SPECIAL CONDITIONS
ODOR CONTROL CHEMICALS**

DELIVERY LOCATIONS

The following is a list of current County facilities; however, this list is neither exclusive nor complete. The County will confirm the delivery location at the time of the order.

1. Miami-Dade Water and Sewer Department

- A. Central District Wastewater Treatment Plant (Virginia Key)
3989 Rickenbacker Causeway
Key Biscayne, Florida

Deliveries will be accepted at this location Monday through Sunday, between the hours of 7:00 AM to 7:00 PM.

- B. North District Wastewater Treatment Plant (Interama)
2575 NE 151st Street
North Miami Beach, FL

Deliveries will be accepted at these listed locations Monday through Friday, between the hours of 7:00 AM to 5:00 PM.

2. Miami-Dade County Transfer Stations and Landfills

West Transfer Station	Northeast Transfer Station	Central Transfer Station	South Dade Landfill
2900 SW 72 nd Ave	18701 NE 6 th Ave	1150 NW 20 th Street	24000 SW 97 th Ave
Miami, Florida	Miami, Florida	Miami, Florida	Miami, Florida

Deliveries will be accepted at these listed locations Monday through Friday, between the hours of 7:00 AM to 5:00 PM.

2.5.1 PACKING SLIP / DELIVERY TICKET

Bidder(s) shall enclose a complete **packing slip** or **delivery ticket** with any items to be delivered in conjunction with this bid solicitation. The **packing slip / delivery ticket** shall be made available to the County's authorized representative during delivery. The **packing slip / delivery ticket** shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

2.5.2 TESTING / NONCONFORMANCE OF PRODUCTS

During the term of the contract, samples of the delivered product may be randomly selected and tested for compliance / performance. If it is found that the delivered product does not conform to the specifications, the County will notify the bidder of nonconformance within 20 calendar days. The County shall then require replacement of the item within 48 hours after notification.

Should the bidder fail to deliver the product within the time frame specified, may result in the bidder being deemed in breach of contract. The County may terminate the bidder for default and charge the firm re-procurement charges. .

**SECTION 2 SPECIAL CONDITIONS
ODOR CONTROL CHEMICALS****2.5.3 SECURITY OF DELIVERIES**

Bidder(s) shall not disclose any shipping information, e.g. delivery schedules, delivery routes, etc., to any person, company or organization without the written permission of the County designee. The awarded vendor(s) must seal all shipments made pursuant to this solicitation and the seal must remain unbroken until the delivery is received at the designated facility.

2.6 COMPLIANCE / REGULATIONS**2.6.1 FEDERAL STANDARDS**

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

2.6.2 POLLUTION CONTROL

It is the intent of these specifications to comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of these specifications by reference and may be obtained, if necessary, by the vendor through the Department of Regulatory and Economic Resources (RER), 701 NW 1st Court, Suite 400, Miami, Florida 33136, Telephone (305) 372-6789.

2.7 SUBSTITUTION OF ITEM DURING TERM OF CONTRACT

A substitute product may be considered during the contract period for if the brands listed in Paragraph 3.1.1 is discontinued. The bidder shall not deliver any substitute item as a replacement to the awarded brand or model without express written consent of Internal Services Department, Procurement Management Services Division prior to such delivery. Substitute items must be of equal or better quality and performance than the awarded item and supplied at no higher than the awarded price. Substitutes shall be considered only in emergency situations and excessive substitution requests may be cause to cancel the contract.

2.8 "EQUAL" PRODUCT CANNOT BE CONSIDERED: QUALIFIED PRODUCT LIST

The specific item listed in this solicitation is the only product that will be accepted under this solicitation because this item is formally approved and authorized by the County as documented on a Qualified Product List.

2.9 INDEMNIFICATION AND INSURANCE IN SECTION 1.21 OF THE TERMS AND CONDITIONS IS NOT APPLICABLE

**SECTION 3 TECHNICAL SPECIFICATIONS
ODOR CONTROL CHEMICALS****3.1 SCOPE OF WORK**

The purpose of this solicitation is to award a contract for the purchase and delivery of odor control chemicals to various County locations.

3.1.1 PRODUCT DESCRIPTION

- Big D Water Soluble Deodorant
- Product No.: 531800
- Formula 318

Product shall be a non-flammable, non-carcinogenic, non-toxic, biodegradable, neither pleasant smelling or have no aroma at all. It should completely water soluble; odor neutralizing agent formulated to counteract organic sewage and processed wet and dry sludge odors.

This product satisfies all criteria set forth in the State of Florida's Division of Air Resource Management, Department of Environmental Protection (DEP). The DEP adopts Chapter 62-213 to provide a comprehensive operation permit system for permitting major sources of air pollution (Title V).

This product shall be non-toxic, non-corrosive and non-irritating as defined by the Federal Hazardous Substance Labeling Act. This product shall meet all National Institute of Occupational Safety Hazards (NIOSH), Occupational Safety and Health Administration (OSHA), United States Environmental Protection Agency (USEPA), Florida DEP, and Miami-Dade County's Department of Regulatory and Economic Resources (RER) requirements for dispersion as an aerosol.

3.2 EXISTING EQUIPMENT

The equipment consists of an overhead high pressure fine mist fogging system, with approximately 1,400 nozzles, installed around the sludge drying beds, and a similar high pressure fine mist fogging system consisting of approximately 200 nozzles, installed around the sludge storage barn. Both systems are designed for operation at 800 PSI pressure, 10 microns droplets size. The nozzle opening size is 8/1,000 inch. Each system is sized to handle approximately 20 gallon per minute of the product at a dilution ratio of 1/500 to 1/5,000.

SECTION 4 BID SUBMITTAL FORM
ODOR CONTROL CHEMICALS

OPENING: 2:00 P.M.

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

, 2014



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: hr

ISD/PMS

Date Issued:

This Bid Submittal Consists of
Pages 6 through 10+Affidavits

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:
ODOR CONTROL CHEMICALS

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

A Performance Bond in the amount of **NA** 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: 885-76, 885	
Procurement Contracting Officer: Herman Ramsey	

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 FORM:
 ODOR CONTROL CHEMICALS**

FIRM NAME: _____

Please identify in the space below that your firm has provided all required information.

QUALIFYING CRITERIA 	IF THE BIDDER IS	
	The manufacturer and/or authorized distributor	Re-seller
Product Manufacturer Authorization Letter:		
Material Safety Data Sheet:		
Testing and Study Results:		
Authorization letter from the authorized distributor allowing vendor to resell the indicated products.		

Item no.	Description	Estimated Annual Quantity / Unit Measure	Unit Price Per Gallon
1	Odor Eliminator Concentrated in 5 gallon container as defined in paragraph 3.1.1 No Substitute	20,162 gallons	\$

SECTION 4
BID SUBMITTAL FORM:
ODOR CONTROL CHEMICALS

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: ODOR CONTROL CHEMICALS

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

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

Name of Proposer: _____ FEIN No. _____

In accordance with Sections 2-8.1, 2-8.8 and 10.34 of the Miami-Dade County Code, this form must be submitted as a condition of award by all Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all Proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The Proposers who is awarded this contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County. The Proposers should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract and sign the form below.

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

(Please duplicate this form if additional space is needed.)

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/ Native Alaskan

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.

certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.

Signature of Proposer _____ Print Name _____ Print Title _____ Date _____

Walters, Vivian (ISD)

From: Ramsey, Herman (ISD)
Sent: Tuesday, February 04, 2014 2:58 PM
To: Walters, Vivian (ISD)
Cc: Clark, Veronica (ISD)
Subject: FW: RQID1400029: Odor Control Chemicals
Attachments: DBD DEPARTMENT INPUT.pdf; 1067 Replacement 2-4-2014.docx

Good afternoon Vivian,

I am sorry about my first e-mail; it was accidently sent. Attachment you will find the DBD input document and draft bid solicitation for the above mentioned acquisition. Please process and provide a response at your earliest convenience.

If you have any questions, contact me at (305) 375-2851.

Thank you.

From: Ramsey, Herman (ISD)
Sent: Tuesday, February 04, 2014 2:54 PM
To: Walters, Vivian (ISD)
Cc: Clark, Veronica (ISD)
Subject: RQID1400029: Odor Control Chemicals

Good afternoon Vivian,

Herman Ramsey
Procurement Contracting Officer 1
Internal Services Department
Procurement Management Services Division
111 NW 1st Street, Suite 1300
Miami, Florida 33128
(305) 375-2851 Office
(305) 375-4407 Fax
hramsey@miamidade.gov