



**REQUEST FOR PROPOSALS (NO. 1115)
FY 2015-16 ENVIRONMENTAL EDUCATION COMMUNITY-BASED FUNDING**

ATTENDANCE AT THE PRE-PROPOSAL CONFERENCE IS STRONGLY ENCOURAGED

ISSUING DEPARTMENT:

**Miami-Dade County, Office of Management and Budget, Grants Coordination
Stephen P. Clark Center
111 NW 1st Street, 22nd Floor
Miami, Florida 33128-1983**

**RFP Contracting Officer: Daniel T. Wall
Telephone: (305) 375-4742 & Fax: (305) 375-4454
dtw@miamidade.gov**

**PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN Friday, December 11, 2015; 4:00 PM
AT THE**

**CLERK OF THE BOARD OF COUNTY COMMISSIONERS
STEPHEN P. CLARK CENTER
111 NW 1st STREET, SUITE 17-202
MIAMI, FLORIDA 33128-1983**

THE CLERK OF THE BOARD BUSINESS HOURS ARE 8:00 A.M. TO 4:30 P.M., MONDAY THROUGH FRIDAY. THE CLERK OF THE BOARD IS CLOSED ON HOLIDAYS OBSERVED BY THE COUNTY. ALL PROPOSALS RECEIVED AND TIME STAMPED BY THE CLERK OF THE BOARD PRIOR TO THE PROPOSAL SUBMITTAL DEADLINE SHALL BE ACCEPTED AS TIMELY SUBMISSIONS. PROPOSALS WILL BE OPENED PROMPTLY AT THE TIME AND PLACE SPECIFIED. PROPOSALS RECEIVED AFTER THE FIRST PROPOSAL HAS BEEN OPENED WILL NOT BE OPENED AND WILL NOT BE CONSIDERED. THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS SOLICITATION AT THE OFFICE OF THE CLERK OF THE BOARD OF COUNTY COMMISSIONERS ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. MIAMI-DADE COUNTY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURENCE. ALL EXPENSES INVOLVED WITH THE PREPARATION AND SUBMISSION OF PROPOSALS TO THE COUNTY, OR ANY WORK PERFORMED IN CONNECTION THEREWITH, SHALL BE BORNE BY THE PROPOSER(S). REQUESTS FOR ADDITIONAL INFORMATION OR INQUIRIES MUST BE MADE IN WRITING AND RECEIVED BY THE COUNTY'S CONTACT PERSON LISTED ABOVE. THE COUNTY WILL ISSUE RESPONSES TO INQUIRIES AND ANY CHANGES TO THIS SOLICITATION IT DEEMS NECESSARY IN WRITTEN ADDENDA ISSUED PRIOR TO THE PROPOSAL DUE DATE. PROPOSERS WHO OBTAIN COPIES OF THIS SOLICITATION FROM SOURCES OTHER THAN THE COUNTY'S OFFICE OF MANAGEMENT AND BUDGET - GRANTS COORDINATION OR ITS WEBSITE AT <http://www.miamidade.gov/grants/rfp-1115-email-login.asp> RISK THE POSSIBILITY OF NOT RECEIVING ADDENDA AND ARE SOLELY RESPONSIBLE FOR THOSE RISKS.

**MIAMI-DADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED
ON AGE, GENDER IDENTITY, RACE, OR DISABILITY.**

FY 2015-16 ENVIRONMENTAL EDUCATION COMMUNITY-BASED FUNDING REQUEST FOR PROPOSALS NO. 1015

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FY 2015 - 16 ENVIRONMENTAL EDUCATION SERVICES COMMUNITY-BASED ORGANIZATION (CBO) FUNDING REQUEST FOR PROPOSALS No. 1115.

1.0 PROJECT OVERVIEW AND GENERAL TERMS AND CONDITIONS

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Office of Management and Budget - Grants Coordination (OMB-GC) is accepting proposals from non-profit 501(c)(3) organizations, for the provision of environmental enhancement and education services for Miami-Dade County residents. The County anticipates awarding a contract(s) not to exceed twelve (12) months with the Contract Period starting on or after October 1, 2015.

1.1 Definitions

The following words and expressions used in this Request for Proposals (RFP) shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Request for Proposals, also to be known as "the prime Contractor" or "Provider."
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposer" to mean the person, firm, entity, or organization submitting a response to this RFP.
4. The word "Department" to mean the Office of Management and Budget - Grants Coordination.
5. The words "Ecosystem Management" to mean an integrated flexible approach to management of Florida's biological and physical environments conducted through the use of tools such as planning, land acquisition, environmental education, regulation, economic incentives, and pollution prevention designed to maintain, protect, and improve the state's natural, managed, and human ecosystems.
6. The word "Employee" to mean any person paid by the Contractor to furnish part-time or full-time labor hours in connection with the services to the County, whether directly or indirectly on behalf of the Contractor.
7. The words "Environmental Education" to mean the increase of public awareness and knowledge about environmental issues; providing the public with the skills needed to make informed decisions and take responsible actions; enhancing critical-thinking, problem-solving, and effective decision-making skills, teaching individuals to weigh various sides of an environmental issue to make informed and responsible decisions. It does not advocate a particular viewpoint or course of action.
8. The words "Environmental Justice" to mean the fair treatment of people of all races, cultures, and income with respect to the development, implementation, and enforcement of environmental laws, regulations, programs, and policies. Fair treatment means that no racial, ethnic, or socioeconomic group should bear a disproportionate share of the environmental consequences resulting from the operation of industrial, municipal, and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies.
9. The words "Pollution Prevention" to mean the reduction or elimination of pollutants through source reduction, increased efficiency in the use of raw materials, energy, water, or other

resources; or the protection of natural resources by conservation. Pollution prevention measures reduce the amount of pollutants released into the environment prior to recycling, treatment, and disposal.

10. The words "Scope of Services" to mean Section 3.0 of this RFP, which details the work to be performed by the Contractor.
11. The words "Source Reduction" to mean any practice that reduces or eliminates any pollutant or waste at the point of origin, prior to recycling, pre-treatment, or disposal.
12. The word "Subcontractor" to mean any person, firm, entity, or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
13. The words "Sustainable Development" to mean integrating environmental protection, and community and economic goals. It meets the needs of the present generation without compromising the ability of future generations to meet their own needs. The sustainable development approach seeks to encourage broad-based community participation and public and private investment in decisions and activities that define a community's environmental and economic future and community well-being.
14. The word "Vendor" to mean any person, firm, entity, or organization other than the subcontractors or employees paid by the Contractor to furnish labor including temporary employment, labor materials, supplies, products, and/or any other services directly in connection with the services to the County.
15. The words "Work," "Services," "Program," or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this RFP.

1.2 General Proposal Information

Note that this RFP is for the distribution of grants, and not a competitive procurement process for: the purchase of goods and services; or the selection of persons or entities to construct public improvements, provide supplies, materials or services, or to lease any county property. The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope and fees with any proposer; postpone or cancel at any time this RFP process; or waive any irregularities in this RFP or in the responses received as a result of this process. The County reserves the right to request and evaluate additional information from any respondent after the submission deadline as the County deems necessary.

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this RFP, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law." The Proposer shall not submit any information in response to this RFP which the Proposer considers to be a trade secret, proprietary, or confidential. The submission of any information to the County in connection with this RFP shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the Proposer. In the event that the Proposer submits information to the County in violation of this restriction, either inadvertently or intentionally and clearly identifies that information

in the proposal as protected or confidential, the County shall endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsive. To request a copy of any ordinance, resolution and/or administrative order cited in this RFP, the Proposer must contact the Clerk of the Board at (305) 375-5126.

1.3 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.4 Lobbyist Contingency Fees

- A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.
- B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action, or decision of the County Commission; 2) any action, decision, or recommendation of the County Mayor or any County board or committee; or 3) any action, decision, or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision, or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.5 Collusion

A Proposer shall certify by completing and executing a Collusion Affidavit, attached hereto as Appendix H, that they are not related to any of the parties bidding in the competitive RFP, and that the Proposer's proposal is genuine and not a sham or is collusive or made in the interest or on behalf of any person not named in the Collusion Affidavit. The Proposer must also certify that they have not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing. The Proposer shall further certify that they have not in any manner sought by collusion to secure to the Proposer an advantage over any other proposer. **Failure to provide a Collusion Affidavit within five (5) business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid/proposal bond.**

1.6 Background

The Community-Based Organization (CBO) Grant Program Request for Proposal (RFP) format is designed to establish a standard procedure for the screening, evaluation, and allocation of County funds to qualified and eligible 501(c)3 non-profit community-based organizations.

Proposal Restrictions:

- ♦ Environmental Education should be a core mission of the community-based organization. The proposal must state the organization's mission and should provide documentation to substantiate that environmental education is a central component of the organization's goals, objectives, and activities.
- ♦ Project activities which receive funding through this RFP must take place during the twelve (12) month period that begins on or after October 1, 2015. A CBO grant award carries no commitment for future County support beyond this time period and scope of the project.
- ♦ All proposed activities must take place in Miami-Dade County and benefit Miami-Dade County residents.
- ♦ Due to the limited availability of funds, one-time events will not be considered for funding.
- ♦ All proposed activities must contain an environmental outreach and education component as part of their scope of services.
- ♦ Proposed scope of service must include a component that assists the funding department (Department of Regulatory and Economic Resources Division of Environmental Resources Management [RER – DERM]) by providing staff upon request for presentations and other outreach activities. This outreach shall be based on the proposer's area of expertise.
- ♦ Proposers cannot receive more than one grant award under this RFP.

1.7 Projected Funding Levels

It is anticipated that maximum funding for Environmental Education Services Community-Based Organizations (CBOs) under this RFP for (FY) 2015-16 is approximately \$430,000. That funding is contingent upon the continued availability and appropriation of funds by the County as well as all required administrative approvals.

2.0 RFP REQUIREMENTS

Eligibility to apply for CBO funding is limited to 501(c)3 non-profit organizations. An IRS letter of determination of 501(c)3 status dated prior to the RFP submission deadline must be included as part of the agency's proposal submission. **Include this documentation as directed in Section 8.0 of this RFP. Failure to be a 501(c)3 as of the time of the RFP submission deadline will render the proposal as non-responsive.**

- A. Multiple Applications: Organizations may NOT submit multiple applications and will not receive more than one grant under this RFP.
- B. Funding Cap: The maximum amount of funding that any one organization can request from this RFP cannot exceed **\$65,000**.
- C. Administrative Cost Cap: Administrative costs may not exceed 15% of the total funding received for any one program.

Pursuant to Resolution R-700-13, in no event shall County general funds, whether under this contract and other contracts, cumulatively be used to fund more than twenty-five percent (25%) of the Provider's total administrative budget.

- D. Miami-Dade County Oversight: The Office of Management and Budget - Grants Coordination is responsible for the continued development and implementation of the Environmental Education Services CBO funding process, including contract oversight and administration.
- E. Copies of the Miami-Dade County Request for Proposal No. 1115 "Environmental Education Services Community-Based Organization Funding," are available at the following location:

Miami-Dade County
Office of Management and Budget,
Grants Coordination
Stephen P. Clark Center
111 NW 1st Street
22nd Floor
Miami, FL 33128
(305) 375-4742

OR, a copy of all RFP files and subsequent addendum may be downloaded, after registering as a potential proposer, at <http://www.miamidade.gov/grants/rfp-1115-email-login.asp>.

3.0 SCOPE OF SERVICES

Below is the identified priority focus area with types of activities that may be proposed. This list does not represent an all-inclusive list but is a priority list and should be used to help identify various activities related to **programs supporting countywide and/or neighborhood-based environmental resources, conservation, and educational services**. The County, in its sole discretion, may award funds to any activity type listed herein or not listed herein, any combination of activity types, or no activity types. It is within the parameters of this RFP that at the sole discretion of the County, the County may allow re-negotiation of the contract scope of services of any proposer.

General Activity Requests

- For those organizations targeting school aged children, special emphasis is to be placed on serving critically low performing schools based on the most recent, publicly available list of low-scoring schools as determined by the State of Florida's testing scores.
- Special emphasis is to be placed on serving at-risk children and residents from economically disadvantaged urban neighborhoods with low-income and minority populations.
- Upon sufficient notice and mutual agreement, the organization will be available to conduct presentations (to schools, homeowners groups, residents, etc.) at the request of the Department of Regulatory and Economic Resources Division of Environmental Resources Management (RER-DERM).

Specific Activity Requests

PRIORITY 1 – WATER POLLUTION/WATER CONSERVATION

Conduct environmental education programs to educate businesses and residents (both adults and students) regarding water pollution and water conservation issues. Main program topics to be

provided by RER-DERM as well as some pamphlets and other outreach materials that can be reproduced/printed and disseminated by the provider organization. Programs may include one or more of the following:

Conduct Neighborhood Environmental Awareness Campaigns to draw the connection between the urban landscape and surface water quality. The presentation will cover topics such as existing water quality programs, monitoring results of selected water quality parameters, and household/business best management practices (BMPs). Presentations in neighborhoods with impaired waters and in particular in the Arch Creek, Biscayne Canal, Little River, and Wagner Creek neighborhoods will be awarded extra points.

- Lawn Care/Landscaping Chemicals - Educate residents on the benefits of reducing irrigation and amounts of pesticides, herbicides, and fertilizers used on lawns and landscaping (benefits to water quality, water quantity, and health, as well as value of reduced costs).
- Conduct educational programs for residents about problems created by discharges from their kitchen and bathroom sink drains. This will include discharges of oil, cooking grease, old medications, and other chemicals.
- Conduct educational programs for interest groups such as fishing clubs or boating associations regarding marine debris and proper disposal methods for bulky items such as crab traps and boats.
- Coordinate and conduct an English, Spanish, and/or Creole water pollution education program utilizing one or several media outlets such as video, radio, or print.
- Hands on educational projects (i.e., traveling demonstrations, models) on water quality issues.
- Participate in and lead volunteer groups at Biscayne Bay Cleanup Day or other County sponsored marine debris removal events.

NOTE: all presentations should include discussion of RER-DERM's 24 hour anonymous complaint line (<http://www.miamidade.gov/environment/complaints.asp>) and how to report illegal sewer connections or activity such as putting vegetation, litter, or other materials into storm drains or bodies of water.

PRIORITY 2 – URBAN FORESTRY

Conduct environmental education programs to educate businesses and residents (both adults and students) regarding urban forestry and tree canopy issues. Main program topics to be provided by RER-DERM as well as some pamphlets and other outreach materials that can be reproduced/printed and disseminated by the provider organization. Programs may include one or more of the following:

- Vegetation and/or exotic plant removal from publicly-owned coastal dune, wetland, pineland, and hardwood hammock communities in Miami-Dade County by volunteer groups. (Provider will need to obtain Miami-Dade County approval of dates/times and activities on these properties.)
- Conduct tree planting demonstrations at Adopt-a-Tree events.

- Participate in and lead volunteer groups at Adopt-a-Tree events.
- Hands on educational projects (i.e., traveling demonstrations, models) designed to promote urban forestry and the proper planting, care, and maintenance of trees.
- Coordinate and conduct an English, Spanish, and/or Creole education program focusing on the importance of trees utilizing one or several media outlets such as video, radio, or print.

NOTE: All presentations should include discussion of RER-DERM's 24 hour anonymous complaint line and how to report anyone that illegally dumps or releases animals into natural areas, sells or plants invasive exotics, cuts down specimen size or protected trees (e.g., mangroves), hat-racks trees, etc.

PRIORITY 3 – GENERAL ENVIRONMENTAL

- Performance-oriented programs in English, Spanish, and/or Creole, targeting mixed audiences with special emphasis on water conservation and/or general environmental quality.
- Hands on educational projects (i.e., traveling demonstrations, models, etc.) on general environmental issues.

NOTE: All presentations should include discussion of RER-DERM's 24 hour anonymous complaint line and what may constitute illegal activity and how to report it.

4.0 AUDIT REQUIREMENTS

Proposers must submit, as directed in Section 8.0 of this RFP, a complete copy of their organization's most current certified audit with the original application verifying that the agency is on sound financial footing and able to implement a funded service on a reimbursement basis. Financial statements do not represent a complete audit. Therefore, if a certified audit is not available, financial statements and detailed plans to comply with contractual audit requirements must be submitted as part of the proposal narrative. At a minimum, your organization's most current signed and dated IRS Form 990 must be submitted in the name of the Proposer. Failure to submit the IRS Form 990 may cause the County to reject your proposal and your proposal may not be forwarded to an Evaluation/Selection committee.

5.0 APPLICATION PROCEDURES AND TIMELINE

FY 2015-16 Environmental Education Services CBO Funding RFP No. 1115 Anticipated Timeline

11/13/15	RFP Released (12:00 p.m.) and published on Website
11/20/15	Pre-Proposal Conference (3:00-5:00 pm.)
12/11/15	Proposal Submission Deadline (4:00 pm.)
12/14/15	Staff Review and Sorting of Proposals
12/15/15	Selection Committee Kickoff Meeting

12/17/15	Review/Selection Committee Process
1/6/16	Mayor Issues Preliminary Recommendations for Grant Awards
1/6/16 – 1/14/16	Proposers Notified and Appeals Process Starts/Ends
1/18/16	Mayor Approves Final Recommendations for Grant Awards
1/19/16	Contract Execution Process Begins
TBD	Contract Period Begins

Any and all dates may be extended at the County's sole discretion.

5.1 Designated Contact Person and Technical Assistance

Miami-Dade County is committed to providing technical assistance to prospective Proposers for this RFP. Proposers for these funds are encouraged to submit any written questions about the programmatic or technical aspects of this RFP in writing to the County by delivery, fax, or e-mail prior to the submission deadline of proposals.

Please address all correspondence to the Designated Contact Person for this RFP:

Daniel T. Wall
Office of Management and Budget
Grants Coordination
111 NW 1st Street, 22nd Floor
Miami, Florida 33128
Office: (305) 375-4742 / Fax: (305) 375-4454
E-mail: dtw@miamidade.gov

5.2 Pre-Proposal Conference

Attendance at the scheduled Pre-Proposal Conference is **strongly encouraged**. This session will provide an opportunity for Proposers to raise questions about any requirements of this RFP. The Pre-Proposal Conference will be held on the following date and time:

Stephen P. Clark Building
111 NW 1st Street, Miami, Florida 33128
19th Floor Conference Room
Friday, November 20, 2015; 3:00 pm - 5:00 pm

5.3 Additional Information/Addenda

Miami-Dade County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addenda or addendum issued prior to the Application Due Date. Proposers should not rely on any representations, statements, or explanations other than those made in this RFP or in any written addenda/um to this RFP. Where there appears to be conflict between the RFP and any addenda/um issued, the last addenda/um issued shall prevail. It is the Proposer's responsibility to ensure receipt of all addenda/um. The Proposer should verify with the Designated

Contracting Officer prior to submitting an application that all addenda/um have been received. Any and all addenda/um will be sent via e-mail to all registered participants in this RFP process and will be made available on the website for the Office of Management and Budget - Grants Coordination at: <http://www.miamidade.gov/grants/rfp-1115-email-login.asp>. Proposers are required to acknowledge the number of addenda/um received as part of their application. (See the Acknowledgement of Receipt of Addenda/um Form included in Section 8.0 of this RFP.)

Proposers who obtain copies of this RFP and who do not register by signing a pick-up log at OMB-GC or registering electronically with their contact information, or who obtain copies from sources other than those listed in this section of the RFP risk the potential of not receiving a complete document and/or any addenda/um, as their names will not be included on the list of registered agencies participating in the process for this particular RFP. Any such Proposers are solely responsible for those risks.

5.4 Proposal Deadline

Proposers must submit a signed original, clearly labeled as such, plus eight (8) copies of their application in a sealed envelope or container addressed to Daniel T. Wall, Miami-Dade County, Office of Management and Budget - Grants Coordination (OMB-GC) to:

**Miami-Dade County Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, Suite 17-202
Miami, FL 33128**

Applications are due to the Clerk's Office on or before 4:00 p.m. on Friday, December 11, 2015.

Applications may be mailed, sent by courier, express-mailed, or hand-delivered to Clerk's Office. Applications cannot be faxed or e-mailed. Proposers are solely responsible for completing the RFP application and following all instructions (required forms, attachments, etc.), and submitting the materials on time, on or before the submission deadline to the Clerk's Office. The Clerk's Office is open only between the hours of 8:30 a.m. and 4:30 p.m., Mondays through Fridays, excluding County observed holidays.

Only the original proposal needs to include all required attachments.

5.5 Packaging/Labeling FY 2015-16 Environmental Education Services CBO RFP No. 1115.

The information identified in Appendix D entitled Label must be affixed to the outside of the **sealed** envelope or container.

5.6 Minimum Requirements for FY 2015-16 Environmental Education Services CBO RFP No. 1115.

All applications will be screened by Miami-Dade County's Office of Management and Budget - Grants Coordination, to ensure compliance with the following **minimum requirements** for the Environmental Education Services Community-Based Organization Funding Request for Proposal No. 1115:

1. Timely and complete submission of the application package (See Section 8.0, Application Checklist for Fully Completed Application and Prescribed Order);
2. Must provide an IRS letter of determination documenting 501(c)3 status;
3. Must provide services in Miami-Dade County;
4. Must submit one copy of applicant's last completed fiscal audit and/or audited financial statements and/or IRS Form 990 (submit only with the original);
5. Must provide a copy of the organization's Mission Statement; and
6. Submission of one signed original plus eight (8) copies of the application package.

Miami-Dade County is not responsible for making copies or otherwise fulfilling the application requirements for Proposers who do not submit the required documentation and number of copies. It is the Proposers' responsibility to ensure that their application is timely and complete when submitted and that it contains the necessary components, documentation, and attachments as required by Miami-Dade County.

5.7 Preliminary Screening, Due Diligence (R-630-13), and Report Card (R-142-15)

All proposals will be screened by the Office of Management and Budget - Grants Coordination for compliance with minimum requirements as described in Section 5.6 of this RFP. Proposals that meet the minimum requirements will be considered reviewable. It is the responsibility of the Proposer to verify if their proposal has passed preliminary screening and to correct any and/or all RFP submission requirement deficiencies. Proposers failing to do so will risk that their proposal will not be forwarded for review to the Evaluation/Selection Committees.

As required by Resolution No. R-630-13, a due diligence search and review will be conducted by OMB staff for each Proposer and any proposed subcontractors utilizing a standard checklist developed for this purpose (Appendix J). The CBO Application Report Card results for the proposal will be shared with the proposer and the proposer shall be given the opportunity to respond in writing during the cure period. The results of this review will be taken into account by the Evaluation/Selection Committee when scoring and making award recommendations and will serve as the basis for the CBO Application Report Card in accordance with Resolution No. R-142-15. The CBO Application Report Card will utilize a three (3) tiered rating scale of:

- (a) Green – "Compliant"
- (b) Yellow – "Caution"
- (c) Red – "Concern"

Ratings will be assigned as follows:

- (a) Green – No adverse findings
- (b) Yellow – One (1) or more unconfirmed, questionable, or minor findings such as late filings
- (c) Red – One or more serious findings, violations, or judgements such as an OIG report that includes serious negative findings; criminal disclosure; inactive corporate status; in arrears to IRS or another government entity

5.8 Past Performance

A Proposer's past performance as a prime contractor or subcontractor on previous Miami-Dade County contracts shall be taken into account in evaluating the proposals received for funding under this RFP.

5.9 RFP Postponement or Cancellation

If for any reason, funds are no longer available to support these projects, Miami-Dade County reserves the right to postpone or cancel this RFP at any time. Miami-Dade County may, at its sole and absolute discretion, reject any and all, or parts of any and all applications; re-advertise this RFP; postpone or cancel this RFP process; or waive any irregularities in this RFP, or in any application(s) received as a result of this RFP.

5.10 Costs Incurred by Proposers

Any and all expenses involved in the preparation and submission of applications under this RFP, or any work performed in connection with development and submission of the application shall be borne by the Proposer(s). No payment will be made for any responses received by Miami-Dade County or for any other effort required of, or made by the Proposers prior to commencement of work, as defined by a contract to be entered into between Miami-Dade County and the entity approved for funding under this RFP.

5.11 Changes/Updates of Proposer's Location or Contact Information

It is the responsibility of the Proposer to update its application concerning any changes in its contact information (i.e., telephone number, address, e-mail address).

5.12 Withdrawal of Applications

Applications shall be irrevocable until contracts are awarded unless the application is withdrawn. An application may be withdrawn, in writing only, addressed to Miami-Dade County's Designated Contracting Officer for this RFP as listed in Section 5.1.

5.13 Ex-Parte Communication

Ex-parte communication regarding this RFP is prohibited between any Proposer and any Miami-Dade County Commission Member, or staff member, or any person serving as a reviewer during this competitive application process. Proposers directly contacting Commission members, staff, or reviewers risk elimination of their applications from consideration.

5.14 Proprietary/Confidential Information

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as "Public Records Law." Also, all meetings held in conjunction with this RFP process shall be held in compliance with Chapter 286 Florida Statutes, popularly known as the "Sunshine Law."

5.15 Miami-Dade County Affidavits and Contract Requirements

For purposes of this RFP, completion of Miami-Dade County Affidavits is a condition of submitting a proposal (Appendix E). All organizations awarded funding under this RFP will enter into a contract with Miami-Dade County. Funded agencies will be required to complete the Internal Services Department (ISD) Procurement Management's Vendor Registration Package, and to properly execute the Registration Package and required forms prior to the execution of a contract with Miami-Dade County for FY 2015-16 Environmental Education Services Community-Based Organization funds.

Failure to register and complete the required forms in a timely manner will result in the rejection of the application.

Section 7.5 of this RFP contains a detailed description of the vendor registration requirements for Miami-Dade County, including a list of the required affidavits, which are included in Appendices E and F. Proposers may contact the Miami-Dade County ISD Procurement Management at (305) 375-5289 for guidance in completing the Vendor Registration Package and the Vendor Registrations Affidavit Forms. To request a copy of any ordinance, resolution and/or administrative order cited in this RFP, the Proposer must contact the Clerk of the Board at (305) 375-5126.

Please note that it is not necessary to submit a vendor registration application or complete the vendor affidavits prior to notification of award for the FY 2015-16 Environmental Education Services Community-Based Organization Funding RFP No. 1115.

5.16 Affirmative Action/Non-Discrimination in Employment, Promotion and Procurement Practices (Ordinance 98-30)

In accordance with County Ordinance No. 98-30, as codified in Section 2-8.1.5 of the County Code, entities with annual gross revenues in excess of \$5,000,000.00 seeking to contract with the County shall, as a condition of receiving a County contract, have: i) a written affirmative action plan which sets forth the procedures the entity utilizes to assure that it does not discriminate in its employment and promotion practices; and, ii) a written procurement policy which sets forth the procedures the entity utilizes to assure that it does not discriminate against minority and women-owned businesses in its own procurement of goods, supplies, and services. Such affirmative action plans and procurement policies shall provide for periodic review to determine their effectiveness in assuring the entity does not discriminate in its employment, promotion, and procurement practices. The foregoing notwithstanding, firms whose Boards of Directors are representative of the population make-up of the nation are exempt from this requirement and must submit, in writing, a detailed listing of their Boards of Directors, showing the race and ethnicity of each board member, to the County's Department of Business Development. Firms claiming exemption must submit, as part of their proposal/bids to be filed with the Clerk of the Board, an appropriately completed and signed Affirmative Action Plan Exemption Affidavit in accordance with Ordinance 98-30. These submittals shall be subject to periodic reviews to assure that the entities do not discriminate in their employment and procurement practices against minorities and women-owned businesses. It will be the responsibility of each firm to provide verification of their gross annual revenues to determine the requirement for compliance with the Ordinance. Those firms that do not exceed \$5 million annual gross revenues must clearly state so in their bid/proposal.

5.17 Rights of Protest

This section describes the appeals procedure for this RFP. The basis of any appeal for these grants is limited to failure on the part of the County to follow the process outlined in this RFP document. A written intent to file an informal protest shall be filed with the Clerk of the Board and mailed to the Issuing Department (OMB – GC) within two (2) County workdays of the filing of the Mayor's recommendation. The Mayor's recommendation to award will be e-mailed to all applicants to RFP No. 1115. This two-day period begins on the County workday after the filing of the Mayor's recommendation. Such written intent to file an informal protest shall state the particular grounds on which it is based.

The protester shall then file all pertinent documents and supporting evidence with the Clerk of the Board and mail a copy to the Issuing Department (OMB – GC) within two (2) County workdays after the last date to file the written intent of informal protest. This two-day period begins on the County workday after the last date to file the written intent of informal protest. A decision regarding the validity of the informal protest will be made within two (2) County workdays of the last day to file pertinent documents and supporting evidence by a three (3) member Informal Appeals Panel appointed by the Issuing Department. This two-day period begins on the County workday after the last date to file pertinent documents and supporting evidence. Appellants will be notified of the Panel’s decision within one (1) day of the Informal Appeals Panel’s meeting. This one-day period begins on the County workday after the meeting.

6.0 EVALUATION AND SELECTION PROCESS OF APPLICATIONS

The opening of the first sealed FY 2015-16 Environmental Education Services Community-Based Organization Funding RFP No. 1115 proposal package will take place at **EXACTLY 4:01 p.m. on Friday, December 11, 2015**, at the Clerk’s Office, Miami-Dade County.

6.1 Past Performance

A Proposer’s past performance as a prime contractor or subcontractor on previous Miami-Dade County contracts shall be taken into account in evaluating the proposals received for funding under this RFP.

6.2 Individual and Committee Proposal Rating and Ranking

Reviewable proposals will be evaluated by Evaluation/Selection Committee comprised of one (1) non-voting chair representing the issuing department and five (5) voting members comprised of: three (3) appointees of Miami-Dade County and two (2) external appointees. Evaluation/Selection Committee members will have the appropriate professional experience and/or subject knowledge to evaluate proposals. The County will strive to ensure that the Evaluation/Selection Committee is balanced with regard to ethnicity and gender, and that all reviewers are screened for any potential conflicts of interest.

The Evaluation/Selection Committee members will evaluate and rank proposals on the criteria listed below. The criteria are itemized with their respective weights for a maximum total of **110** points. A Proposer may receive the maximum points or a portion of this score depending on the merit of its proposal, as judged by Evaluation/Selection Committee in accordance with the criteria listed below.

6.3 Evaluation Criteria

Section	Maximum Points
1. Statement of Need	20
2. Past Performance	5
3. Organizational Capacity and Staffing Plan	20
4. Program Plan	35
5. Collaborations, Partnerships, and Coordination of Services	10

6. Budget and Budget Narrative	10
7. Proposer will provide services in high need (Impaired Water) areas of the County	5
8. Proposer offers services that provide an option to do presentations or appear at events for the funding department upon request to increase outreach and educational opportunities. Proposer describes anticipated challenges in service provision and how the organization proposes to overcome these challenges.	5
Maximum Score	110

Development of Evaluation/Selection Committee Recommendations

Evaluation/Selection Committee process: Proposals will be evaluated by an Evaluation/Selection Committee appointed by the Mayor. Committee members will receive training from the OMB - Grants Coordination staff on the nature of the funding priorities, the use of the rating form, confidentiality issues, rating criteria, scoring, and other pertinent areas of the evaluation process.

Each reviewer in the committee will receive a copy of the RFP, a set of RFP proposals, and the corresponding rating forms at the evaluation/selection committee meeting(s). Reviewers will read and review each proposal individually, they will score each proposal independently, and they will discuss each application as a group. At that time, each reviewer will disclose their individual scores for each separate section of the proposal and their overall score for each individual proposal. Any major discrepancies in scores among reviewers on the Committee will be openly discussed and an opportunity to re-assess the scores will be provided given the discussion and the reasons shared among committee members regarding the score difference.

Individual Committee members' scores will be totaled and averaged to yield the Committee's aggregate final score for each proposal. These final scores will determine the ranking and will serve as one factor to be considered in making a recommendation with respect to funding for each proposal.

Additional factors that will be considered by the Evaluation/Selection Committee in making funding recommendations may include but are not limited to:

- The total amount of funding allocated for services under this RFP
- The geographic distribution of services within that service category
- Responsiveness to program priorities

The Evaluation/Selection Committee will consider and discuss all of the above factors when developing funding recommendations and rationale. The Evaluation/Selection Committee will utilize a consensus-based process for determining final recommended funding allocations.

6.4 Proposal Evaluation Criteria

1. Statement of Need (20 points)

- Proposer identifies the compelling need, problem, or condition of the targeted area.
- Proposer identifies the specific neighborhood or demographic of this targeted area.
- Proposer provides an estimate of the numbers of clients to be served and describes the proposed service approach/intervention.

2. Past Performance (5 points)

Within the past three years, the agency has:

- Satisfactorily met all its outcomes and performance measures in contracts between the agency and Miami-Dade County and/or other funding sources.
- Proposer was required to submit a corrective action plan to the County and/or other funding sources. If so, was the plan(s) submitted in a timely fashion and was it approved by Miami-Dade County and/or other funding sources? Was the corrective action plan(s) implemented successfully?
- Was a contract prematurely terminated by Miami-Dade County and/or other funding sources? Did the agency take the recommended corrective action steps to solve the problem(s)?

3. Organizational Capacity and Staffing Plan (20 points)

- The organization's mission and goals are in line with addressing the statement of need.
- Proposer identifies past experience providing the proposed services or presents a clear plan for developing the capacity to provide the proposed services.
- Proposer demonstrates that sufficient administrative and management capabilities, experience, and internal support resources will be available to the program.
- Proposer demonstrates cultural and linguistic competency to serve the client group.
- Proposer describes the organization's capacity to develop and/or maintain appropriate mechanisms and record-keeping activities to document the delivery of proposed services, keep track of measurable outcomes, and prepare program and fiscal reports.
- Proposer describes staffs' experience, ability, and education to carry out proposed services.
- Proposer demonstrates that personnel and/or subcontractors are culturally competent to deal with a diverse client population in terms of language, ethnicity, age, gender, sexual orientation, etc.

4. Proposed Program Plan (35 points)

- Proposer demonstrates knowledge of the community subject matter that will be addressed.
- Proposer describes an effective strategy for meeting each of the Goals and Objectives described in the Scope of Services Program Plan under which funding is sought.
- Project narrative includes a clear and detailed discussion of expected outputs, outcomes, and performance indicators.
- Proposer has demonstrated experience in providing programming consistent with the proposed Priority Area as delineated in the relevant Scope of Services Program Plan descriptions.
- Proposer identifies the activities and resources necessary to assure that the target population participate in program activities to the fullest extent possible.
- Proposer provides assurance that the project manager and key staff will devote sufficient time and have the relevant education and/or practical experience.

- Proposer describes the process(es) to be used to evaluate and monitor the quality of the services provided. Proposer to include statistics or other data demonstrating past success of similar services, if provided in the past.
- Proposer provides a schedule of hours of operation and location of service sites.
- Proposer identifies when and whose responsibility it is to collect and report programmatic and financial data.

5. Collaborations, Partnerships, Coordination of Services, Leveraging, and Civic Engagement (10 points)

- Proposer describes existing collaborations or efforts to develop collaborations to coordinate provision of services to the target population(s) with other community partners.
- Proposer describes how the organization will coordinate services with other entities providing similar services to similar populations.
- Proposer provides a description of the organization's ability to leverage and maximize other funding streams.

6. Budget and Budget Narrative and Justification (10 points)

- Budget is reasonable, allowable, and cost effective in relation to the activities to be undertaken.
- Proposer accurately and thoroughly completes all required budget forms and provides required information in all fields included in these forms.
- Narrative Budget Justification fully documents how each line item cost was derived and how it correlates to the proposed services and numbers of clients to be served.

7. **Provision of Services in High Need Water Impaired Areas** (5 points)

- Proposer offers environmental education services focusing on designated neighborhoods with Impaired Waters (see Section 3.0, Category A).

8. **Ability to Provide Services and Presentations** (5 points)

- Proposer offers services that provide an option to do presentations or appear at events on behalf of the funding department, upon request to increase outreach and educational opportunities.

6.5 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

6.6 Negotiations

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Evaluation/Selection Committee will evaluate, score and rank proposals, and submit the results of their evaluation to the County Mayor with their recommendation. The Mayor or Mayor's designee will determine with which Proposer(s) the County shall negotiate, if any. In his sole discretion, the County Mayor or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the Mayor's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for contract negotiations shall:

- A. Complete a Collusion Affidavit, in accordance with Sections 2-8-1.1 and 10-33.1 of the Miami-Dade County Code as amended by Ordinance 08-113. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- A. Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- B. Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

6.7 Contract Award

Any contract, resulting from this RFP, will be submitted to the Mayor or designee for approval. All Proposers will be notified in writing when the Mayor or designee makes an award recommendation. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest described in Section 5.15, the County's decision of whether to make the award and to which Proposer(s) shall be final.

6.8 Selection and Notification of Funded Proposals

The Evaluation/Selection Committee's final scores, rankings, and recommendations will be submitted to the Mayor who will make the final funding decisions. All Proposers will be notified of the status of

their proposal. It is anticipated that contract negotiations with Miami-Dade County will begin on or about January 19, 2016.

6.9 Miami-Dade County Conditions of Contract Award

All organizations awarded funding under the FY 2015-16 Environmental Education Services Community-Based Organization Funding RFP No. 1115 will be entering into a contract with Miami-Dade County. Section 7.0 of the RFP includes a detailed description of the Vendor Registration Package requirements for Miami-Dade County, including a list of the required Vendor Affidavit Forms, which are included for informational purposes in this RFP only, in Appendix F.

Please note that it is not necessary to submit the Vendor Registration Package (Application) or complete the Vendor Affidavit Forms prior to being granted an award and entering into contract negotiations with the County.

7.0 GENERAL CONDITIONS

7.1 Contract Award(s)

The award recommendation(s), if any, shall be made to the Proposer(s) whose application(s) are in the best interest of Miami-Dade County. The County's decision of whether to make the award(s) and which application(s) is in the best interest of the County shall be final. The final dollar amount of any award made resultant to this RFP will be determined by Miami-Dade County.

7.2 Contract Term

The contract period for awards under the FY 2015-16 Environmental Education Services Community-Based Organization Funding RFP No. 1115 will be for a twelve (12) month period with an anticipated start date on or after October 1, 2015.

7.3 Indemnification

The successful Proposer(s) shall be required to indemnify and save the County harmless from any and all claims, liability, losses, and causes of action, which may arise out of the fulfillment of the ensuing contract. The successful Proposer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs of judgments which may issue there from, except for those caused by the sole negligence of County employees or officers.

7.4 Insurance

The successful Proposer(s) shall furnish to Miami-Dade County, c/o Risk Management Division, 111 N.W. First Street, Suite 2340, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage which meets the requirements outlined below has been obtained:

1. Minimum Insurance Requirements: Certificates of Insurance. The Proposer shall submit to Miami-Dade County, c/o Office of Management and Budget - Grants Coordination (OMB - GC), 111 N.W. 1st Street, 19th Floor, Miami, Florida 33128-1994, original Certificate(s) of Insurance indicating that insurance coverage which meets the requirements outlined below has been obtained:

- A. **Government Entity.** If the Proposer is the State of Florida or an agency or political subdivision of the State as defined by section 768.28, Florida Statutes, the Proposer shall furnish the County, upon request, written verification of liability protection in accordance with section 768.28, Florida Statutes. Nothing herein shall be construed to extend any party's liability beyond that provided in section 768.28, Florida Statutes. The Proposer shall also furnish the County, upon

request, written verification of Workers Compensation protection in accordance with Florida Statutes, Chapter 440.

B. All Other Proposers.

1. Minimum Insurance Requirements: Certificates of Insurance. The Proposer shall submit to Miami-Dade County, c/o Office of Management and Budget (OMB), 111 N.W. 1st Street, 19th Floor, Miami, Florida 33128-1994, original Certificate(s) of Insurance indicating that insurance coverage which meets the requirements outlined below has been obtained:

- A. All insurance certificates must list the COUNTY as "Certificate Holder" in the following manner:

Miami-Dade County
111 N.W. 1st Street, Suite 2340
Miami, Florida 33128

- B. Worker's Compensation Insurance for all employees of the Proposer as required by Florida Statutes, Chapter 440.
- C. Commercial General Liability Insurance in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- D. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Work provided under the Agreement, in an amount not less than \$300,000* combined single limit per occurrence for bodily injury and property damage.

*NOTE: For Proposer supplying vans or mini-buses with seating capacities of fifteen (15) passengers or more, the limit of liability required for Auto Liability is \$500,000.

- E. Professional Liability Insurance in the name of the Proposer, when applicable, in an amount not less than \$250,000.
- F. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:
1. The company must be rated no less than "A" as to management, and no less than "Class VII" as to financial strength, according to the latest edition of Best's Insurance Guide published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the COUNTY's Risk Management Division.

OR

2. The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida," issued by the State of Florida Department of Financial Services.

- G. Certificates will indicate that no modification or change in insurance shall be made without thirty (30) days advance written notice to the Certificate Holder.
- H. Compliance with the foregoing requirements shall not relieve the Proposer of its liability and obligations under this Section or under any other section of the Agreement.
- I. The COUNTY reserves the right to inspect the Proposer's original insurance policies at any time during the term of the Agreement.
- J. Applicability of this section of the Agreement affects Proposers whose combined total award for all services funded under this Agreement exceed a \$25,000 threshold. If the Proposer's original total combined award is less than \$25,000, but Proposer receives additional funding during the contract period which makes the total combined award exceed \$25,000, then the requirements in this section shall apply.
- K. **Failure to Provide Certificates of Insurance.** The Proposer shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the effective term of the Agreement. If insurance certificates are scheduled to expire during the effective term, the Proposer shall be responsible for submitting new or renewed insurance certificates to the County prior to expiration.

In the event that expired certificates are not replaced with new or renewed certificates which cover the effective term, the County may suspend the Agreement until such time as the new or renewed certificates are received by the County in the manner prescribed herein; provided, however, that this suspended period does not exceed thirty (30) calendar days. Thereafter, the County may, at its sole discretion, terminate the Agreement.

7.5 Miami-Dade County Vendor Registration Package

To be recommended for award the County will require that organizations complete a Miami-Dade County Business Entity Registration Application with all required disclosure affidavits. Small organizations which are defined as having an annual operating budget of \$500,000 or less may not be required to complete The Miami-Dade County Business Entity Registration Application which must be returned to the Internal Services Department, Procurement Management, Purchasing Division within fourteen (14) days of notification of the intent to recommend for award. In the event the Miami-Dade County Business Entity Registration Application is not properly completed and returned within the specified time, the County may award to the next ranked proposer. A copy of the new Vendor Registration Package is included as Appendix F to this RFP.

7.6 Conflict of Interest

A. The Proposer agrees to abide by and be governed by the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance codified at Section 2-11.1 et al. of the Code of Miami-Dade County, as amended, as well as with section 617.0832, Florida Statutes, regarding director conflict of interests, which are incorporated herein by reference as if fully set forth herein, in connection with the Proposer's contract obligations hereunder. Additionally, the Proposer agrees to:

1. Prohibit members of the Proposer's board of directors from voting on matters relating to the Agreement which may result in the board member directly or indirectly receiving funds paid by the Proposer under this Agreement.
2. Prohibit members of the Proposer's board of directors from voting on any matters in which they are related to the person or entity seeking a benefit as 1) an officer, director, partner, of counsel, consultant, employee, fiduciary, beneficiary, or 2) a stockholder, bondholder, debtor, or creditor.
3. Prohibit members of the Proposer's board of directors from directly or indirectly receiving any funds paid by the County to the Proposer under the Agreement.
4. Prohibit employees of the Proposer from directly or indirectly receiving any funds paid by the County to the Proposer under the Agreement, with the exception of the employee's salary and fringe benefits or portion of the employee's salary and fringe benefits included in the program's budget (Attachment B).
 - a. "Indirectly" for purposes of this section includes payment of funds paid by the County to the Proposer under the Agreement to an organization in which the employee or board member has a "controlling financial interest," referring to ownership, directly or indirectly, to ten (10) percent or more of the outstanding capital stock in any corporation or a direct or indirect interest of ten (10) percent or more in a firm, partnership, or other business entity or nonprofit organization.
5. Maintain a written conflict of interest policy that applies to hiring, providing services to clients, and procuring supplies or equipment.
6. Immediately disclose and justify in writing to the OMB-GC any business transactions between the Proposer, on one side, and Board members or staff, on another side, as well as all related-party transactions with shareholders, partners, officers, directors, or employees of any entity that is doing business with the Proposer.
7. If the County determines the Proposer has breached this section, the County shall suspend payment until the matter has been resolved to the County's satisfaction.
8. The County may request an opinion from the Miami-Dade Commission on Ethics and Public Trust regarding questions arising under this section.

B. No person, including but not limited to any officer, member of a board of directors, manager, or supervisor employed by the Proposer, who is in the position of authority, and who exercises any function or responsibilities in connection with the Agreement, has at the time the Agreement is entered into, or shall have during the term of the Agreement, received any of the services funded under the agreement, or direct or instruct any employee under their supervision to provide such services as described in the Agreement. Notwithstanding the before mentioned provision, any officer, member of a board of directors, manager or supervisor employed by the Proposer, who is eligible to receive any of the services described herein may utilize such services if he or she can demonstrate that he or she does not have direct supervisory responsibility over the Proposer's employee(s) or service program and that such utilization is permissible pursuant to Section 2-11.1 et al. of the Code of Miami-Dade County.

C. All transactions associated with the agreement that do not meet the criteria of an Arm's Length Transaction must be immediately disclosed and justified in writing to the OMB-GC.

7.7 Civil Rights

The Proposer agrees to abide by Chapter 11A of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in employment, housing and public accommodations on the basis of race, color, religion, ancestry, national origin, sex, familial status, marital status, sexual orientation, pregnancy, age or disability; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C. §[6101](#), as amended, which prohibits discrimination in employment because of age; the Rehabilitation Act of 1973, 29 U.S.C. §794, as amended, which prohibits discrimination on the basis of disability; the Americans with Disabilities Act, 42 U.S.C. §[12101](#) et seq., which prohibits discrimination in employment and public accommodations because of disability; the Federal Transit Act, 49 U.S.C. §1612, as amended; and the Fair Housing Act, 42 U.S.C. §3601 et seq. It is expressly understood that the Proposer must submit an affidavit attesting that it is not in violation of the Acts. If the Proposer or any owner, subsidiary, or other firm affiliated with or related to the Proposer is found by the responsible enforcement agency, the Courts or the County to be in violation of these acts, the County will conduct no further business with the Proposer.

Any contract entered into based upon a false affidavit shall be voidable by the County. If the Proposer violates any of the Acts during the term of any contract the Proposer has with the County, such contract shall be voidable by the County, even if the Proposer was not in violation at the time it submitted its affidavit.

The Proposer agrees that it is in compliance with the Domestic Violence Leave, codified as § 11A-60 et. seq. of the Miami-Dade County Code, which requires an employer, who in the regular course of business has fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks to provide domestic violence leave to its employees.

Failure to comply with this local law may be grounds for voiding or terminating this Agreement or for commencement of debarment proceedings against Proposer.

7.8 Audit and Inspection of Records

The successful Proposer agrees that Miami-Dade County, or its duly authorized representatives, shall, for the purposes of audit and examination, be permitted to inspect all work materials, payrolls, and other data and records with regard to this contract, and to audit the books, records and accounts with regard to this contract. Further, Contractor agrees to maintain these records for at least five (5) years after Miami-Dade County makes final payment.

7.9 Assignment

The successful Proposer shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest herein, or its power to execute such contract to any person, company, or corporation without the prior written consent of Miami-Dade County. Consent of Miami-Dade County does not confer upon the subcontractor any direct right of action against Miami-Dade County, or action against Miami-Dade County through the successful Proposer, or involve Miami-Dade County in any expense.

7.10 Termination for Convenience

Miami-Dade County may at any time, at its sole discretion, without cause, terminate any contract ensuing from this RFP for Miami-Dade's convenience by written notice to the Contractor. Miami-Dade County will calculate the outstanding payments due the Contractor, irrespective of the manner in which payments are to be made under this contract. If, after such calculations have been performed, the sum owed the Contractor is less than amounts paid under this contract, Miami-Dade County will notify the Contractor of the amount owed to the County, which must immediately be remitted to the County.

7.11 Termination for Cause, Debarment

The successful Proposer will be in default under the contract if it commits a breach of the contract deemed material by the County. Where such a default occurs, the County may terminate the contract and suspend the successful Proposers for a period of one year. Failure to meet the terms and conditions of any obligation or repayment schedule to Miami-Dade County or any of its agencies or instrumentalities shall constitute a default of the contract herein entered and may be cause for suspension, termination and debarment.

7.12 Personnel

In submitting their application, Proposers are representing that the personnel in their applications shall be available to perform the services described, barring illness, accident, or other unforeseeable events of a similar nature, in which case the Proposers must be able to provide a qualified replacement. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Proposers under its sole direction, and not employees or agents of the County.

7.13 Terms of Payment/Reimbursement

Miami-Dade County agrees to pay or reimburse the Proposer for services rendered under the Agreement based on approved advance payment request forms or on a line item budget. The Proposer agrees to submit payment requests to Miami-Dade County accompanied by such documentation as requested by Miami-Dade County. It is anticipated that proposers will be reimbursed within a four-week period; however, it is the responsibility of the Proposer to maintain sufficient cash flow pending receipt of reimbursement.

7.14 Contracting Process

The successful Proposer(s) will be required to submit all documents deemed necessary at the County's sole discretion for contract development (i.e. revised budget, scope of service, vendor application, affidavits, resolution from organization's Board of Directors, and Certificate of Insurance) before the contract is submitted for final execution by the County. A current certificate of insurance must be submitted before payment can be made.

7.15 Negotiations

Miami-Dade County may award a contract on the basis of initial applications received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint. Miami-Dade County reserves the right to enter into contract negotiations with the selected Proposer. If Miami-Dade County and the selected Proposer cannot negotiate a successful contract, the County may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the County has been executed or all applications are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

7.16 Rules, Regulations, and Licensing Requirements

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including but not limited to those applicable to conflict of interest and collusion, as well as any laws relating to required background screening of Proposer's employees, volunteers, and subcontracted personnel. Proposers are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the program for which Proposer submitted an application, including but not limited to Executive Order No. 11246 entitled "Equal Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes, Chapter 11A of the Code of Miami-Dade County and any and all other local, State and Federal directives, ordinances, rules, orders, and laws relating to people with disabilities.

No individual or entity who is in arrears in any payment under a contract, promissory note or other loan document with the county, or any of its agencies or instrumentalities, including the Public Health Trust, either directly or indirectly through a corporation, partnership or joint venture in which the individual has a controlling financial interest as defined in 2-11.1(b) (8) of the Miami-Dade County Code shall be allowed to receive any additional county contracts, purchase orders or extensions of county contracts until either the arrearage has been paid in full, or the County has agreed in writing to a repayment schedule.

7.17 Meeting Obligations through Fraud (Section 2-8.4.1 of County Code)

If, for any reason, the Proposer should attempt to meet its obligations under the awarded agreement through fraud, misrepresentation or material misstatement, the County shall, whenever practicable, terminate the agreement by giving written notice to the Proposer of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. The County may terminate or cancel any other contracts which such individual or entity has with the County. Any individual or entity who attempts to meet its contractual obligations with the county through fraud, misrepresentation or material misstatement may be debarred from County contracting for up to five (5) years.

7.18 Inspector General Reviews

A. INDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEW

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this RFP, the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the selected Proposer shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this RFP or any subsequent award, for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the Proposer's cost/price for this RFP be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Proposer, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the selected Proposer in connection with this RFP or any contract issued as a result of this RFP. The terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the selected Proposer or third party.

B. MIAMI-DADE COUNTY INSPECTOR GENERAL REVIEW

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of Inspector General which is empowered to perform random audits on all County contracts throughout the duration of each contract. Grant

recipients are exempt from paying the cost of the audit, which is normally one-quarter of one percent (.25%) of the total contract amount.

The Miami-Dade Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of any existing project or program may include a report concerning whether the project is on time, within budget, and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity for and the reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector Inspector Generals' to audit, investigate, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, bid specifications, proposal submittals, activities of the Proposers, its officers, agents and employees, lobbyists, county staff, elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

7.19 Subcontractors

No assignment or subcontract will be made or let in connection with the Agreement without the prior written approval of the OMB-GC in its sole discretion, which shall not be unreasonably withheld, and that all subcontractors or assignees shall be governed by all of the terms and conditions of the Agreement. The Proposer will obtain three quotes for all proposed subcontracts partially or fully funded by the County, valued at \$1,000 and above, and maintain documentation of all three (3) quotes on file.

7.20 Purchases

The Proposer will obtain three (3) quotes for all purchases partially or fully funded by the County and valued at \$1,000 or above, and maintain documentation of all three (3) quotes on file.

8.0 APPLICATION CHECKLIST FOR FULLY COMPLETED APPLICATION AND PRESCRIBED ORDER

1) Required Environmental Education Services Community-Based Organization Funding RFP No. 1115

- Cover Sheet (Appendix A, page 1)
- Environmental Education Services Community-Based Funding RFP Certification Form (Appendix A, page 2)

2) Required Attachments (Only one copy of required attachments must be submitted as part of the original proposal)

- IRS Letter of Determination/Proof of 501(c)3 not-for-profit status
- Current copy of organization's Certificate of Status from the Division of Corporations, Florida Department of State: www.SunBiz.org
- Current Articles of Incorporation
- Current By-laws
- Most recent audit/financial statement and management letter, if available (If not available, at a minimum, submission of organization's most current, signed and dated IRS Form 990)
- Current Board of Directors List (Appendix G)

3) Proposal Narrative (Appendix B)

4) Budget Forms and Budget Instructions (Appendix C)

5) Label – (Taped on outside of application package) (Appendix D)

6) Affidavits and Requirements A1 – A6 (Appendix E) (Only one copy of required attachments must be submitted as part of the original proposal) Please note that Forms A2 and A4 must be notarized.

Please submit a complete and signed original marked as such plus eight (8) copies of your completed application to the Office of the Clerk, Stephen P. Clark Center, 111 NW 1st Street, 17th Floor, Miami, FL 33128 before 4:00 pm on Friday, December 11, 2015. Miami-Dade County will not review any FY 2015-16 Environmental Education Services Community-Based Organization Funding proposals received after the submission deadline.

Please note failure to submit any of the Required Documents as listed above in Number 2 will cause the proposal to be considered non-responsive and will not be forwarded to the Evaluation/Selection Committee for review.

Please note that only the ORIGINAL, not the eight copies, must contain ALL REQUIRED ATTACHMENTS (#2 and #6 above).



Appendix A

FY 2015-16 Environmental Education Services Community-Based Organization Funding Request for Proposal RFP No. 1115

Application Cover Sheet and Checklist



COVER SHEET AND CHECKLIST

(Complete one Cover Sheet for the Entire Application Proposal Package)

Certification of eligibility to apply to Miami-Dade County, for FY 2015-16 Environmental Education Community-Based Organization Funding RFP No. 1115

APPLICATION FOR FY 2015-16 ENVIRONMENTAL EDUCATION
CBO FUNDING RFP No. 1115

Name of Agency:		
Federal Tax ID Number:		
Street Address: (Street, City, State, Zip)		
Mailing Address (if different): (Street, City, State, Zip)		
Agency Phone:		
Agency Fax:		
Authorized Officer or Director:		
Email address:		
Program Name		Amount Requested

FY 2015-16 Environmental Education Community-Based Funding RFP No. 1115

Please check the appropriate response for each to the following questions; then complete the certification at the end.

1) Is your agency located in Miami-Dade County?

YES

NO

2) Have you included a copy of your organization's most recent audit, and/or audited financial statements and/or IRS Form 990?

YES

NO

3) Have you included your organization's Mission Statement?

YES

NO

4) Does your agency comply with the requirement that recipients of financial assistance not be discriminated against for any reason, including, but not limited to race, family status, color, religion, national origin, handicap (disability) or age?

YES

NO

5) Does your agency provide services within Miami-Dade County?

YES

NO

6) Have you attached an IRS letter of determination documenting your organization's status as a 501(c)(3)?

YES

NO

I also certify that all of the information contained in this application is true and accurate. I understand that material omission or false information contained in this application constitutes grounds for disqualification of the Applicant(s) and this application. I further understand that by submitting an application I, as an authorized representative of the organization, am accepting the terms and conditions as they appear on the RFP.

Signature

Title

Print Name

Date

Agency Name

Corporate Seal
Miami-Dade County, FL



Appendix B

FY 2015-16 Environmental Education Services Community-Based Organization (CBO) Funding RFP No. 1115

Proposal Narrative

FY 2015-16 Environmental Education Services Community-Based Organization Funding
RFP No. 1115 Proposal Narrative

ORGANIZATION'S MISSION STATEMENT: Please include your organization's mission statement as the first part of your proposal narrative.

**1. Statement of Need
(One page maximum)**

(20 points)

Briefly identify the types of condition, problem, service and/or program needs of your proposed clients, service area, and/or target group. Identify whether services will be directed to a specific neighborhood or demographic area, and/or specific population group. Provide the number of clients proposed to be served and a brief description of the proposed program and service approach/intervention.

2. Past Performance (One page maximum)

(5 points)

Within the past three years, please state if your agency has:

- a. satisfactorily met all its outcomes and performance measures in contracts between your agency and your funders. If your agency has not met its performance measures or outcomes, identify the contract(s), the funding source(s) and the problem(s).
- b. been required to submit a corrective action plan to a funder. If so, identify the contract(s) and the funding source(s). Was/were a corrective action plan(s) submitted in a timely fashion and was/were it/they approved by the funder? Was/were the corrective action plan(s) implemented successfully?
- c. had a contract prematurely terminated by a funder? If so, identify the contract(s) and the funding source(s). What were the reasons for termination? What steps has your agency taken to correct any problems?

**3. Organizational Capacity and Staffing Plan
(Two page maximum)**

(20 points)

- a. Briefly describe your agency's mission, goals, existing programs/services and past experience providing the proposed services to the target population and/or geographic area.
- b. Describe your agency's cultural and linguistic competency to serve this client group.
- c. Describe how your agency is organized, how supervision will be provided for this program, the experience of program staff, how the agency plans to document and report services provided and related outcomes, and who will be responsible for completion of any program and fiscal reports required by Miami-Dade County to document the expenditure of FY 2015-16 Environmental Education Services CBO RFP funds.
- d. Describe your organization's system for collecting, maintaining, and reporting client and service delivery information. Include as part of your description the name(s) of the person(s) responsible for collecting the data, the type of data, how it will be collected and reported.

4. Program Plan

(Four page maximum)

(35 points)

- a. Describe your agency's proposed program/services and its approach for providing and evaluating the proposed services and for documenting the expenditure of FY 2015-16 Environmental Education Services Community-Based CBO RFP funds. Include an explanation of how the target population(s) will be identified and recruited for provision of services.
- b. Please identify and describe specific major activities and the expected measurable outputs (i.e., number of clients served, classes offered, brochures developed, informational flyers disseminated, etc.) **AND** outcomes (i.e., changes in behavior, skills, knowledge, attitudes, values, conditions, or other attributes, etc.) for each outcome.
- c. Describe the process used to monitor and evaluate the quality of service provision provided by your staff. Proposer should include statistics or other data demonstrating past success of similar services, if provided in the past. Provide a schedule of hours of operation for each proposed service and a list of service sites where services will be available.
- d. Describe your organization's knowledge related to the proposed subject matter and services (i.e., water conservation, water pollution, urban forestry, etc.). Describe your key staff's experience with the subject matter.
- e. Describe any licensure or certification requirements required for your organization's program plan, and the status of your organization's required licenses and certifications.

5. Collaborations, Partnerships, and Coordination of Services

(One page maximum)

(10 points)

- a. Describe your agency's existing collaborations, partnerships, or coordination of services with other organizations within the community, if any. Specifically explain how your agency will coordinate services with other Proposers in the community who are also providing services to this target population.
- b. Also, describe in detail, your organization's history of and ability to leverage and maximize other funding streams.
Identify Federal, State, County or other sources of recent funding; list funding commitments received, applied for, planned to apply for; or, in the alternative, describe where funding has been refused, reduced or only partial funding received.

6. Miami-Dade County Required Budget Forms and a Budget Narrative

(10 points)

All Proposers for RFP No. 1115 funds must complete Miami-Dade County's line item budget form for the proposed program and provide a narrative budget justification for the program where each line item expense is explained. A categorical line item budget and narrative budget justification for each direct and indirect cost associated with the proposed service must be submitted. Please note that indirect costs are capped at fifteen (15%) percent. The narrative budget justification must specify how each line item is directly related and/or necessary for the proposed program.

The budget forms and instructions are included in Appendix C.

7. Provision of Services in High Need Water Impaired Areas (One page maximum) (5 points)

Proposer offers environmental education services focusing on designated neighborhoods with Impaired Waters.

8. Ability to Provide Services and Presentations (One page maximum) (5 points)

Describe how your agency will provide services that offer an option to conduct presentations or appear at events for the funding department upon request to increase outreach and educational opportunities.



Appendix C

FY 2015-16 Environmental Education Services Community-Based Organization Funding RFP No. 1115

Line Item Budget Form and Budget Narrative Justification Instructions

Contract Number:

LINE ITEM BUDGET FORM

Organization Name

Program Name

Budget Period

		I.	II.	III.	IV.	V.	TOTAL: I. - V.	I. / TOTAL
Object Class Categories		Total Cost to Agency by Revenue Source					Total Cost to Agency Of Each Line Item For the Budget Period	% of Total Percent of Total Charged to This Award
		County		Federal	City/State	All Other		
		This Award County Funding	All Other County Funding	Federal Total Federal Funding	City/State Total City/State Funding	All Other Total Other Funding		
DIRECT COSTS:								
Personnel								
1. Position								
Fringes								
2. Position								
Fringes								
3. Position								
Fringes								
4. Position								
Fringes								
5. Position								
Fringes								
6. Position								
Fringes								
7. Position								
Fringes								
Travel (describe in narrative)								
Supplies (describe in narrative)								
Equipment (describe in narrative)								
Contractual Services (describe in narrative)								
Other Direct Costs (describe in narrative)								
Other Direct Costs (describe in narrative)								
Other Direct Costs (describe in narrative)								
Other Direct Costs (describe in narrative)								
INDIRECT COSTS*:								
Personnel								
1. Position								
Fringes								
2. Position								
Fringes								
Indirect Costs (describe in narrative)								
Indirect Costs (describe in narrative)								
TOTAL AWARD:								

*Total Indirect Costs may not to exceed 15% of Total Award

Instructions for Completing Line Item Budget Form

1. In the box titled **"Organization Name,"** please indicate the full legal name of the organization.
2. In the box titled **"Program Name,"** please indicate the descriptive program name identified in the RFP narrative to which the Line Item Budget Form applies.
3. In the box titled **"Budget Period"** please indicate the time period during which the organization will spend funds to provide the service identified in the box titled "Program Name."
4. In the spaces provided under the column labeled **"Object Class Categories,"** **first,** list all direct service personnel and fringe benefits for each proposed position. For each direct service staff member listed, indicate their position title, first initial (at a minimum), last name, and the percent at which the fringe benefits are calculated. **Next,** in the following order, list a) travel for direct service personnel, b) direct service supplies, c) direct service equipment, d) contractual direct services, and e) any other direct costs (please see 'Instructions for Preparing a Budget Justification' below for more information regarding allowable direct costs). **Then,** list all indirect/administrative personnel and their fringe benefits. For each indirect service/administrative staff member listed, indicate their position title, first initial (at a minimum), last name, and the percent at which the fringe benefits are calculated. **Finally,** list all other indirect costs.
5. In **Column I. "County Funding – This Award,"** **indicate the amount of direct and indirect costs, by line item, which will be funded by County Funding for this award.** Please note that the total amount of indirect costs listed in 'Column I.' cannot exceed 15% of the total award. For example, if the total amount of funds being requested is \$10,000, then the total for the indirect costs may not exceed \$1,500 (15% of the \$10,000 award). **A detailed breakdown of individual indirect/administrative expenses is required.**
6. In **Column II. "County Funding – All Other,"** **indicate all other County Funding that is expected to support the budgeted line items associated with this award, where appropriate.** Be sure all other County funding covers the same Budget Period as indicated in Item #4 above.
7. In **Column III. "Federal Funding,"** **Column IV. "City/State Funding,"** and **Column V. "All Other Funding,"** indicate all funding, by category, which is expected to support the budgeted line items associated with this award, as appropriate. For each funding source, be sure the funding covers the same Budget Period indicated in Item #4 above.
8. In **Column "Total,"** indicate the **total cost to your organization** for each line item for the Budget Period indicated in Item #4 above for this program.
9. In the last column of the Line Item Budget Form, insert **the percentage** of each line item to be charged to this award. The percentage charged to this award equals the line item amount identified in **Column I., divided by** the total line item amount identified in **Column "Total"** for each line item (e.g., row in the worksheet).
10. Indicate the Total for this award in the space provided at the bottom of Column I. This number is the sum of all of the individual line items listed in Column I.

**NOTE: FOR A LISTING OF ALLOWABLE DIRECT COSTS BY SERVICE CATEGORY,
PLEASE SEE THE BUDGET JUSTIFICATION INSTRUCTIONS.**

INSTRUCTIONS FOR PREPARING A BUDGET JUSTIFICATION

A budget justification (narrative) must be submitted along with **each** categorical (line item) budget explaining the association of each expenditure to a service program in relation to the service provider's total expenditures. Budget justifications must be specific, concise, and reflective of the budget period. The following guidelines must be followed when preparing a budget justification:

- **IMPORTANT: Please be advised, all costs (direct and indirect) must be presented on the budget form using the standard line item categories of personnel, fringe benefits, supplies, equipment and other. In addition, the budget narrative must include a justification for each line item. A total dollar amount for administrative/indirect charges without a detailed breakdown of individual expenses will not be accepted.**

Budget Period

The **budget period** must be consistent with the requested budget amount(s) indicated in the organization's corresponding line item budget form. All budgets must reflect a 12-month contract period.

Direct costs

- Direct costs are those that can be associated with the provision of services directly to the client. Direct service personnel are those who actually provide service to eligible clients. Personnel who complete paperwork for billing and record keeping purposes are not considered direct costs. Similarly, administrative personnel are not considered direct costs. With sufficient documentation and County approval, some supervisory staff may be considered a direct cost.
- Other allowable direct costs are those items or services that are utilized by direct service personnel or by the clients directly.
- **Direct Service Personnel** expenditures must be explained by including a brief description of the role of staff providing services to program clients and the percentage of their salary charged to the budget. For hourly or per diem employees, the rate of pay (e.g., rate per hour or per day) must be indicated, as well as the number of hours of work per day/week/month. The methodology utilized by the service provider to arrive at the amount and percentages charged to the County must be clearly explained.
- A breakdown of **fringe benefits** components (including the overall fringe benefit percentage) for each direct service position must be included as part of the justification for each position.
- **Travel (local only)** is only allowable for direct service staff and the reasons for travel must be explained and justified. The number of miles and cost per mile must also be indicated.

The maximum charge per mile as per Miami-Dade County regulations is currently \$0.575 per mile. **Therefore, at this time, providers may negotiate a travel rate up to but not exceeding \$0.575 per mile.** The rate is subject to change when adopted by the County, and a related notice is issued by the County's Office of Management and Budget.

- **Supplies** are allowable only for the direct provision of services under the proposed program. These costs must be described in detail and the amounts, percentages, and need for each cost must be justified. If necessary, these supplies may be listed as separate line items in the rows labeled "other direct costs." If separately listing the supply item, please clearly and briefly list the name or type of supply (e.g., Other Direct Costs: Paper).
- **Equipment** is allowable if it is utilized in the direct provision of services under the proposed program. The type of equipment must be listed and its use for the program must be described and justified. An inventory of equipment purchases that are >\$1,000 per individual item must be maintained by the service provider and reported annually to the Miami-Dade County's Office of Management and Budget - Grants Coordination.
- **Contractual** services such as contracted landscapers, teachers, etc., must include a description of the service to be provided in context of the corresponding program. Contractual line items must include details of the payment structure: a description of hourly rates and number of hours, per visit charges, procedure costs, etc. All contractual line items require a subcontract agreement which must be submitted to Miami-Dade County Office of Management and Budget - Grants Coordination for review and consideration prior to implementation.
- **Generic line items, such as "Miscellaneous", will not be accepted.** Each line item must be clearly identified and adequately justified. If a line item is composed of several related costs, each cost must be itemized separately as part of the justification for that overall line item.

Indirect/Administrative Costs

- Expenses included in the "**Indirect/Administrative Cost**" category **must be individually listed in the budget justification.** Do not lump personnel costs by department. Please indicate the amount of indirect/overhead/administrative costs covered by the program for each applicable line item (i.e., personnel, travel, supplies, equipment, etc.).
- Providers will be allowed to request any amount up to 15% of the Total Award to cover administrative and/or indirect costs.



APPENDIX D

LABEL

**FY 2015-16 Environmental Education Services
Community-Based Organization Funding
Request for Proposals No. 1115**

DELIVER PROPOSAL TO

Daniel T. Wall

MIAMI-DADE COUNTY

OFFICE OF MANAGEMENT AND BUDGET

GRANTS COORDINATION

C/O CLERK OF THE BOARD

111 NW 1st STREET, 17TH FLOOR, SUITE 17-202

MIAMI, FLORIDA 33128

AGENCY/ORGANIZATION NAME



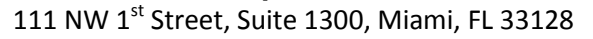
APPENDIX E

FY 2015-16 ENVIRONMENTAL EDUCATION SERVICES CBO FUNDING RFP No. 1115

MIAMI-DADE COUNTY

AFFIDAVITS and REQUIREMENTS

(Must be submitted with Proposal Original)



SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Proposer provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by proposal submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise?

Yes ☐

No ☐

If yes, please provide your Certification Number: _____

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

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 response 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.

The submittal of a proposal by a Proposer will be considered a good faith commitment by the Proposer to negotiate a contract with the County in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a contract substantially in the terms herein.

Proposer's Authorized Representative's Signature:

Date

Type or Print Name



AFFIDAVIT D-1

Applicant Name: _____

Address: _____

Telephone Number: _____

Pursuant to Miami-Dade County Resolution No. R-630-13, the undersigned certifies, to the best of his or her knowledge and belief, that:

1. Within the past five (5) years, neither the Agency nor its directors, partners, principals, members or board members:
 - (i) have been sued by a funding source for breach of contract or failure to perform obligations under a contract;
 - (ii) have been cited by a funding source for non-compliance or default under a contract;
 - (iii) have been a defendant in a lawsuit based upon a contract with a funding source.

Please list any matters which prohibit the Agency from making the certifications required and explain how the matters are being resolved (use separate sheet if necessary):

This is certified by my signature:

_____ Applicant's Signature	_____ Print Applicant's Name	_____ Date
--------------------------------	---------------------------------	---------------

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____
by _____. He/she is personally known to me or has presented _____
_____ as identification number: _____

(Print or Stamp of Notary):

Expiration Date: _____

Notary Seal:

Notary Public – State of _____



**AFFIDAVIT OF MIAMI-DADE COUNTY
LOBBYIST REGISTRATION FOR ORAL PRESENTATION**

(1) Solicitation Title: _____ Solicitation No.: _____

(2) Department: _____

(3) Proposer's Name: _____

Address: _____ Zip: _____

Business Telephone: (____) _____ E-Mail: _____

(4) List All Members of the Presentation Team Who Will Be Participating in the Oral Presentation:

Name	Title	Employed By	Email Address

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

The individuals named above are Registered and the Registration Fee is not required for the Oral Presentation ONLY.

Any person who appears as a representative for an individual or firm for an oral presentation before a County certification, evaluation, selection, technical review or similar committee must be listed on an affidavit provided by the County. The affidavit shall be filed with the Clerk of the Board at the time the response is submitted. The individual or firm must submit a revised affidavit for additional team members added after submittal of the proposal with the Clerk of the Board prior to the oral presentation. Any person not listed on the affidavit or revised affidavit may not participate in the oral presentation, unless he or she is registered with the Clerk's office and has paid all applicable fees.

Other than for the oral presentation, Proposers who wish to address the county commission, county board or county committee concerning any actions, decisions or recommendations of County personnel regarding this solicitation in accordance with Section 2-11.1(s) of the Code of Miami-Dade County **MUST** register with the Clerk of the Board and pay all applicable fees.

I do solemnly swear that all the foregoing facts are true and correct and I have read or am familiar with the provisions of Section 2-11.1(s) of the Code of Miami-Dade County as amended.

Signature of Authorized Representative: _____ Title: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____,

by _____, a _____, who is personally known
(Individual, Officer, Partner or Agent) (Sole Proprietor, Corporation or Partnership)

to me or who has produced _____ as identification and who did/did not take an oath.

(Signature of person taking acknowledgement)

(Name of Acknowledger typed, printed or stamped)

(Title or Rank) (Serial Number, if any)

Form A-3
ACKNOWLEDGEMENT OF ADDENDA

Instructions: Complete Part I or Part II, whichever is applicable.

PART I: Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum #1, Dated _____, 201__

Addendum #2, Dated _____, 201__

Addendum #3, Dated _____, 201__

Addendum #4, Dated _____, 201__

Addendum #5, Dated _____, 201__

Addendum #6, Dated _____, 201__

Addendum #7, Dated _____, 201__

Addendum #8, Dated _____, 201__

Addendum #9, Dated _____, 201__

PART II:

_____ No Addendum was received in connection with this solicitation.

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____



SUBCONTRACTOR/SUPPLIER LISTING

(Miami-Dade County Code Sections 2-8.1, 2-8.8 and 10-34)

Name of Bidder/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 Bidders/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 Bidder/Proposer 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 Bidder/Proposer 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 Bidder/Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Bidder/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	Other	

Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Material s/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	Other	

☐ 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 Internal Services Department at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Bidder/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>.

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

Signature of Bidder/Proposer

Print Name

Print Title

Date

SUB 100 Rev. 1/14



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Signature

Date



APPENDIX F

FY 2015-16 Environmental Education Services Community-Based Organization Funding RFP No. 1115

REQUIRED VENDOR REGISTRATION PACKAGE and VENDOR AFFIDAVITS FORMS

(Provided for information only, and should not to be submitted with Proposal)

**VENDOR REGISTRATION PACKAGE***(Business Entity Registration Application)***Internal Services Department (ISD)
Procurement Management Services Division
Vendor Services Section**111 NW 1st Street, Suite 1300, Miami, Florida 33128-1974

Telephone: 305-375-5773

www.miamidade.gov/procurement

Please type or complete in ink and forward package by mail or in person to the address above. Strikethroughs with initials will be accepted. White-out will not be accepted.

Prospective vendors are required to complete a Vendor Registration Package prior to the award of any County contract. It is the vendor's responsibility to keep information current, complete and accurate, by submitting any updates to the ISD, Procurement Management Services, Vendor Services Section.

**FEDERAL EMPLOYER
IDENTIFICATION NUMBER (FEIN)**

In order to establish a file for your firm, you must enter your firm's FEIN. This number becomes your "**County Vendor Number**". Please enter your Federal Employee Identification Number (FEIN) or if none, then enter the owner's Social Security Number (SSN).

☐ **FEIN** _____**NORTH AMERICAN INDUSTRY
CLASSIFICATION SYSTEM (NAICS)**

The North American Industry Classification System (NAICS) is the standard used by the federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing and publishing statistical data related to the U.S. business economy.

☐ **NAICS Code** _____

**The Vendor Registration Package is comprised of the following four sections.
All sections must be completed and submitted. If a question is not applicable, please write "None".**

Section 1:	General Business Information	Pages	1-4
Section 2:	Vendor Affidavits Form (Requires Notarized Signature)	Pages	5-8
Section 3:	Vendor Commodity Codes Selection Checklist	Pages	9-15
Section 4:	Vendor Document Checklist and Additional Government Forms	Page	17

SECTION 1: GENERAL BUSINESS INFORMATION (pages 1-4)**1. NAME OF BUSINESS:**

Enter the name of the entity, individual(s), partners, or corporation; followed by any other name used to do business (DBA). This business name shall appear on all invoices submitted to the County.

Name of Entity, Individual(s), Partners or Corporation

Doing Business As (If same as above leave blank)

2a. COMPANY BUSINESS ADDRESS:

Enter the physical address for the main office.

Street Address (P.O. Box Number is not permitted)

City

State (U.S.A.)

Country

Zip Code

2b. MAILING ADDRESS:

Enter the business mailing address only if different from above. (Leave blank if address is the same as above).

Street Address (or P. O. Box Number)

City

State (U.S.A.)

Country

Zip Code

2c. PAYMENT REMITTANCE ADDRESS:

Enter the company address where payment of invoices is to be mailed. (Enter even if same as above).

Street Address (or P.O. Box Number)

City

State (U.S.A.)

Country

Zip Code

3. OTHER AFFILIATE:

Enter name and address of Business Affiliate, i.e. parent company or subsidiary with the same Federal Employer Identification Number (FEIN) as firm submitting vendor application.

☐ Parent Company

☐ Subsidiary

Name of Firm

Street Address (P.O. Box Number is not permitted)

City

State (U.S.A.)

Country

Zip Code

4. CONTACT PERSON:

Enter your firm's contact person's name and title.

☐ Mr. ☐ Ms. ☐ Mrs.

First Name

MI

Last Name

Title:

5. FIRM'S TELEPHONE NUMBERS AND E-MAIL ADDRESS:

Enter your firm's telephone number(s) and include Miami-Dade County, long distance and 800 numbers if available, and the fax number for the contact person named above. Enter your firm's e-mail address. Solicitation notices will be e-mailed to this address. If no email address is available, access the Miami-Dade County Website at www.miamidade.gov/procurement for solicitation opportunities.

Telephone Number: _____

Fax Number: _____

Toll Free Number: _____

E-mail address: _____

6. TYPE OF BUSINESS ORGANIZATION:

Place a checkmark next to the applicable item that describes the type of organization for your firm and enter additional information as requested for that item. If incorporated, a copy of the company Certificate of Incorporation and IRS letter 147C, or any other preprinted IRS form issued by the IRS identifying your business name and Federal Employer Identification Number (FEIN), shall be submitted as verification of the company name and FEIN. If using a Social Security Number (SSN), a copy of the Social Security card shall be submitted. Also, if a corporation that trades in stock ownership in a public stock exchange market, check "Publicly Traded Corporation" and name the stock exchange market of registration and symbol. Refer to page 17 for complete list of required documents.

☐ Corporation – Incorporated in the State of: _____

☐ Publicly Traded Corporation:

Stock Exchange Market of Registration: _____ Symbol: _____

☐ Partnership: _____

☐ Sole Proprietorship (One Individual Owner): _____

☐ Not-for-Profit Organization: _____

☐ Other (Specify): _____

7. YEARS FIRM HAS BEEN IN BUSINESS:

☐ Less than 1 year

☐ 1 - 5 years

☐ 6 - 10 years

☐ 10+ years

8. **TYPE OF BUSINESS:** (Indicate by checkmark and identify type of commodity and/or service)

Commodities/ Services

- ☐ Manufacturer or Producer
- ☐ Dealer or Distributor
- ☐ Maintenance or Repair
- ☐ Rental or Lease
- ☐ Construction Contractor
- ☐ Professional Services
- ☐ Other

9. **THE MIAMI-DADE COUNTY (MDC) CONFLICT OF INTEREST AND CODE OF ETHICS ORDINANCE 2-11.1** requires all Miami-Dade County employees, board members and elected officials to seek a conflict of interest opinion prior to submittal of a bid, response or application of any type to contract with Miami-Dade County by the person or any member of his or her immediate family. Immediate family is defined as spouse, domestic partner, parents, stepparents, children and stepchildren. Pursuant to the ordinance, Miami-Dade County may not award a contract to any covered person who has not received a written ethics opinion or a waiver from the Board of County Commissioners.

If you answer yes to questions 9a or 9b below, you are required to obtain a Conflict of Interest Opinion from the Miami-Dade County Commission on Ethics and Public Trust (COE) concerning the relationship of the County employee, board member and/or elected official, to the officers or principals of your firm. An opinion from the COE is required prior to the receipt or approval of the vendor application by the Miami-Dade County, Internal Services Department, Procurement Management Services Division. Submit request for a written Conflict of Interest Opinion to: Miami-Dade County Commission on Ethics and Public Trust, 19 West Flagler Street, Suite #820, Miami, Florida, 33130 or fax to (305) 579-0273. Please contact the COE at (305) 579-2594 for further information. **It is the responsibility of the vendor to forward the vendor application and the written Conflict of Interest Opinion from the COE to the Miami-Dade County, Internal Services Department, Procurement Management Services Division for processing.**

- 9a. **ARE ANY OF THE OWNERS/PRINCIPALS IN THE FIRM, A MIAMI-DADE COUNTY ELECTED OFFICIAL, BOARD MEMBER OR MIAMI-DADE COUNTY EMPLOYEE(S)?** If "yes", indicate the name and complete the information below. Use duplicate form for multiple owners/principals. If "no", check box and go to the next section.

Yes: _____ No. _____

Name of Owner/Principal in the Firm: _____

I. **Miami-Dade Elected Official:** Yes ☐ No ☐ Date Elected: _____ Position Held: _____

II. **Miami-Dade Board Member:** Yes ☐ No ☐ Date Appointed: _____ Position Held: _____

Name of Board Appointed to: _____

III. **Miami-Dade County Employee:** Yes ☐ No ☐ County Employee Hire Date: _____ Position Held: _____

Miami-Dade County Employee (I.D. Number): _____ Miami-Dade County Department where Employee works: _____

- 9b. **ARE ANY IMMEDIATE FAMILY MEMBERS OF THE OWNERS/PRINCIPALS IN THE FIRM, A MIAMI-DADE COUNTY ELECTED OFFICIAL, BOARD MEMBER OR MIAMI-DADE COUNTY EMPLOYEE?** Immediate family is defined as spouse, domestic partner, parents, stepparents, children and stepchildren. If "yes", indicate the name and complete the information below. Use duplicate form for multiple owners/principals. If "no", check box and go to the next section.

Yes: _____ No. _____

Name of Owner/Principal in the Firm: _____

Name of Immediate Family Member of the Owners/Principals in the Firm: _____

I. **Miami-Dade Elected Official:** Yes ☐ No ☐ Date Elected: _____ Position Held: _____

II. **Miami-Dade Board Member:** Yes ☐ No ☐ Date Appointed: _____ Position Held: _____

Name of Board Appointed to: _____

III. **Miami-Dade County Employee:** Yes ☐ No ☐ County Employee Hire Date: _____ Position Held: _____

Miami-Dade County Employee (I.D. Number): _____ Miami-Dade County Department where Employee works: _____

AFFIRMATIONS AND SIGNATURES

The undersigned hereby certifies that the foregoing statements are true and correct and include all of the material necessary to identify and explain the operation of the business described herein. The undersigned agrees to provide Miami-Dade County with current, complete and accurate information for each project contracted and for all proposed changes in any contractual agreement. Misrepresentations shall be grounds for terminating any contract.

Signed this (date): _____ day of: _____ 20 _____
Sign by: _____ Name of Firm: _____
Print Name: _____ Title: _____

/

**VENDOR AFFIDAVITS FORM**

(Uniform County Affidavits)

**Internal Services Department (ISD)
Procurement Management Services Division
Vendor Services Section**111 NW 1st Street, Suite 1300, Miami, Florida 33128-1974

Telephone: 305-375-5773

www.miamidade.gov/procurement

The completion of the Vendor Affidavits Form allows vendors to comply with affidavit requirements outlined in Section 2-8.1 of the Code of Miami-Dade County. Vendors are required to have a complete Vendor Registration Package on file, including required affidavits, prior to the award of any County contract. **It is the vendor's responsibility to keep all affidavit information up to date and accurate by submitting any updates to the ISD, Procurement Management Services Division, Vendor Services Section.**

FEDERAL EMPLOYER**IDENTIFICATION NUMBER (FEIN)**

In order to establish a file for your firm, you must enter your firm's FEIN. This number becomes your "County Vendor Number". Please enter your Federal Employee Identification Number (FEIN) or if none, then enter the owner's Social Security Number (SSN).

☐**FEIN****NORTH AMERICAN INDUSTRY****CLASSIFICATION SYSTEM (NAICS)**

The North American Industry Classification System (NAICS) is the standard used by the federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing and publishing statistical data related to the U.S. business economy.

☐**NAICS Code****SECTION 2: VENDOR AFFIDAVITS FORM** (pages 5-8)**A) Name of Entity, Individual(s), Partners or Corporation****B) Doing Business As (If same as line A, leave blank)**

Street Address (P.O. Box Number is not permitted)

City

State (U.S.A.)

Country

Zip Code

1. MIAMI-DADE COUNTY OWNERSHIP DISCLOSURE AFFIDAVIT

(Sec. 2-8.1 of the Miami-Dade County Code)

Firms registered to do business with Miami-Dade County, shall require the person contracting or transacting such business with the County to disclose under oath his or her full legal name, and business address. Such contract or transaction shall also require the disclosure under oath of the full legal name and business address of all individuals having any interest (legal, equitable, beneficial or otherwise) in the contract other than subcontractors, materialmen, suppliers, laborers or lenders. Post office box addresses shall not be accepted hereunder. If the contract or business transaction is with a corporation the foregoing information shall be provided for each officer and director and each stockholder holding, directly or indirectly, five (5) percent or more of the outstanding stock in the corporation. If the contract or business transaction is with a partnership, the foregoing information shall be provided for each partner. If the contract or business transaction is with a trust, the foregoing information shall be provided for the trustee and each beneficiary of the trust. The foregoing disclosure requirements shall not apply to contracts with publicly-traded corporations, or to contracts with the United States or any department or agency thereof, the State or any political subdivision or agency thereof, or any municipality of this State. Use duplicate page if needed for additional names.

If no officer, director or stockholder owns (5%) or more of stock, please write "None" below.

PRINCIPALS

FULL LEGAL NAME	TITLE	ADDRESS

OWNERS**CHECK BOXES BELOW**

FULL LEGAL NAME	TITLE	% OF OWNERSHIP	ADDRESS	GENDER		RACE / ETHNICITY						
				M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Alaskan Native	Other	

If a percentage of the firm is owned by a publicly traded corporation or by another corporation, indicate below in the space "Other Corporations".

OTHER CORPORATIONS	% OF OWNERSHIP											

2. **MIAMI-DADE COUNTY EMPLOYMENT DISCLOSURE AFFIDAVIT**

(County Ordinance No. 90-133, amending Section 2.8-1(d)(2) of the Miami-Dade County Code)

The following information is for compliance with all items in the aforementioned Section:

1. Does your firm have a collective bargaining agreement with its employees? Yes _____ No _____
2. Does your firm provide paid health care benefits for its employees? Yes _____ No _____
3. Provide a current breakdown (number of persons) in your firm's work force indicating race, national origin and gender.

		NUMBER OF EMPLOYEES	
		<u>Males</u>	<u>Females</u>
White			
Black			
Hispanic			
Asian/Pacific Islander			
Native American/Alaskan Native			
Other			
Total Number of Employees			
		Total Employees	

3. **MIAMI-DADE COUNTY EMPLOYMENT DRUG-FREE WORKPLACE CERTIFICATION**

(Section 2-8.1.2(b) of the Miami- Dade County Code)

All persons and entities that contract with Miami-Dade County are required to certify that they will maintain a drug-free workplace and such persons and entities are required to provide notice to employees and to impose sanctions for drug violations occurring in the workplace.

In compliance with Ordinance No. 92-15 of the Code of Miami-Dade County, the above named firm is providing a drug-free workplace. A written statement to each employee shall inform the employee about:

1. Danger of drug abuse in the workplace
2. The firms' policy of maintaining a drug-free environment at all workplaces
3. Availability of drug counseling, rehabilitation and employee assistance programs
4. Penalties that may be imposed upon employees for drug abuse violations

The firm shall also require an employee to sign a statement, as a condition of employment that the employee will abide by the terms of the drug-free workplace policy and notify the employer of any criminal drug conviction occurring no later than five (5) days after receiving notice of such conviction and impose appropriate personnel action against the employee up to and including termination. Firms may also comply with the County's Drug Free Workplace Certification where a person or entity is required to have a drug-free workplace policy by another local, state or federal agency, or maintains such a policy of its own accord and such policy meets the intent of this ordinance.

4. **MIAMI-DADE COUNTY DISABILITY AND NONDISCRIMINATION AFFIDAVIT**

(Article 1, Section 2-8.1.5 Resolution R182-00 Amending R-385-95 of the Miami-Dade County Code)

Firms transacting business with Miami-Dade County shall provide an affidavit indicating compliance with all requirements of the Americans with Disabilities Act (A.D.A.).

I, state that this firm, is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor shall comply with all applicable requirements of the laws including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (A.D.A.), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. Sections 225 and 611 including Titles I, II, III, IV and V.

The Rehabilitation Act of 1973, 29 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

I, hereby affirm that I am in compliance with the below sections:

Section 2-10.4(4)(a) of the Code of Miami-Dade County (Ordinance No. 82-37), which requires that all properly licensed architectural, engineering, landscape architectural, and land surveyors have an affirmative action plan on file with Miami-Dade County.

Section 2-8.1.5 of the Code of Miami-Dade County, which requires that firms that have annual gross revenues in excess of five (5) million dollars have an affirmative action plan and procurement policy on file with Miami-Dade County. Firms that have a Board of Directors that are representative of the population make-up of the nation may be exempt.

5. MIAMI-DADE COUNTY DEBARMENT DISCLOSURE AFFIDAVIT

(Section 10.38 of the Miami-Dade County Code)

Firms wishing to do business with Miami-Dade County must certify that its contractors, subcontractors, officers, principals, stockholders, or affiliates are not debarred by the County before submitting a bid.

I, confirm that none of this firms agents, officers, principals, stockholders, subcontractors or their affiliates are debarred by Miami-Dade County.

6. MIAMI-DADE COUNTY VENDOR OBLIGATION TO COUNTY AFFIDAVIT

(Section 2-8.1 of the Miami-Dade County Code)

Firms wishing to transact business with Miami-Dade County must certify that all delinquent and currently due fees, taxes and parking tickets have been paid and no individual or entity in arrears in any payment under a contract, promissory note or other document with the County shall be allowed to receive any new business.

I, confirm that all delinquent and currently due fees or taxes including, but not limited to, real and personal property taxes, convention and tourist development taxes, utility taxes, and Local Business Tax Receipt collected in the normal course by the Miami-Dade County Tax Collector and County issued parking tickets for vehicles registered in the name of the above firm, have been paid.

7. MIAMI-DADE COUNTY CODE OF BUSINESS ETHICS AFFIDAVIT

(Article 1, Section 2-8.1(i) and 2-11(b)(1) of the Miami-Dade County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code)

Firms wishing to transact business with Miami-Dade County must certify that it has adopted a Code that complies with the requirements of Section 2-8.1 of the County Code. The Code of Business Ethics shall apply to all business that the contractor does with the County and shall, at a minimum; require the contractor to comply with all applicable governmental rules and regulations.

I confirm that this firm has adopted a Code of business ethics which complies with the requirements of Sections 2-8.1 of the County Code, and that such code of business ethics shall apply to all business that this firm does with the County and shall, at a minimum, require the contractor to comply with all applicable governmental rules and regulations.

8. MIAMI-DADE COUNTY FAMILY LEAVE AFFIDAVIT

(Article V of Chapter 11, of the Miami-Dade County Code)

Firms contracting business with Miami-Dade County, which have more than fifty (50) employees for each working day during each of twenty (20) or more work weeks in the current or preceding calendar year, are required to certify that they provide family leave to their employees.

Firms with less than the number of employees indicated above are exempt from this requirement, but must indicate by letter (signed by an authorized agent) that it does not have the minimum number of employees required by the County Code.

I confirm that if applicable, this firm complies with Article V of Chapter 11 of the County Code, which requires that firms contracting business with Miami-Dade County which have more than fifty (50) employees for each working day during each of twenty (20) or more work weeks in the current or preceding calendar year are required to certify that they provide family leave to their employees.

9. MIAMI-DADE COUNTY LIVING WAGE AFFIDAVIT

(Section 2-8.9 of the Miami-Dade County Code)

All applicable contractors entering into a contract with the County shall agree to pay the prevailing living wage required by this section of the County Code.

I confirm that if applicable, this firm complies with Section 2-8.9 of the County Code, which requires that all applicable employers entering a contract with Miami-Dade County shall pay the prevailing living wage required by the section of the County Code.

10. MIAMI-DADE COUNTY DOMESTIC LEAVE AND REPORTING AFFIDAVIT

(Article 8, Section 11A-60 - 11A-67 of the Miami-Dade County Code)

Firms wishing to transact business with Miami-Dade County must certify that it is in compliance with the Domestic Leave Ordinance.

I confirm that if applicable, this firm complies with the Domestic Leave Ordinance. This ordinance applies to employers that have, in the regular course of business, fifty (50) or more employees working in Miami-Dade County for each working day during the current or preceding calendar year.

AFFIRMATION

I, being duly sworn, do attest under penalty of perjury that the entity is in compliance with all requirements outlined in these Miami-Dade County Vendor Affidavits.

I also attest that I will comply with and keep current all statements sworn to in the above affidavits and registration application. I will notify the Miami-Dade County, Vendor Services Section immediately if any of the statements attested hereto are no longer valid.

(Signature of Affiant)

(Date)

Printed Name of Affiant and Title

NOTARY PUBLIC INFORMATION

Notary Public –
State of: _____

State

County of _____

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____ 20 ____ .

by _____

He or she is personally known to me ☐

Or has produced identification ☐

Type of Identification Produced _____

Signature of Notary Public

(Serial Number)

Print or Stamp of Notary Public

Expiration Date

Notary Public Seal
(When applicable)



VENDOR COMMODITY CODE SELECTION CHECKLIST

Internal Services Department, Procurement Management Services Division Vendor Services Section

111 NW 1st Street, Suite 1300, Miami, Florida 33128-1974

Telephone: 305-375-5773

www.miamidade.gov/procurement

Check the commodity codes below that identify those goods and services your company can supply. Once your Vendor Registration Package is processed, notification of solicitation opportunities for the commodities you select will be forwarded to your company. An update of your commodity selections can be made at any time by resubmitting a new Vendor Commodity Code Selection Checklist.

FEDERAL EMPLOYER**IDENTIFICATION NUMBER (FEIN)**

In order to establish a file for your firm, you must enter your firm's FEIN. This number becomes your "County Vendor Number". Please enter your Federal Employee Identification Number (FEIN) or if none, then enter the owner's Social Security Number (SSN).

☐ **FEIN** _____**NORTH AMERICAN INDUSTRY
CLASSIFICATION SYSTEM (NAICS)**

The North American Industry Classification System (NAICS) is the standard used by the federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing and publishing statistical data related to the U.S. business economy.

☐ **NAICS Code** _____**SECTION 3: CHECK THE ITEMS THAT APPLY TO YOUR BUSINESS** (pages 9-15)

COMPANY NAME: _____

1. ADVERTISING SPECIALTIES/PROMOTIONAL ITEMS

- ☐ 080-00 Badges, Emblems, Nametags, Plates, etc.
- ☐ 350-00 Flags, Flag Poles, Banners and Accessories
- ☐ 578-84 Promotional and Advertising Items, Souvenirs
- ☐ 962-33 Engraving Services: Awards, Trophies, etc.
- ☐ 962-37 Flagpole Services
- ☐ 962-51 Laminating Services
- ☐ 962-52 Mapping Services

2. AIR CONDITIONING, HEATING, VENTILATION, CHILLER PLANTS

- ☐ 031-00 Air Conditioning, Heating and Ventilating Equipment, Parts and Accessories
- ☐ 740-00 Refrigeration Equipment and Accessories
- ☐ 962-23 Chemical Treatment Services of Boilers and Tower Water Plants

3. AIRCRAFT AND AIRPORT EQUIPMENT, ACCESSORIES, SUPPLIES AND SERVICES

- ☐ 035-00 Aircraft and Airport Equipment, Parts and Supplies
- ☐ 905-03 Aerial Patrolling Services (Not Survey)
- ☐ 905-05 Aerial Photography Services
- ☐ 905-10 Aerial Surveys (Including Wildlife Censuses)
- ☐ 905-12 Aircraft Crash Removal Services
- ☐ 905-14 Airplane/Helicopter Services (Not otherwise classified)
- ☐ 905-17 Airport Management Services
- ☐ 905-20 Air Rescue and Transfer of Patients
- ☐ 905-25 Aerial Crop Dusting and Seeding Services (All Kinds)
- ☐ 905-53 Pilot Training services
- ☐ 905-60 Removal Services of Rubber Deposits from Runways
- ☐ 905-70 Aircraft Storage Space Services (Not Building Lease)
- ☐ 906-06 Airport Services (Lighting, Fueling, Navigational Aids, etc.)

4. ANIMALS, LIVE - AND - DRUGS, FOOD, CARE SERVICES AND SUPPLIES

- ☐ 040-00 Live Animals
- ☐ 325-00 Feed, Bedding, Vitamins and Supplements for Animals
- ☐ 080-75 Pet Identification Tags
- ☐ 080-80 Wildlife Bands, Labels and Tags
- ☐ 962-06 Animal Care, Animal Shelter Service, etc.

5. APPAREL, UNIFORMS, GLOVES, SHOES, ETC.

- ☐ 200-00 Clothing, Apparel, Uniforms and Accessories
- ☐ 800-00 Shoes and Boots
- ☐ 962-78 Sewing and Alteration Services
- ☐ 962-80 Shoe and Boot Repair

6. APPLIANCES

- ☐ 045-00 Appliances and Equipment, Household Type
- ☐ 500-00 Laundry and Dry Cleaning Equipment, Accessories, Parts and Supplies

7. ART, CRAFT, PAINTINGS, MUSIC, ENTERTAINMENT

- ☐ 232-00 Crafts, General
- ☐ 233-00 Craft Supplies and Equipment
- ☐ 580-00 Musical Instruments, Accessories and Supplies
- ☐ 962-05 Amusement and Entertainment Services
- ☐ 962-63 Piano Tuning Services
- ☐ 962-72 Restoration/Preservation Services of Antiques, Costumes, Paintings and other Objects

8. AUDIO VISUAL EQUIPMENT, TV/BROADCAST AND PRODUCTION SERVICE EQUIPMENT

- ☐ 803-00 Sound Systems, Components, Group Intercom, Public Address Systems
- ☐ 855-00 Theatrical Equipment and Supplies
- ☐ 840-00 Television Equipment and Accessories

9. AUTOMOTIVE

- ☐ 025-00 Air Compressors and Accessories
- ☐ 055-00 Accessories for Vehicles
- ☐ 060-00 Automotive Maintenance Items
- ☐ 065-00 Automotive Bodies, Accessories and Supplies
- ☐ 070-00 Automotive Vehicles, Scooters, Trailers and related Transportation Equipment
- ☐ 075-00 Automotive Shop Equipment and Supplies
- ☐ 962-17 Bus and Taxi Services, Limousines and Vans
- ☐ 962-62 Pneumatic Tube, Maintenance and Repair
- ☐ 962-84 Tire Shredding Services
- ☐ 968-90 Vehicle Towing and Storage
- ☐ 962-85 Glass Tinting and Coating Services (Automotive and

10. BAGS, CONTAINERS, ACCESSORIES

- ☐ 085-00 Bags, Bagging, Ties
- ☐ 100-00 Barrels, Kegs and Containers
- ☐ 320-00 Equipment and Supplies for Fastening, Packaging, Strapping and tying
- ☐ 510-00 Laundry Bags, Supplies, Baskets, Trucks, Accessories

11. BUILDING MATERIALS AND SUPPLIES

- ☐ 010-00 Acoustical Tile, Insulating Materials, etc.
- ☐ 135-00 Bricks and other Clay Products
- ☐ 150-00 Builder's Supplies
- ☐ 210-00 Concrete and Metal Curbs, Piling, Septic Tanks, Accessories and Supplies
- ☐ 330-00 Fence Materials and Supplies
- ☐ 360-00 Floor Covering, Installation and Removal Equipment and Tools
- ☐ 440-00 Glass and Glazing Supplies
- ☐ 540-00 Lumber and Related Products
- ☐ 630-00 Paint, Wall Paper and Related Items
- ☐ 658-00 Pipe and Tubing
- ☐ 659-00 Pipe Fittings
- ☐ 670-00 Plumbing Equipment, Fixture and Supplies
- ☐ 745-00 Road and Highway Building Materials (Asphaltic)
- ☐ 750-00 Road and Highway Building Materials (Not Asphaltic)
- ☐ 770-00 Roofing Materials
- ☐ 670-00 Plumbing Equipment, Fixtures and Supplies

12. BUILDINGS AND STRUCTURES – MODULAR – FABRICATED AND PREFABRICATED

- ☐ 155-00 Modular, Prefabricated and Fabricated Buildings, Bridges, Shelters and other Structures

13. CHEMICALS, EPOXIES

- ☐ 180-00 Chemical Raw Material
- ☐ 190-00 Chemicals and Solvents
- ☐ 192-00 Cleaning Compositions, etc.
- ☐ 315-00 Epoxy Based Formulations for Adhesive, New Orleans, etc.
- ☐ 885-83 Flocculants, Polymeric
- ☐ 505-00 Laundry and Dry Cleaning Compounds and Supplies
- ☐ 885-00 Water and Wastewater Treatment Chemicals

14. COMMUNICATIONS/TELECOMMUNICATIONS EQUIPMENT AND SUPPLIES

- ☐ 725-00 Radio Communication, Telephone and Telecommunication Equipment, Supplies and Accessories
- ☐ 730-00 Radio Communication and Telecommunication Testing, Measuring and Analyzing Equipment and Accessories

15. CONSTRUCTION CONTRACTORS AND SUB-CONTRACTORS

- ☐ 906-00 Architect and other Professional Design Services
- ☐ 909-00 Building Construction Services
- ☐ 910-00 Building Maintenance and Repair Services
- ☐ 910-36 Air Conditioning Services

- ☐ 910-38 Asbestos Abatement
- ☐ 910-46 Lead Based Paint Abatement
- ☐ 910-60 Plumbing Services
- ☐ 918-00 Consulting Services
- ☐ 925-07 Air Conditioning Professional Services
- ☐ 962-16 Boring, Drilling, Testing and Sounding Services
- ☐ 962-18 Cable Construction Services, Installation/Maintenance (Fiber, Optics, Communication, Computer)
- ☐ 962-20 Septic Tank and Cesspool Cleaning and Maintenance Service
- ☐ 962-39 Hauling Services
- ☐ 962-64 Power Line Construction, Installation and Repair
- ☐ 962-96 Well Services (Including Oil, Gas & Water), Drilling, Plugging, Consulting, Maintenance, etc.
- ☐ 968-00 General Construction & Maintenance (Airport, Roadways, Utilities, Antenna Tower, Dredging Bridges, Demolition, Excavating, Wrecking and Removal, Sewer /Water/ Wastewater, Public Works Constructions, etc.)
- ☐ 968-20 Building Construction Contractor
- ☐ 968-43 Golf Course Construction, Repair and Maintenance
- ☐ 968-77 Surveying (Not Aerial or Research)
- ☐ 968-47 Inspection Services, Construction Type
- ☐ 988-00 Roadside, Grounds, Recreational and Park Area Services
- ☐ 988-03 Athletic Field Maintenance
- ☐ 988-14 Erosion Control Services
- ☐ 988-15 Fence Installation and Repair
- ☐ 988-20 Fire Break Services
- ☐ 988-26 Flood Control Services
- ☐ 988-32 Grading (Except for Road Building)
- ☐ 988-41 Irrigation System Construction
- ☐ 988-46 Landfill Services
- ☐ 988-52 Landscaping Design, Fertilizing, Planting, etc. (Not Grounds Maintenance or Tree Trimming)
- ☐ 988-63 Park Area Construction/Renovation
- ☐ 988-68 Paving and Repair of Parking Lots (Not Including Driveways and Roads)
- ☐ 988-83 Swimming Pool Construction, Repairs, Renovations
- ☐ 988-86 Tennis and Sports court Repair and Renovation

16. CONSTRUCTION CONTRACTOR-TYPE ASSISTANCE (TEMPORARY PERSONNEL AND WORKERS)

- ☐ 964-00 Temporary Personnel, Laborers and Workers (All Types)

17. CONSTRUCTION EQUIPMENT – LIGHT AND HEAVY DUTY

- ☐ 635-00 Painting Equipment and Accessories
- ☐ 755-00 Asphalt and Concrete Handling Equipment and Parts
- ☐ 760-00 Equipment and Parts: Earth Handling, Grading, Moving, Packing, etc.
- ☐ 765-00 Other Road and Highway Equipment and Parts

18. CONSULTING SERVICES

- ☐ 918-04 Accounting, Auditing and Budget Consulting Services
- ☐ 918-06 Administrative Consulting Services
- ☐ 918-07 Advertising Consulting Services
- ☐ 918-09 Agricultural Consulting Services
- ☐ 918-12 Analytical Studies and Surveys, Consulting Services
- ☐ 918-14 Appraisal, Consulting Services

- ☐ 918-19 Buildings, Structures and Components, Consulting Services
- ☐ 918-26 Communications: Public Relations Consulting Services
- ☐ 918-28 Computer Consulting Services – Hardware
- ☐ 918-29 Computer Consulting Services – Software
- ☐ 918-31 Construction Consulting Services
- ☐ 918-38 Education and Training Consulting Services
- ☐ 918-41 Energy Conservation Consulting Services
- ☐ 918-42 Engineering Consulting Services
- ☐ 918-43 Environmental Consulting Services
- ☐ 918-46 Feasibility Studies Consulting Services
- ☐ 918-49 Finance/Economics Consulting Services
- ☐ 918-52 Food Consulting Services
- ☐ 918-54 Furnishing Consulting Services
- ☐ 918-58 Governmental Consulting Services
- ☐ 918-62 Horticultural Consulting Services
- ☐ 918-65 Human Relations Consulting Services
- ☐ 918-69 Insurance Consulting Services
- ☐ 918-70 Inventory Consulting Services
- ☐ 918-75 Management Consulting Services
- ☐ 918-76 Marketing Consulting Services
- ☐ 918-78 Medical Consulting Services
- ☐ 918-81 Natural Disaster Consulting Services
- ☐ 918-85 Personnel/Employment Consulting Services
- ☐ 918-87 Purchasing Consulting Services
- ☐ 918-89 Real Estate/Land Consulting Services
- ☐ 918-93 Security/Safety Consulting Services
- ☐ 918-95 Telecommunications Consulting Services
- ☐ 918-97 Utility Consulting Services: Gas, Water, Electric

19. CREDIT, LOAN, FINANCIAL, LEASING, INSURANCE, TITLE, APPRAISALS, ABSTRACTS, REAL ESTATE

- ☐ 946-00 Financial Services
- ☐ 953-00 Insurance, All types
- ☐ 962-09 Auctioneering Services
- ☐ 962-47 Insurance and Risk Management Services

20. DATA PROCESSING EQUIPMENT, SOFTWARE AND SUPPLIES

- ☐ 205-00 Computers and Information Processing Systems
- ☐ 250-00 Data Processing Cards and Paper
- ☐ 920-00 Data Processing Services and Software

21. ELECTRICAL

- ☐ 280-00 Electrical Cables and Wires
- ☐ 285-00 Electrical Equipment and Supplies

22. ELECTRONIC EQUIPMENT: ANALYZERS, INDICATORS, ETC.

- ☐ 220-00 Controlling, Indicating, Measuring, Monitoring and Recording Instruments and Supplies
- ☐ 287-00 Electronic Components, Replacement Parts, Accessories and Miscellaneous Electronic Equipment

23. ELEVATORS

- ☐ 295-00 Elevators, Building Type

24. ENVIRONMENTAL SERVICE, EQUIPMENT AND SUPPLIES

- ☐ 962-40 Hazardous Materials Services
- ☐ 962-68 Radioactive Waste Disposal Services
- ☐ 988-56 Litter Removal Services, Including Beach Cleaning (Other than Buildings)

25. FACILITIES SUPPLIES, SUPPORT SERVICES AND EQUIPMENT

- ☐ 140-00 Broom, Brush and Mop Manufacturing Machinery and Supplies
- ☐ 145-00 Brushes
- ☐ 225-00 Cooler, Water Fountains (For Drinking Water)
- ☐ 192-00 Cleaning Compositions, Detergents, Solvents, Strippers
- ☐ 365-00 Floor Maintenance Machines, Parts and Accessories
- ☐ 485-00 Janitorial Supplies, General Line
- ☐ 910-00 Building Maintenance and Repair Services
- ☐ 910-39 Janitorial Services and Custodial Services
- ☐ 910-81 Window Washing Services
- ☐ 962-21 Cleaning Services, Steam and Pressure
- ☐ 962-85 Glass Tinting and Coating Services (Automobile and Buildings)
- ☐ 988-82 Swimming Pool Maintenance (Including Water Treatment)

26. FOOD-BEVERAGES-TOBACCO PRODUCTS-ETC.

- ☐ 375-00 Foods, Bakery Products (Fresh)
- ☐ 380-00 Foods, Dairy Products (Fresh)
- ☐ 385-00 Foods, Freeze-Dried, Frozen and Prepared Ready-to-Eat
- ☐ 390-00 Foods, Perishable
- ☐ 393-00 Foods, Stable Grocery and Grocer's Miscellaneous Items
- ☐ 660-00 Pipes, Tobaccos, Smoking Accessories, Alcoholic Beverages
- ☐ 962-19 Cafeteria Services
- ☐ 962-94 Bottled Water Services

27. FUEL, OIL, GREASE AND LUBRICANTS

- ☐ 405-00 Fuel, Oil, Grease and Lubricants
- ☐ 962-58 Oil Removal Services, Used (To include Oil and Petroleum Spill Services)
- ☐ 962-61 Petroleum Exploration Services

28. FURNITURE, CURTAINS, UPHOLSTERY, INTERIOR DESIGN

- ☐ 265-00 Draperies, Curtains, Upholstery
- ☐ 420-00 Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School
- ☐ 425-00 Furniture: Office
- ☐ 565-00 Mattress and Frame
- ☐ 962-48 Interior Design/Decorator Service
- ☐ 962-90 Upholstery Services (Other than Vehicles)

29. HARDWARE, TOOLS, PAINTS AND ACCESSORIES

- ☐ 005-00 Abrasives
- ☐ 445-00 Hand Tools (Powered and Non-Powered), Accessories and Supplies
- ☐ 450-00 Hardware and Related Items
- ☐ 460-00 Hose, Accessories and Supplies: Garden

30. INDUSTRIAL EQUIPMENT AND ACCESSORIES

- ☐ 105-00 Bearings (Except Wheel Bearings and Seals)
- ☐ 110-00 Belts and Belting: Conveyor, Elevator, Power Transmission, V-Belts
- ☐ 140-00 Manufacturing Machinery and Supplies: Broom, Brush, Mop
- ☐ 460-00 Hose, Accessories and Supplies: Industrial
- ☐ 565-00 Manufacturing Machinery and Supplies: Mattress and Frame
- ☐ 895-00 Welding Equipment and Supplies

31. KITCHEN, BAKERY AND RESTAURANT EQUIPMENT, ACCESSORIES AND SUPPLIES

- ☐ 090-00 Bakery Equipment, Commercial
- ☐ 160-00 Butcher Shop and Heat Processing Equipment
- ☐ 165-00 Cafeteria and Kitchen Equipment: Commercial
- ☐ 240-00 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, etc.
- ☐ 245-00 Dairy Equipment and Supplies
- ☐ 370-00 Food Processing and Canning Equipment and Supplies

32. LABORATORY EQUIPMENT, SUPPLIES AND SERVICE

- ☐ 175-00 Chemical Laboratory Equipment and Supplies
- ☐ 193-00 Clinical Laboratory Reagents and Tests: Blood Grouping, Diagnostic, Drug Monitoring, etc.
- ☐ 415-00 Laboratory Furniture
- ☐ 490-00 Laboratory Equipment and Accessories: Nuclear, Optical, And Physical
- ☐ 493-00 Laboratory Equipment and Accessories: Biochemistry, Chemistry, Environmental, Science, etc.
- ☐ 495-00 Laboratory and Field Equipment and Supplies: Biology, Botany, Geology, Microbiology, Zoology, etc.
- ☐ 962-22 Chemical Laboratory Services

33. LANDSCAPING AND LAWN MAINTENANCE SERVICE, EQUIPMENT, TOOLS AND SUPPLIES

- ☐ 020-00 Agricultural Equipment, Implements and Accessories
- ☐ 335-00 Fertilizers and Soil Conditioners
- ☐ 515-00 Lawn Maintenance Equipment, Accessories and Parts
- ☐ 595-00 Nursery Stock, Equipment and Supplies
- ☐ 790-00 Seed, Sod, Soil, Inoculants
- ☐ 968-88 Tree and Shrub Removal Services
- ☐ 988-36 Grounds Maintenance: Lawn Mowing, Edging, Plant, Trimming, etc.
- ☐ 988-88 Tree Trimming and Pruning Services
- ☐ 988-89 Weed and Vegetation Control Services

34. LEATHER GOODS, LUGGAGE, PURSES, FABRIC, NOTIONS AND ACCESSORIES

- ☐ 520-00 Leather and Related Equipment Products, Accessories and Supplies
- ☐ 530-00 Luggage, Brief cases, Purses and Related Items
- ☐ 590-00 Notions and Related Sewing Accessories and Supplies

35. MARINE EQUIPMENT, SUPPLIES AND SERVICE

- ☐ 120-00 Boats, Motors, Marine and Wildlife Equipment and Supplies
- ☐ 962-26 Diving Services
- ☐ 962-53 Marine Equipment and Marine Life Services (Except

Maintenance and Repair)

- ☐ 962-54 Marine Buoys, Lights, etc., including servicing (Not Major Equipment)

36. MASS TRANSIT (BUS, RAIL, PEOPLE'S MOVER)

- ☐ 556-00 Transit Bus
- ☐ 557-00 Transit Bus Accessories and Supplies
- ☐ 558-00 Rail Vehicles and Systems
- ☐ 559-00 Rail Vehicle Parts and Accessories
- ☐ 864-00 Train Control, Electronics

37. MEDICAL AND HOSPITAL EQUIPMENT, SUPPLIES AND SERVICE (INCLUDING PHARMACEUTICALS, DRUGS AND BIOCHEMICALS)

- ☐ 260-00 Dental Equipment and Supplies
- ☐ 270-00 Drugs, Pharmaceuticals and Biological (For Human Therapeutic use)
- ☐ 271-00 Drugs, Pharmaceuticals and Sets (For high Volume Administration, Infusion, Irrigation, Tube Feeding)
- ☐ 410-00 Health Care and Hospital Facility Furniture
- ☐ 430-00 Gases, Containers and Equipment for Medical and Lab
- ☐ 435-00 Germicides, Cleaners and Related Sanitation Products for Health Care
- ☐ 465-00 Hospital and Surgical Equipment, Instruments and Supplies
- ☐ 470-00 Hospital Equipment and Supplies: Mobility, Speech Impaired, Restraint Items
- ☐ 475-00 Hospital, Surgical and Related Medical Accessories and Sundry Items
- ☐ 625-00 Optical Equipment, Accessories and Supplies
- ☐ 710-00 Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, etc.
- ☐ 948-00 Health Related Services
- ☐ 875-00 Veterinary Equipment, Accessories and Supplies
- ☐ 898-00 X-Ray and other Radiological Equipment and Supplies (Medical)

38. METAL, METAL FABRICATION, FOUNDRY CASTING, MACHINE SHOP

- ☐ 400-00 Equipment and Supplies, Foundry Castings
- ☐ 570-00 Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
- ☐ 962-38 Galvanizing Services, Hot and Cold Dip, Plating Services
- ☐ 962-45 Industrial Electroplating Services
- ☐ 962-55 Metal Coating Services: Thermal, Spray and H.V.O.F. (High Velocity Oxy-Fuel)
- ☐ 962-82 Silver Recovery Services

39. MICROFICHE AND MICROFILMING SERVICES AND EQUIPMENT

- ☐ 575-00 Microfiche and Microfilm Equipment, Accessories and Supplies

40. MISCELLANEOUS SERVICES

- ☐ 962-31 Electrostatic Painting Services
- ☐ 962-36 Fireworks Display and Carnival Services
- ☐ 962-46 Installation Services (Not otherwise classified)
- ☐ 962-50 Leak Detection Services: Gas, Water, Chemical
- ☐ 962-59 Parking Services: Operation, Admission, Supervision
- ☐ 962-60 Party and Holiday Decorating Services

- ☐ 962-69 Records Management and Disposal
- ☐ 962-71 Religious Services
- ☐ 962-73 Restoration/Reclamation Services of Land and other Properties
- ☐ 968-46 Incinerator Services
- ☐ 578-35 Election Equipment and Supplies

41. MISCELLANEOUS PROFESSIONAL SERVICES

- ☐ 961-02 Administrative Services (All Kinds)
- ☐ 961-04 Artistic Services
- ☐ 961-12 Codification Services of Government Codes
- ☐ 915-00 Communication and Media Related Services
- ☐ 961-15 Concession Services, Vending Services-Mobile and Stationary
- ☐ 961-17 Construction Management Services
- ☐ 961-19 Conservation and Resource Management Services
- ☐ 961-21 Cost Estimating Services
- ☐ 961-24 Court Reporting Services
- ☐ 961-27 Decontamination Services
- ☐ 961-29 Economic Impact Study Services
- ☐ 961-30 Employment Agency and Search Firm Services (Except for Temporary Personnel)
- ☐ 961-32 Environmental Impact Study Services
- ☐ 961-37 Fleet Management Services
- ☐ 961-39 Floral Designing and Arranging Services
- ☐ 961-41 Fuel Management
- ☐ 961-43 Hydrological Services
- ☐ 961-45 Inspections and Certification Services
- ☐ 961-48 Laboratory and Field Testing Services (Not otherwise classified)
- ☐ 961-50 Legal Services
- ☐ 961-51 Lobby Services
- ☐ 961-53 Marketing Services
- ☐ 961-55 Mining Services (Including Consulting and Geological Services)
- ☐ 961-57 Musical Production Services
- ☐ 961-60 Public Opinion Survey Services
- ☐ 961-64 Real Estate Services
- ☐ 961-66 Sign Painting Services
- ☐ 961-68 Sports Professional Services (Including Sports and Recreational Programs)
- ☐ 961-69 Testing and Monitoring Services (Air, Gas, Water)
- ☐ 961-70 Tank Management Services, Storage (Including Underground)
- ☐ 961-72 Transcription Services, Legal and Medical
- ☐ 961-74 Transit Management and Operations Services
- ☐ 961-75 Translation Services
- ☐ 961-78 Travel Agency, Chartering and Tour Guide Services
- ☐ 961-79 Travel Program Management Services
- ☐ 961-86 Veterinary Services
- ☐ 961-88 Weather Forecasting Services
- ☐ 961-90 Writing Services, All Kinds
- ☐ 961-94 Zoning, Land Use Study Services
- ☐ 999-99 Pre-Qualified Architects and Engineers

42. MONEY MACHINES, FARE COLLECTION EQUIPMENT

- ☐ 318-00 Fare Collection Equipment and Supplies, Money Machines

43. MOTORS, PUMPS, COMPRESSORS

- ☐ 025-00 Air compressors and Accessories
- ☐ 720-00 Pumping Equipment and Accessories
- ☐ 929-61 Motor Rewinding and Repairing, Electric
- ☐ 545-49 Motors and Engines, Industrial, All Types (Not Automotive, Lawn or Marine)
- ☐ 285-00 Motors and Parts (Fractional and Integral), Controllers, Relays, Switches, Starters, Coils, Brushes, etc.

44. MOVING, STORAGE, TRANSPORTATION, DISPOSAL, REMOVAL AND DELIVERY SERVICE, EQUIPMENT AND SUPPLIES

- ☐ 560-00 Material Handling and Storage Equipment and Accessories
- ☐ 962-24 Courier/Delivery Service
- ☐ 962-25 Removal and Disposal of Dead Animals
- ☐ 962-56 Moving Services
- ☐ 962-57 Moving Services, House, Portable Buildings, Trailers,
- ☐ 295-50 Moving Walks and Parts
- ☐ 962-86 Transportation of Goods (Freight)
- ☐ 962-95 Warehousing and Storage Services (Not Storage Space Rental)

45. OFFICE/SCHOOL/LIBRARY SUPPLIES

- ☐ 015-00 Paper and Supplies for Office Machines
- ☐ 310-00 Envelopes, Plain or Printed
- ☐ 610-00 Carbon Paper and Ribbons
- ☐ 615-00 Office Supplies, General
- ☐ 620-00 Erasers, Inks, Leads, Pens, Pencils, etc.
- ☐ 645-00 Paper (For Office and Printing Use)
- ☐ 715-00 Publications and Audio Visual Materials
- ☐ 785-00 School Equipment and Supplies
- ☐ 962-74 Re-inking Services for Ribbons
- ☐ 956-00 Library Services, Subscriptions

46. OFFICE EQUIPMENT, SUPPLIES AND ACCESSORIES

- ☐ 555-00 Marking and Stenciling Devices
- ☐ 600-00 Office Machines, Equipment and Accessories
- ☐ 605-00 Office Mechanical Aids, Small Machines and Apparatuses

47. PARK AND PLAYGROUND EQUIPMENT, SPORTING GOODS, SUPPLIES, ACCESSORIES, ETC.

- ☐ 195-00 Clocks, Timers
- ☐ 650-00 Park, Playground, Recreational Area and Swimming Pool Equipment
- ☐ 805-00 Sporting and Athletic Goods
- ☐ 962-08 Athletic Training Services

48. PERSONAL ITEMS AND BEAUTY CARE AND SUPPLIES

- ☐ 095-00 Barber and Beauty Shop Equipment and Supplies
- ☐ 195-00 Clocks, Timers, Watches and Jeweler's and Watchmaker's Tools and Equipment

49. PEST CONTROL SERVICE, EQUIPMENT AND SUPPLIES

- ☐ 675-00 Poisons: Agricultural and Industrial
- ☐ 910-59 Pest Control Service and Termite Inspection
- ☐ 988-72 Pest Control Services (Other than Buildings)

50. PHOTOGRAPHIC EQUIPMENT, SUPPLIES AND SERVICE

- ☐ 655-00 *Photographic Equipment and Supplies*

51. PRINTING EQUIPMENT, MACHINE SUPPLIES AND ACCESSORIES

- ☐ 700-00 Printing Plant Equipment, Accessories, Machine Supplies and Maintenance

52. PRINTING SERVICES

- ☐ 125-00 Bookbinding Supplies
- ☐ 255-00 Decals and Stamps
- ☐ 300-00 Embossing and Engraving
- ☐ 310-00 Envelopes
- ☐ 395-00 Continuous Forms: Snap-outs, Computer Forms
- ☐ 860-00 Tickets, coupon Books, Sales Books, Strip Books, etc.
- ☐ 908-00 Bookbinding, Re-binding and Repairing
- ☐ 962-14 Blueprinting Services
- ☐ 965-00 Printing Preparations, Etching, Photoengraving, Preparation of Mats, Negatives and Plates
- ☐ 966-00 Printing, Publishing, Silk Screening, Typesetting
- ☐ 915-76 Reproduction (Copy Machines)
- ☐ 956-20 Copying Services

53. RECYCLED AND RECYCLABLE MATERIALS, PRODUCTS AND SERVICES

- ☐ 100-67 Containers, Recycling
- ☐ 310-60 Envelopes, Recycled Paper
- ☐ 395-51 Continuous Forms, Recycled, All Types
- ☐ 405-87 Recycled Petroleum Products
- ☐ 410-68 Recycled Health care and Hospital Furniture
- ☐ 415-57 Recycled Laboratory Furniture (All Types)
- ☐ 420-81 Recycled Furniture for Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School (All Types)
- ☐ 425-64 Recycled Office Furniture (All Types)
- ☐ 440-62 Recycled Glass Products
- ☐ 450-64 Recycled Hardware and Rubber Products
- ☐ 465-81 Recycled Hospital and Surgical Equipment
- ☐ 470-58 Recycled Mobility, Speech Impaired and Restraint Items
- ☐ 475-72 Recycled Hospital Accessories and Sundry Equipment and Supplies
- ☐ 520-61 Recycled Leather Products
- ☐ 540-77 Recycled Lumber
- ☐ 578-64 Recycling Equipment, Machines and Supplies
- ☐ 610-33 Recycled Carbon Paper
- ☐ 610-34 Recycled Ribbons
- ☐ 615-73 Recycled Office Supplies
- ☐ 620-94 Recycled Pens and Pencils
- ☐ 640-66 Recycled Paper, Plastics and Styrofoam Products (Disposable Type)
- ☐ 645-00 Recycled Paper Stock
- ☐ 650-48 Recycled Recreational and Park Equipment

- ☐ 655-79 Recycled Photographic Equipment and Supplies
- ☐ 745-68 Recycled Asphalt
- ☐ 755-37 Asphalt Recycling Equipment
- ☐ 906-74 Recycling System Services
- ☐ 962-70 Recycling Services (Including Collection)

54. RENTAL OR LEASE – ALL TYPES: EQUIPMENT, SPACE, LAND, LOT, ETC.

- ☐ 971-00 Rental or Lease – Real Property, Hotel/Motel Accommodations, Exhibit Booth, etc.
- ☐ 975-00 Rental or Lease – Equipment, Tools, Appliances, Furniture, Vehicles, Instruments, Machinery, etc.

55. REPAIRS, MAINTENANCE AND RECONDITIONING

- ☐ 928-00 Automobiles Trucks, Trailers, Buses, etc.
- ☐ 929-00 Agricultural, Industrial, Marine and Heavy Equipment
- ☐ 931-00 Appliances, Athletic, cafeteria, Furniture, Musical Instruments
- ☐ 934-00 Laundry, Lawn, Painting, Plumbing and Spraying Equipment
- ☐ 936-00 General Equipment
- ☐ 938-00 Hospital, Laboratory and Testing Equipment
- ☐ 939-00 Office and Photographic Equipment, Radios and TV Sets
- ☐ 940-00 Railroad and Track Equipment

56. SALE OF SURPLUS AND OBSOLETE ITEMS

- ☐ 998-00 Sale of Surplus and Obsolete Items

57. SECURITY AND SAFETY EQUIPMENT, SUPPLIES AND SERVICE

- ☐ 340-00 Fire Protection Equipment and Supplies
- ☐ 345-00 First Aid and Safety Equipment and Supplies
- ☐ 550-20 Flares and Fuses
- ☐ 680-00 Police Equipment and Supplies
- ☐ 962-65 Protection Services (Not Including Buildings)
- ☐ 990-00 Security, Fire, Safety and Emergency Services
- ☐ 990-05 Alarm Services
- ☐ 990-10 Armored Car Services
- ☐ 990-22 Card Access Security Services
- ☐ 990-25 Crime Prevention Services
- ☐ 990-27 Crossing Guard Services
- ☐ 990-30 Disaster Relief Services
- ☐ 990-32 Driver's License Services
- ☐ 990-37 Emergency Medical and Ambulance Services (Excluding Fire Services)
- ☐ 990-41 Fingerprinting Services
- ☐ 990-42 Fire and Safety Services
- ☐ 990-46 Guard and Security Services
- ☐ 990-52 Investigative Services
- ☐ 990-67 Patrol Services
- ☐ 990-70 Polygraph Testing Services
- ☐ 990-77 Safety Training and Awareness Services (Highway Safety, Boating, Seat Belt, etc.)
- ☐ 990-80 Surveillance Services

58. SIGNS, SIGNAGE AND TRAFFIC CONTROL DEVICES

- ☐ 550-00 Markers, Plaques, Signs and Traffic Control Devices

- ☐ 550-20 Flares and Fuses
- ☐ 968-80 Traffic Sign Installation
- ☐ 968-81 Traffic Sign Maintenance and Repair
- ☐ 968-82 Traffic Signal Installation
- ☐ 968-83 Traffic Signal Maintenance and Repair

59. SOCIAL AND COMMUNITY SERVICES

- ☐ 964-00 Temporary Personnel and Workers (All Types)

60. WATERWORKS AND SEWAGE UTILITIES

- ☐ 890-00 Water Supply and Sewage Treatment Equipment
- ☐ 962-91 Utility Locator Service (Underground)
- ☐ 962-92 Video Scanning Services of Sewers, /Waterwells, etc.
- ☐ 968-00 General Construction & Maintenance (Airport, Roadways, Utilities, Antenna Tower, Dredging Bridges, Demolition, Excavating, Wrecking and Removal, Sewer /Water/ Wastewater, Public Works Constructions, etc.)
- ☐ 968-65 Pipeline Construction and Repair
- ☐ 968-68 Sewer and Storm Drain Construction
- ☐ 968-69 Sewer Maintenance and Repair
- ☐ 968-73 Storm Drain Cleaning, Repair and Sludge Removal Services
- ☐ 968-93 Well Pointing Services (De-watering)
- ☐ 968-94 Waterproofing Systems and Repair Work
- ☐ 968-95 Wastewater Treatment Plant, Operations, Testing, Maintenance
- ☐ 968-96 Water System, Mains and Service Line Construction and Repair Service

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Miami-Dade County

VENDOR CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Internal Services Department, Procurement Management Services Division

Vendor Services Section

111 NW 1st Street, Suite 1300, Miami, Florida 33128-1974

Telephone: 305-375-5773

www.miamidade.gov/procurement

FEDERAL EMPLOYER

IDENTIFICATION NUMBER (FEIN)

In order to establish a file for your firm, you must enter your firm's FEIN. This number becomes your "County Vendor Number". Please enter your Federal Employer Identification Number (FEIN) or if none then enter the owner's Social Security Number (SSN).

☐ FEIN _____

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

The North American Industry Classification System (NAICS) is the standard used by the federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing and publishing statistical data related to the U.S. business economy.

☐ NAICS Code _____

SECTION 4: CHECKLIST OF DOCUMENTS TO BE SUBMITTED

- ☐ **Submit copy of current Local Business Tax Receipt** (formerly the Miami-Dade County Occupational License) for businesses physically located in Miami-Dade County. Contact the Miami-Dade Tax Collector's Office at www.miamidade.gov/taxcollector or contact:

Miami-Dade County Tax Collector's Office, Local Business Tax Section

140 West Flagler Street, Room 101, Miami, Florida, 33130

Telephone: (305) 270-4949 Fax: (305) 372-6368

- ☐ **Submit copy of Certificate if your company is under one of the following:**

- Corporation
- Trademarks
- Limited Partnerships
- Limited Liability Company
- Limited Liability & General Partnerships
- Fictitious Business Name(s), if required

Note: Miami-Dade County will confirm the validity of Certificates with the applicable state authority. For companies located in Florida and registered with the Florida Department of State, Division of Corporations, the company's Federal Employer Identification Number (FEIN) must be posted on the Florida Division of Corporation's website. To confirm that your FEIN is posted, visit the State website at www.sunbiz.org. Under "Document Search", press "Inquire by Name" or "Inquire by Federal Employer Identification Number (FEIN)" to produce the corresponding report.

If your company's Federal Employer Identification Number (FEIN) is not posted, contact the Florida Department of State, Division of Corporations and request that your company FEIN be added to your file posted on the web. Requests must be provided on your company's letterhead and reference the document number assigned when your company was registered. Submit your request via email at corphelp@dos.state.fl.us, or contact the agency at 1-850-245-6052 for additional information.

- ☐ **Submit the original of one of the following documents that apply to your entity or business.**

- W-9 Request for Taxpayer ID Number and Certification (document and instructions attached) or one of the following:
- W-8ECI Form Certificate of Foreign Person's Claim for Exemption from Withholding on Income Effectively Connected With the Conduct of a Trade or Business in the United States. Obtain a form and instructions from www.irs.gov
- W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. Obtain a form and instructions from www.irs.gov
- W-8EXP Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding. Obtain a form and instructions from www.irs.gov
- W-8IMY Certificate of foreign Intermediary, Foreign, Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding. Obtain a form and instructions from www.irs.gov

- ☐ **Submit copy of IRS letter 147C**, verifying your business name and FEIN or any other preprinted IRS form issued by the IRS identifying your business name and FEIN.

- ☐ **Submit copy of Social Security Card** – If registering under your name, Fictitious Business Name(s) and FEIN is not available.



Miami-Dade County
INTERNAL SERVICES DEPARTMENT, PROCUREMENT MANAGEMENT SERVICES DIVISION

NOTICE OF REQUIREMENTS CONCERNING THE USE OF SOCIAL SECURITY NUMBERS

Effective October 1, 2007, the Florida Legislature adopted new requirements under Section 119.071(5) of the Florida Statutes, relating to the collection and dissemination of Social Security Numbers by all "Agencies" in Florida. Under the new requirements, an agency may not collect an individual's Social Security Number unless the agency has stated in writing the purpose for its collection.

Please be aware that the Miami-Dade County Internal Services Department, Procurement Management Services Division (County) collects Social Security Numbers from individuals, in lieu of a Federal Employer Identification Number (FEIN), if a FEIN has not been issued by the Internal Revenue Service for the individual/firm registering as a vendor with the County.

In order to establish a file for your firm, you must provide your firm's Federal Employer Identification Number (FEIN). If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes your "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that DPM requests the Social Security Number for the following purposes:

- Identification of individual account records
- To make payments to individual/vendor for goods and services provided to Miami-Dade County
- Tax reporting purposes
- To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records

If you have any questions concerning the use of your Social Security Number, you may contact the Internal Services Department, Procurement Management Services Division, Vendor Services Section at (305) 375-5773.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number										
				-				-		

Employer identification number										
				-						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Instructions for the Requester of Form W-9

(Rev. January 2011)

Request for Taxpayer Identification Number and Certification



Department of the Treasury
Internal Revenue Service

Section references are to the Internal Revenue Code unless otherwise noted.

What's New

New checkboxes. Generally, for any sale of a covered security acquired by an S corporation (other than a financial institution) after December 31, 2011, brokers will be required to report gross proceeds and basis information to S corporations and may not treat them as exempt recipients. New tax classification checkboxes have been added for S corporation and Trust/estate. The Form W-9 is revised to allow S corporations sufficient time to provide new certifications to brokers indicating their non-exempt status. Also, disregarded entity was removed as a tax classification for limited liability companies.

Reminders

- The backup withholding rate is 28% for reportable payments.
- The IRS website offers TIN Matching e-services for certain payers to validate name and TIN combinations. See *Taxpayer Identification Number (TIN) Matching* on page 4.

How Do I Know When To Use Form W-9?

Use Form W-9 to request the taxpayer identification number (TIN) of a U.S. person (including a resident alien) and to request certain certifications and claims for exemption. (See *Purpose of Form* on Form W-9.)

Withholding agents may require signed Forms W-9 from U.S. exempt recipients to overcome any presumptions of foreign status. For federal purposes, a U.S. person includes but is not limited to:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- Any estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

A partnership may require a signed Form W-9 from its U.S. partners to overcome any presumptions of foreign status and to avoid withholding on the partner's allocable share of the partnership's effectively connected income. For more information, see Regulations section 1.1446-1.

Advise foreign persons to use the appropriate Form W-8. See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*, for more information and a list of the W-8 forms.

Also, a nonresident alien individual may, under certain circumstances, claim treaty benefits on scholarships and fellowship grant income. See Pub. 515 or Pub. 519, U.S. Tax Guide for Aliens, for more information.

Electronic Submission of Forms W-9

Requesters may establish a system for payees and payees' agents to submit Forms W-9 electronically, including by fax. A requester is anyone required to file an information return. A payee is anyone required to provide a taxpayer identification number (TIN) to the requester.

Payee's agent. A payee's agent can be an investment advisor (corporation, partnership, or individual) or an introducing broker. An investment advisor must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisers Act of 1940. The introducing broker is a broker-dealer that is regulated by the SEC and the National Association of Securities Dealers, Inc., and that is not a payer. Except for a broker who acts as a payee's agent for "readily tradable instruments," the advisor or broker must show in writing to the payer that the payee authorized the advisor or broker to transmit the Form W-9 to the payer.

Electronic system. Generally, the electronic system must:

- Ensure the information received is the information sent, and document all occasions of user access that result in the submission;
- Make reasonably certain that the person accessing the system and submitting the form is the person identified on Form W-9, the investment advisor, or the introducing broker;
- Provide the same information as the paper Form W-9;
- Be able to supply a hard copy of the electronic Form W-9 if the Internal Revenue Service requests it; and
- Require as the final entry in the submission an electronic signature by the payee whose name is on Form W-9 that authenticates and verifies the submission. The electronic signature must be under penalties of perjury and the perjury statement must contain the language of the paper Form W-9.



For Forms W-9 that are not required to be signed, the electronic system need not provide for an electronic signature or a perjury statement.

For more details, see the following.

- Announcement 98-27, which is on page 30 of Internal Revenue Bulletin 1998-15 at www.irs.gov/pub/irs-irbs/irb98-15.pdf.
- Announcement 2001-91, which is on page 221 of Internal Revenue Bulletin 2001-36 at www.irs.gov/pub/irs-irbs/irb01-36.pdf.

Individual Taxpayer Identification Number (ITIN)

Form W-9 (or an acceptable substitute) is used by persons required to file information returns with the IRS to get the payee's (or other person's) correct name and TIN. For individuals, the TIN is generally a social security number (SSN).

However, in some cases, individuals who become U.S. resident aliens for tax purposes are not eligible to obtain an SSN. This includes certain resident aliens who must receive information returns but who cannot obtain an SSN.

These individuals must apply for an ITIN on Form W-7, Application for IRS Individual Taxpayer Identification Number, unless they have an application pending for an SSN. Individuals who have an ITIN must provide it on Form W-9.

Substitute Form W-9

You may develop and use your own Form W-9 (a substitute Form W-9) if its content is substantially similar to the official IRS Form W-9 and it satisfies certain certification requirements.

You may incorporate a substitute Form W-9 into other business forms you customarily use, such as account signature cards. However, the certifications on the substitute Form W-9 must clearly state (as shown on the official Form W-9) that under penalties of perjury:

1. The payee's TIN is correct,
2. The payee is not subject to backup withholding due to failure to report interest and dividend income, and
3. The payee is a U.S. person.

You may not:

1. Use a substitute Form W-9 that requires the payee, by signing, to agree to provisions unrelated to the required certifications, or
2. Imply that a payee may be subject to backup withholding unless the payee agrees to provisions on the substitute form that are unrelated to the required certifications.

A substitute Form W-9 that contains a separate signature line just for the certifications satisfies the requirement that the certifications be clearly stated.

If a single signature line is used for the required certifications and other provisions, the certifications must be highlighted, boxed, printed in bold-face type, or presented in some other manner that causes the language to stand out from all other information contained on the substitute form. Additionally, the following statement must be presented to stand out in the same manner as described above and must appear immediately above the single signature line:

"The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding."

If you use a substitute form, you are required to provide the Form W-9 instructions to the payee only if he or she requests them. However, if the IRS has notified the payee that backup withholding applies, then you must instruct the payee to strike out the language in the certification that relates to underreporting. This instruction can be given orally or in writing. See item 2 of the *Certification* on Form W-9. You can replace "defined

below" with "defined in the instructions" in item 3 of the *Certification* on Form W-9 when the instructions will not be provided to the payee except upon request. For more information, see Rev. Proc. 83-89, 1983-2 C.B. 613; amplified by Rev. Proc. 96-26, which is on page 22 of Internal Revenue Bulletin 1996-8 at www.irs.gov/pub/irs-irbs/irb96-08.pdf.

TIN Applied for

For interest and dividend payments and certain payments with respect to readily tradable instruments, the payee may return a properly completed, signed Form W-9 to you with "Applied For" written in Part I. This is an "awaiting-TIN" certificate. The payee has 60 calendar days, from the date you receive this certificate, to provide a TIN. If you do not receive the payee's TIN at that time, you must begin backup withholding on payments.

Reserve rule. You must backup withhold on any reportable payments made during the 60-day period if a payee withdraws more than \$500 at one time, unless the payee reserves an amount equal to the current year's backup withholding rate on all reportable payments made to the account.

Alternative rule. You may also elect to backup withhold during this 60-day period, after a 7-day grace period, under one of the two alternative rules discussed below.

Option 1. Backup withhold on any reportable payments if the payee makes a withdrawal from the account after the close of 7 business days after you receive the awaiting-TIN certificate. Treat as reportable payments all cash withdrawals in an amount up to the reportable payments made from the day after you receive the awaiting-TIN certificate to the day of withdrawal.

Option 2. Backup withhold on any reportable payments made to the payee's account, regardless of whether the payee makes any withdrawals, beginning no later than 7 business days after you receive the awaiting-TIN certificate.



The 60-day exemption from backup withholding does not apply to any payment other than interest, dividends, and certain payments relating to readily tradable instruments. Any other reportable payment, such as nonemployee compensation, is subject to backup withholding immediately, even if the payee has applied for and is awaiting a TIN.

Even if the payee gives you an awaiting-TIN certificate, you must backup withhold on reportable interest and dividend payments if the payee does not certify, under penalties of perjury, that the payee is not subject to backup withholding.

If you do not collect backup withholding from affected payees as required, you may become liable for any uncollected amount.

Payees Exempt From Backup Withholding

Even if the payee does not provide a TIN in the manner required, you are not required to backup withhold on any payments you make if the payee is:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);

2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, agencies, or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;
9. A futures commission merchant registered with the Commodity Futures Trading Commission;
10. A real estate investment trust;
11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
12. A common trust fund operated by a bank under section 584(a);
13. A financial institution;
14. A middleman known in the investment community as a nominee or custodian; or
15. A trust exempt from tax under section 664 or described in section 4947.

The following types of payments are exempt from backup withholding as indicated for items 1 through 15 above.

Interest and dividend payments. All listed payees are exempt except the payee in item 9.

Broker transactions. All payees listed in items 1 through 5 and 7 through 13 are exempt. Also, C corporations are exempt. A person registered under the Investment Advisers Act of 1940 who regularly acts as a broker is also exempt.

Barter exchange transactions and patronage dividends. Only payees listed in items 1 through 5 are exempt.

Payments reportable under sections 6041 and 6041A. Only payees listed in items 1 through 7 are generally exempt.

However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC, Miscellaneous Income, are not exempt from backup withholding.

- Medical and health care payments.
- Attorneys' fees.
- Payments for services paid by a federal executive agency. (See Rev. Rul. 2003-66, which is on page 1115 of Internal Revenue Bulletin 2003-26 at www.irs.gov/pub/irs-irbs/irb03-26.pdf.)

Payments Exempt From Backup Withholding

Payments that are not subject to information reporting also are not subject to backup withholding. For details, see sections 6041, 6041A, 6042, 6044, 6045, 6049, 6050A, and 6050N, and their regulations. The following payments are generally exempt from backup withholding.

Dividends and patronage dividends

- Payments to nonresident aliens subject to withholding under section 1441.
- Payments to partnerships not engaged in a trade or business in the United States and that have at least one nonresident alien partner.
- Payments of patronage dividends not paid in money.
- Payments made by certain foreign organizations.
- Section 404(k) distributions made by an ESOP.

Interest payments

- Payments of interest on obligations issued by individuals. However, if you pay \$600 or more of interest in the course of your trade or business to a payee, you must report the payment. Backup withholding applies to the reportable payment if the payee has not provided a TIN or has provided an incorrect TIN.
- Payments described in section 6049(b)(5) to nonresident aliens.
- Payments on tax-free covenant bonds under section 1451.
- Payments made by certain foreign organizations.
- Mortgage or student loan interest paid to you.

Other types of payment

- Wages.
- Distributions from a pension, annuity, profit-sharing or stock bonus plan, any IRA, an owner-employee plan, or other deferred compensation plan.
- Distributions from a medical or health savings account and long-term care benefits.
- Certain surrenders of life insurance contracts.
- Distribution from qualified tuition programs or Coverdell ESAs.
- Gambling winnings if regular gambling winnings withholding is required under section 3402(q). However, if regular gambling winnings withholding is not required under section 3402(q), backup withholding applies if the payee fails to furnish a TIN.
- Real estate transactions reportable under section 6045(e).
- Cancelled debts reportable under section 6050P.
- Fish purchases for cash reportable under section 6050R.



After 2011, backup withholding will apply to certain payment card transactions by a qualified payment card agent under section 6050W.

Joint Foreign Payees

If the first payee listed on an account gives you a Form W-8 or a similar statement signed under penalties of perjury, backup withholding applies unless:

1. Every joint payee provides the statement regarding foreign status, or
2. Any one of the joint payees who has not established foreign status gives you a TIN.

If any one of the joint payees who has not established foreign status gives you a TIN, use that number for purposes of backup withholding and information reporting.

For more information on foreign payees, see the Instructions for the Requester of Forms W-8BEN, W-8ECI, W-8EXP, and W-8IMY.

Names and TINs To Use for Information Reporting

Show the full name and address as provided on Form W-9 on the information return filed with the IRS and on the copy furnished to the payee. If you made payments to more than one payee or the account is in more than one name, enter on the first name line of the information return only the name of the payee whose TIN is shown on Form W-9. You may show the names of any other individual payees in the area below the first name line on the information return.



For more information on the names and TINs to use for information reporting, see section J of the General Instructions for Certain Information Returns.

Notices From the IRS

The IRS will send you a notice if the payee's name and TIN on the information return you filed do not match the IRS's records. (See *Taxpayer Identification Number (TIN) Matching*, later.) You may have to send a "B" notice to

the payee to solicit another TIN. Pub. 1281, Backup Withholding for Missing and Incorrect Name/TIN(s), contains copies of the two types of "B" notices.

Taxpayer Identification Number (TIN) Matching

TIN Matching allows a payer or authorized agent who is required to file Forms 1099-B, DIV, INT, K, MISC, OID, and/or PATR to match TIN and name combinations with IRS records before submitting the forms to the IRS. TIN Matching is one of the e-services products that is offered and is accessible through the IRS website. Go to IRS.gov and enter e-services in the search box. It is anticipated that payers who validate the TIN and name combinations before filing information returns will receive fewer backup withholding (CP2100) notices and penalty notices.

Additional Information

For more information on backup withholding, see Pub. 1281.



APPENDIX G
FY 2015-16 ENVIRONMENTAL
EDUCATION SERVICES COMMUNITY-
BASED ORGANIZATION FUNDING
RFP No. 1115

Board of Directors List

Name of the Agency: _____

[illegible]



APPENDIX H

FY 2015-16 ENVIRONMENTAL EDUCATION SERVICES CBO FUNDING RFP No. 1115

MIAMI-DADE COUNTY COLLUSION AFFIDAVIT

(Provided for information only, and should not to be submitted with Proposal)

BID NO.:
BID TITLE:

COLLUSION AFFIDAVIT

(Code of Miami-Dade County Section 2-8.1.1 and 10-33.1) (Ordinance No. 08-113)

BEFORE ME, A NOTARY PUBLIC, personally appeared _____
who being duly sworn states: (insert name of affiant)

I am over 18 years of age, have personal knowledge of the facts stated in this affidavit and I am an owner, officer, director, principal shareholder and/or I am otherwise authorized to bind the bidder of this contract.

I state that the bidder of this contract:

- ☐ is not related to any of the other parties bidding in the competitive solicitation, and that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer.

OR

- ☐ is related to the following parties who bid in the solicitation which are identified and listed below:

Note: Any person or entity that fails to submit this executed affidavit shall be ineligible for contract award. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted by presentation of evidence as to the extent of ownership, control and management of such related parties in the preparation and submittal of such bids or proposals. Related parties shall mean bidders or proposers or the principals, corporate officers, and managers thereof which have a direct or indirect ownership interest in another bidder or proposer for the same agreement or in which a parent company or the principals thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same agreement. Bids or proposals found to be collusive shall be rejected.

By: _____ Date _____ 20____
Signature of Affiant

Printed Name of Affiant and Title

Federal Employer Identification Number

Printed Name of Firm

Address of Firm

BID NO.:
BID TITLE:

20____ SUBSCRIBED AND SWORN TO (or affirmed) before me this ____ day of _____,

He/She is personally known to me or has presented _____
as identification. Type of identification

Signature of Notary

Serial Number

Print or Stamp Name of Notary

Expiration Date

Notary Public -- State of _____

Notary Seal



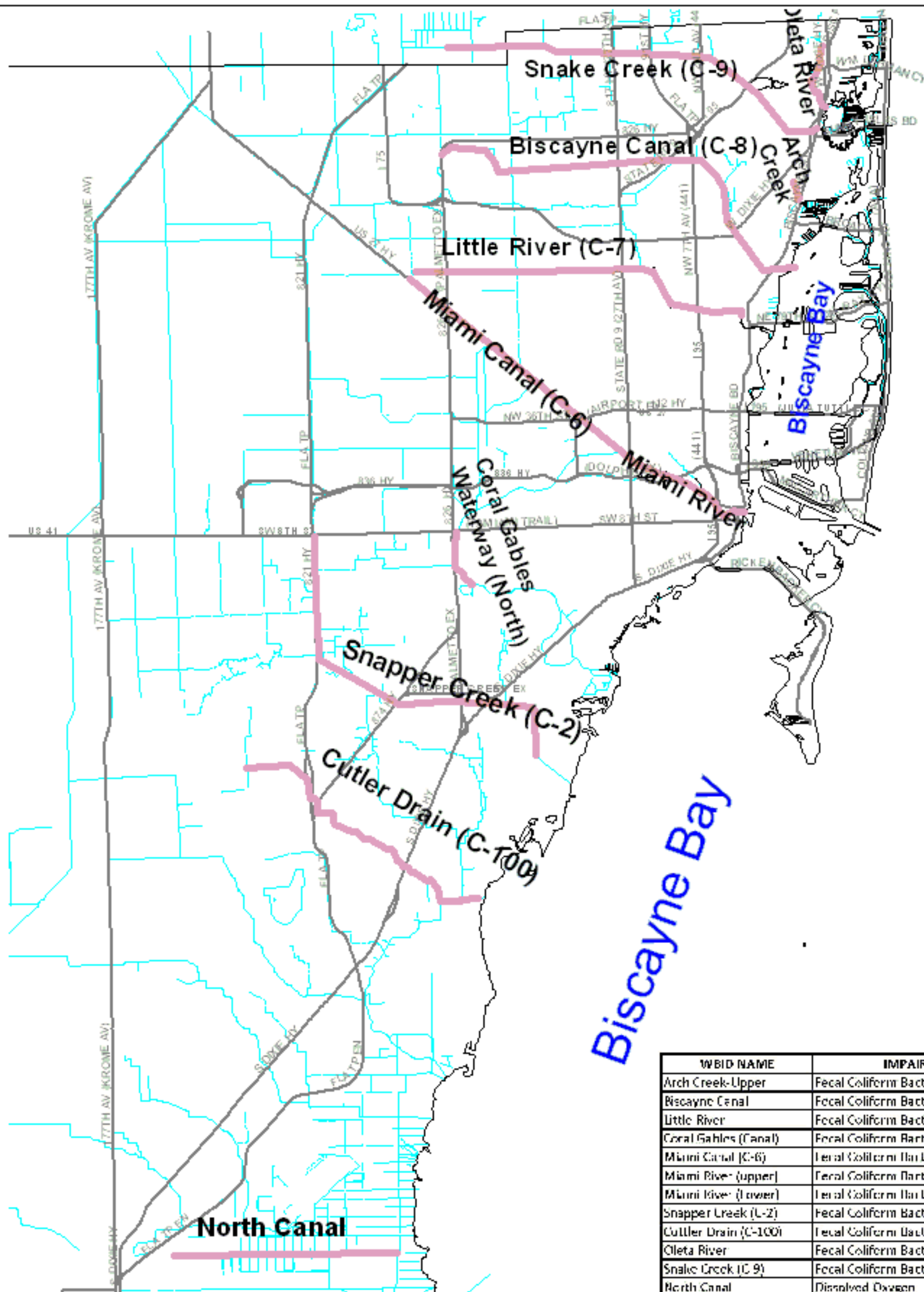
APPENDIX I

FY 2015-16 ENVIRONMENTAL EDUCATION SERVICES CBO FUNDING RFP No. 1115

IMPAIRED WATERS MAP

(Provided for information only, and should not to be submitted with Proposal)

Miami-Dade County Verified Impaired Water Body Segments (WBIDs) as of June 2010.



WBID NAME	IMPAIRMENT(S)
Arch Creek-Upper	Fecal Coliform Bacteria
Biscayne Canal	Fecal Coliform Bacteria
Little River	Fecal Coliform Bacteria
Coral Gables (Canal)	Fecal Coliform Bacteria
Miami Canal (C-6)	Fecal Coliform Bacteria; Copper
Miami River (upper)	Fecal Coliform Bacteria
Miami River (lower)	Fecal Coliform Bacteria; Copper
Snapper Creek (C-2)	Fecal Coliform Bacteria
Cutler Drain (C-100)	Fecal Coliform Bacteria; Nutrients
Oleta River	Fecal Coliform Bacteria
Snake Creek (C-9)	Fecal Coliform Bacteria
North Canal	Dissolved Oxygen



APPENDIX J

FY 2015-16 ENVIRONMENTAL EDUCATION SERVICES COMMUNITY- BASED ORGANIZATION FUNDING RFP No. 1115

Due Diligence Checklist

DUE DILIGENCE CHECKLIST

AGENCY NAME: _____

DUE DILIGENCE ITEM	COMPLIANT	NON-COMPLIANT	NOT APPLICABLE
MIAMI-DADE COUNTY OFFICE OF INSPECTOR GENERAL			
VENDOR REGISTRATION DOCUMENTS, AFFIDAVITS AND APPLICABLE LICENCES (Florida Department of Professional Regulation)			
INSURANCE AND/OR BONDS			
SBD VIOLATIONS REPORT			
FLORIDA CONVICTED VENDOR LIST			
FEDERAL SAM (f/k/a CONTRACTOR DEBARMENT REPORT)			
FEDERAL SAM (f/k/a DELINQUENT CONTRACTORS)			
GOAL DEFICIT MAKE-UP REPORT			
SUSPENDED CONTRACTORS FLORIDA SUSPENDED CONTRACTORS			
FEDERAL SAM (f/k/a FEDERAL EXCLUDED PARTIES LIST SYSTEM)			
SUDAN-IRAN AFFIDAVIT			
STATE OF FLORIDA CORPORATIONS (SUNBIZ)			
CAPITAL IMPROVEMENTS INFORMATION SYSTEM			
A&E TECHNICAL CERTIFICATION REPORT			
PRE-QUALIFICATION REPORT			
WEB SEARCH FOR COMPLIANCE AND PERFORMANCE RECORD (BETTER BUSINESS BUREAU)			
REFERENCE CHECKS FOR CONTRACTS SIMILAR IN SCOPE			
TAX RETURNS, FINANCIAL STATEMENTS(AUDITED), PROFORMA STATEMENTS AND OTHER FINANCIAL DOCUMENTS			
LOCAL PUBLIC RECORDS SEARCH (CLERK OF COURTS)			
DUNN & BRADSTREET FINANCIAL REPORTS			
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS (PACER)			

I certify that I have completed the due diligence search required through Resolution #R-630-13 on the previously mentioned agency, and that the information mentioned above is correct.

Contracts Officer: _____

Date: _____