

PROCESSING PAYMENTS FOR PURCHASES

SUMMARY

This procedure provides guidance on how to process invoices associated with a Purchase Order (PO) and Direct types of payments, as well as related supporting documentation, forms and required approvals.

INVOICE PROCESSING REQUIREMENTS (APPLICABLE TO ALL TYPES OF PAYMENTS)

1. All invoices must include the vendor name and remit to address as it appears in FAMIS (FAML9520 - Vendor Detail Address/9530 – Vendor Mail Code). The vendor is established in FAMIS utilizing the W-9 or W-8 (foreign vendors) submitted directly by the vendor or as part of the registration package. If additional verification of the entity is required, Finance personnel will reach out to the user department and/or entity and request additional support, including but not limited to, a letter from the IRS (i.e. 147C).
2. A proper invoice must be **legible**, and at a minimum, must contain the following:
 - a. Document must be identified as an Invoice,
 - b. Complete vendor name and/or Doing Business As (DBA) name, when applicable
 - c. Remit to address,
 - d. Unique Invoice number,
 - e. Invoice Date (should not be dated prior to goods received or services rendered date),
 - f. Purchase order number (when applicable), contract or other applicable authorizing document,
 - g. Detailed description of goods/services billed, unit price, quantity for goods or services ordered and received,
 - h. Name and address of the Department the transaction pertains to,
 - i. Charges agree with the order and/or contract terms, as itemized when applicable
 - j. Total current amount due,
 - k. Information on the invoice should not be covered with a stamp, label, tape, etc.

Pursuant to Sec. 2-8.1.4. – Prompt Payment Ordinance, section (6), if an invoice submitted by a vendor is improper, the County must within ten (10) days of receipt of an improper invoice, notify the vendor that the invoice is improper and indicate what corrective action by the vendor is required to make it a proper invoice. Once the invoice has been corrected, the Department and/or the vendor must submit the proper invoice for processing to the Finance Department.

Imaging Workflow Automation Application (IWA) Invoices - If an IWA Invoice is submitted to the Department and the invoice is improper, the Department should reject the original improper invoice, and notify the vendor and indicate the corrective action needed to be taken by the vendor. Finance Department's Shared Services Section (FSS), Resolution Group will discard the original improper invoice.

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3. **Paper Invoices** - Invoices must be date/time stamped upon receipt at 'any' County facility (including FSS), as this will systematically determine the payment 'due date' to the vendor in accordance with contract terms and compliance with Administrative Order No. 3-19.

IWA Invoices - For electronic invoices received directly from the vendor by FSS through the designated invoice submittal e-mail address, the e-mail date/time will be the invoice received date. Invoices should not be directly received by the department from the vendor; however, in isolated instances where the department must submit the invoice (such as medical bills) to FSS the invoice receipt date will be the Department's date/time stamp.

4. No advance payments are to be made unless the contract specifically allows for it as a prepaid item (e.g. rent, storage, annual software license, etc.).
5. Departments need to ensure that the index codes, vendor number and related suffix used to process invoices are valid and current. Departments are responsible for ensuring sub-object codes (FAML 5200 Sub-object Table) used are appropriate for the items/services being purchased.
6. As a general rule, invoices should not be modified; thus, altering the quantity, costs, and/or invoice date. If any of those changes are required, the vendor must re-submit a corrected invoice (proper invoice). Invoices should not contain scratched out (white out) amounts. Invoices can never be increased.

However, if the Department needs to short-pay due to backorders, taxes, rate, etc., the amount being invoiced can be reduced and documented as follows:

- a) **Paper Invoices** - Invoice original amount needs to be clearly crossed out with a line and new amount needs to be handwritten next to the original invoiced amount. The individual approving the payment needs to validate the change by adding their name and signature next to the change. A brief notation for reason of short-pay needs to be provided as well.
 - b) **IWA Invoices** - Users are able to enter the adjusted ("short pay") amount; thus, properly reflecting the total amount due for payment. The reason for the "short pay" must be noted using the drop-down menu, and explanation for the "short pay" **must** be provided under the HISTORY tab.
7. **Paper Invoices** - Paper invoices must be properly coded and have the authorized signatures along with the printed name of the person signing (the name must be printed below the signature) and date of approval. Once paper invoices are processed by the Department, the document must clearly show the following: invoice and voucher number, index code(s), sub-object, vendor number and suffix, purchase order number or ordinance/resolution number, and amount to be paid (due).
 8. **Paper Invoices** - Hand written invoices containing multiple item counts and manual totals

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(e.g. not computer-generated invoices) should include a calculator tape or Excel spreadsheet noting verification of amounts billed.

IWA Invoices - When processing these types of invoices via IWA, the department must include a comment under the HISTORY Tab noting verification of invoice amount(s) for accuracy of unit price, item count(s) and total amount(s) billed.

9. **Paper Invoices** - Departments need to clearly identify invoices payable to certified Small Business Entities (SBEs) and Micro Enterprise, by marking such invoices with alpha letters "SBE". This is necessary to facilitate and expedite the processing of these invoices within their specified contract terms; thus payable within 14 calendar days upon receipt of undisputed invoice in accordance with Ordinance No. 15-31. Paper invoices need to be clearly stamped "EXPEDITE SBE" and separately grouped from the regular invoices delivered to the Finance Department Accounts Payable (AP) for processing.

IWA Invoices - The IWA system automatically flags such invoices as an "SBE" based on the vendor's profile. Reports are systematically generated and distributed daily to assigned Departmental users to alert them of number of days SBE and Micro Enterprise invoices are in queue; thus, this report assists users in prioritizing payments to SBE or Micro Enterprise vendors within the 14 day terms.

10. **Paper Invoices** – A request to pay an invoice using a "single check" as opposed to combining the specific invoice with other invoices needs to accompany the invoice package and be approved by a Finance Department AP supervisor.

IWA Invoices - the Department needs to flag the box that reads "Single Check", and a comment must be added by the Department in the HISTORY tab with a reason for the single check request which will be approved or rejected by a Finance Department AP supervisor.

11. **Paper Invoices** – Invoices older than six (6) months need to be accompanied by a memorandum addressed to Assistant Controller over Accounts Payable (AP) or the Finance AP Section Manager outlining the reasons for delay/tardiness in processing the payment. Additionally, state that the invoice has been "**Researched, not previously paid.**" Memorandum must be signed by an authorized signatory on file. Please note that the signature cannot be a photo copy (for paper invoices processed via ADPICS/FAMIS). The Department needs to submit one memorandum per invoice, or clearly and individually address each invoice if more than one invoice is being addressed.

IWA Invoices - a comment is required in the HISTORY tab stating the reason for delay in payment as well as "**Researched, not previously paid**" for further approvals to continue via the IWA flow.

CHECK HOLDS AND VOUCHER CANCELLATIONS

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12. **Paper Invoices** - Proper internal control requires that all checks be mailed by the Finance Department Controller's Division; however, certain situations may require the check to be picked up by the vendor. In those exceptions, the Department will need to provide written justification for check(s) to be held (HOLD tickets) for pick up by the vendor or Departmental personnel. If the vendor is picking up the check from the Finance Department, the person picking up the check on behalf of the vendor must provide proof of identity via a legal picture ID, and letter on the company's letterhead, (signed and dated by an authorized representative of the company) allowing the person to pick up the check. Checks will not be released if these requirements are not met.

IWA Invoices- the requesting Department must flag the "HOLD" indicator, fill in the contact information (name and phone number) of the person picking up the check on behalf of the vendor, and provide comment in the HISTORY tab as to why special check pick up is deemed necessary. The person picking up the check for the vendor must provide proof of identity via a legal picture ID, and letter on the company's letterhead, (signed and dated by an authorized representative of the company) allowing the person to pick up the check. Checks will not be released if these requirements are not met.

13. Voucher Cancellation for invoices already in process or awaiting payment in the system must be requested in writing (may be via e-mail) advising the Finance Department AP personnel to process voucher payable(s) cancellation accordingly. Request must clearly indicate: the invoice number, voucher number, amount and reason for cancellation.

PAYMENTS FOR INVOICES REFERENCING PURCHASE ORDERS

14. Purchase Orders must be created prior to the goods being delivered or services rendered. Vendor name and address, in the PO, must match information as listed in the FAMIS vendor maintenance system table (FAML 9530- Vendor Mail Code). The selected vendor suffix must be active in order to create the PO.

15. It is the Department's responsibility to:

- Verify each item delivered against the vendor's delivery ticket and/or packing slip,
 - Ensure that all goods/services received are in accordance with the terms of the Purchase Order/Contract/Agreement,
 - Do not accept damaged or incorrect items (substitution of items on the purchase order is not allowed unless approved in advance). The grade and quality of the goods and services must be in accordance with the terms of the contract,
 - Make necessary corrections on the delivery ticket/slip for defective goods or services not received before signing and dating the slip,
-
- Receiving unit/personnel must provide the approved delivery ticket or package slip to the departmental invoice payment approver(s),
 - Ensure that the vendor is properly billing the County for goods and services

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received/rendered by comparing the amount billed on the invoice to the quantity received (receiving ticket/packing slip) or services rendered. This review should include: pricing per commodity or service is in accordance to the contract/PO, quantity received and billed agree, freight terms etc.,

- Delivery receipts and/or other documents used to verify the receipt of goods and services and to substantiate payments must be maintained by the Department(s) in accordance with the Finance Department's Extended Record Retention Period memorandum (Attachment—A) for disbursement documents or grant/funding source's retention requirements, whichever is greater. ~~(See Attachment A).~~

Again proper accountability and validation of receipt of goods and services rests with the department processing and/or approving the invoice for payment. Also, for internal control purposes and to ensure proper segregation of duties, the individual who receives and validates the goods and/or services, should not be the same individual who approves the purchase order or approves the invoice for payment.

16. All temporary personnel services invoices **must** be accompanied by corresponding timesheets. Timesheets must be signed by the temporary employee and Miami-Dade County (MDC) supervisor responsible for overseeing the work of the temporary employee. Also, timesheets for consulting services must be signed and approved by a manager from the consulting company, and manager from Miami Dade County overseeing and/or responsible for the project for hours billed. Departmental approvers must ensure rates billed agree to the contract, the time calculation is accurate and hourly rate times the hours worked total the amount billed.

17. **Paper Invoices** - If freight costs need to be paid per contract terms, please circle and initial these costs on the invoice noting approval of such item for payment. The freight amount must be entered separately in the freight field (ADPICS screen PCHL-1500-Invoice Header Entry Screen). Freight charges are not subject to UAP and IG fees. These same principles also apply to Fuel Taxes, in which case the Taxes and Fuel (TF) field must be added when processing in ADPICS screen PCHL-1500.

IWA Invoices - If freight costs need to be paid per contract terms, the total invoice amount has to be reduced (using the short pay Field) by the amount of freight and/or fuel taxes. A comment has to be added stating that the freight or taxes are appropriate to pay in the HISTORY tab. This is necessary for the Finance Department to process payment for taxes and freight in ADPICS screen PCHL-1500-TF field.

18. **Paper Invoice** - If the invoice is to be charged to an index code other than the one originally used to create the PO, then 'alternate accounting' should be used when processing the invoice

in ADPICS. Please ensure that index code(s) are active before processing the transactions. If index code(s) need to be activated, a request, via email, needs to be sent to the Input/Output Section in order to open index code(s); thus, allowing Finance Department AP staff to post such invoice(s).

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IWA invoices – Alternate accounting is also available for invoices processed via IWA using the “GL CODING” tab.

19. When processing a change order or liquidation of a PO, the Department must verify that vouchers payments are not pending in accrual to avoid delays in future payments. Once the payments are made the appropriate change order or liquidation can occur.

DIRECT PAYMENTS/NON-PO PAYMENTS (see Attachment B - Internal Services Department Procurement Guidelines, Pages 4 and 5) for list of Direct Payments at: <http://intra.miamidade.gov/procurement/library/procurement-guidelines.pdf>

20. **Paper Invoice(s)** - A pre-numbered (WR#) Check Request Form (Attachment C) prepared by the Departments and submitted to the Finance Department AP Section needs to include: amount due, a brief description of payment, authorized signature noting payment approval and other supporting documentation. Supporting documentation may include: executed agreement (e.g. lease, settlement, etc.), Ordinance and/or approved Resolution, proof of payment for reimbursement of refund type payments, executed grant/contract, etc. The invoice number for the paper check request forms is the pre-printed WR# on the top right hand side of the form.

IWA Invoices - Departments may submit the paper “Check Request” Form to be processed via IWA, as noted above, or use the electronic “Check Request” form provide in the IWA System. This IWA electronic form generates its own sequential document number (MDI-XXX) which is then used as the invoice number.

21. **Paper Invoices** - Direct payments, with the exception of utilities payments, such as special assessments, tax bills and permit payments should include an applicable reference number, such as ordinance number, resolution number or other, as these documents support the authorization of such payments.

IWA Invoices - Reference information; thus, authority to pay should be added in the HISTORY tab as a comment.

CAPITAL AND CONSTRUCTION PAYMENTS

22. Construction and consultant contracts are established in the ADPICS Construction Contract Module. Departments responsible for managing construction projects will be required to submit the following documentation to the Finance Capital Construction Unit:

Construction and Consultant Contracts

- Contract Award
- Resolution

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- Executed Contract Agreement
- Grant Restriction Indicator (GRI) form signed by Director or designee (only for grant funded projects)

MCC Contracts

- Contract award information is verified in the Capital Improvements Information System (CIIS)

Additional Documents for Consultant Agreements

- Equitable Distribution Program (EDP) Project Assignment Form issued by the Internal Services Department for EDP contracts only. Form must be authorized,
- Consultant assignment form (if department is accessing a contract from another department),
- Work Order (if applicable).

Once proper documentation is received, the contract and blanket purchase order (BPO) will be established in ADPICS and department will be advised to proceed with purchase order (PO) creation.

CONSTRUCTION PAYMENTS

23. Generally, construction payment requests correlate with the “Percentage of Completion to Date” of the project.

At a minimum, construction requests for payment must contain:

- Signature of the contractor,
- County Project Manager
- Architect (if applicable),
- Internal Services Department (ISD) Risk Management representative noting insurance verification,
- Department’s accounts payable approver’s signature as listed in the “Accounts Payable Authorized Signature” form (as approved by the Department Director annually).

The following are the basic documents required for construction payments:

- Construction Unit Invoice Cover Sheet ~~For~~[For](#) IWA System -form (Attachment D), ~~(~~[\(must contain service period\),](#)
- Contractors AIA form (if applicable) must contain architects seal,

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- Schedule of Values Report,
- Sub-contractor releases of lien,
- Consent of Surety in lieu of releases of lien,
- Final release of lien (for final payment),
- Final requisition/invoice - Submit the subcontractors' pending payment report (SUB 200 6/12). As per ordinance 11-90, as part of the final payment, contractors "shall identify all subcontractors used in the work, the contract amount of each subcontract, the amount paid and pending to be paid to each subcontractor. In the event that the contractor intends to pay less than the subcontract amount, the contractor shall deliver to the County a statement explaining the discrepancy or any disputed amount."

SALES TAX EXEMPTION PROGRAM (Ordinance 13-55)

24. Two BPOs will be created for the construction contracts that utilize this program. One blanket will be created with the value payable to the contractor and a second blanket with the estimated value for the purchase of materials and supplies to be purchased directly by the County (tax exempt). The contract project manager shall provide the estimated value of supplies and material purchases as well as the vendor information. The total value of both blankets will never exceed the total contract award.

The following documents are required for approval of supply and material POs under this program:

- A copy of the contractor's PO requisition approved by the County project manager.
- A copy of the vendor's quote.
- A copy of "Certificate of Entitlement" issued for the specific purchase.

Invoices to be paid for such purchases of supplies and materials must be billed in the name of the County. The following is required to be provided by the user Department when submitting these invoices for payment:

- Contractor's acknowledgement approving the invoice and receipt of the items purchased.
- Copies of delivery tickets and/or packing slips.
- Invoices must include departmental construction project manager signature and accounts payable authorized signature.

The Department managing the construction contract is responsible for issuing a report listing all POs issued, payments made, and estimated tax savings for each purchase. This report must be reconciled on a monthly basis and included in the contractor's payment request.

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RESOLUTION PAYMENTS

25. Invoices paid as a result of individually approved BCC resolutions are processed also utilizing the ADPICS Construction Contract Module. Resolutions handled by the Departments directly with the BCC; hence, not handled by ISD-Procurement Division, requires the Departments to notify the Finance Department AP staff once a resolution is approved. The Finance Department AP staff will review the resolution, and if capital related will forward the package to the Finance Capital Construction Unit for processing. Refer to Capital and Construction Payment procedures listed above for further details. If not capital construction in nature, Finance AP will create a Contract and corresponding Blanket Purchase Order (BPO) in ADPICS, and advise the department to proceed with PO creation.

The following documentation needs to be provided by the user Department to establish a contract and BPO:

- Resolution Payment Input Form ([Attachment E](#)) and Grant Restriction Indicator (GRI) Form, (Attachments ~~E & F~~).
- Official copy of the approved resolution,
- Executed Agreement and/or grant awarded documentation (if applicable),
- Business/Entity Information Form (Attachment G) with the corresponding W-9 form (Attachment H), if the vendor is not already established and active in FAMIS,
- Departments need to coordinate with the ISD – Procurement Division – Vendor Assistance Section in order to activate the vendor under “DPM RGSTR” indicator in ADPICS screen FAML9520 to be able to process the Contract/BPO/PO and payment.

Paper Invoices - Departments trained on the creation of the Resolution POs, submits the approved paper invoice for payment and must reference the corresponding Resolution PO number in ADPICS (Document Prefix for Resolution POs is “PCXX” XX equals the department two letter code). The system automatically generates the invoice sequence number (Invoice Sequence for Resolution invoices ICXX) when posted. The system will also generate the corresponding voucher number (Voucher Sequence for Resolution Vouchers CVXX). Once paid the system will reduce the PO by the payment amount.

IWA Invoices - all the initial steps in the process described above remain the same (e.g. creation of contract, BPO and PO), the imaged invoice must reference the Resolution PO to be processed.

CONTACT(S):
Department/Division

Finance Department/Controller’s Division/Accounts Payable and Shared Services Sections

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REFERENCE DOCUMENT(S):

Administrative Order 3-38, Purchase of Commodities and Services

Administrative Order 3-19, Prompt Payment

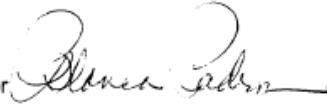
Administrative Order 6-5, Attendance at Local Conferences

ATTACHMENT A

PROCESSING PAYMENTS FOR PURCHASES

Memorandum 

Date: September 23, 2014
 To: Clerk of Courts Record Center
 From: Blanca Padron, Deputy Finance Director
 Miami-Dade County Finance
 Subject: Request to Extend Retention Record Period



This memo serves to formally request that the record retention period for Finance Department's records be extended as listed below. The Finance Department is requesting these be retained longer due to the grants, construction and federal regulations that govern the majority of the records generated by the transactions. These records may continue to have administrative and historical value since some are related to construction projects, grant funded projects and as such may be subject to federal audit guidelines which require the longer retention periods.

Record Name	Records Series Title and Item #	Retention period per State Schedule	Requested Retention Period
<ul style="list-style-type: none"> ➤ ACH Payment Files ➤ Emergency Check Payment Files ➤ Joint Payment Agreements ➤ Journal Entries ➤ P-Card Reconciliations ➤ Regular Check Payment Files ➤ Special Services Payment Files ➤ Wire Transfer Files ➤ Wire Transfers/Report of Collections 	Disbursement Records: Detail GS1-SL-340	5 Years	15 Years
<ul style="list-style-type: none"> ➤ ACH Vendor Forms 	Electronic Funds Transfer Records GS1-SL-264	5 Years	15 Years
<ul style="list-style-type: none"> ➤ Travel Records 	Travel Records GS1-SL-052	5 Years	15 Years
<ul style="list-style-type: none"> ➤ Vendor W-9 ➤ 1099 reports 	Federal Income/Employment Tax Forms/Reports GS1-SL-157	4 Years	15 Years
<ul style="list-style-type: none"> ➤ Disbursement and Purchase card Authorized Signature Forms ➤ Travel Authorized Signature Forms ➤ Wire Transfer Authorize Signature Forms 	Financial Account Authorization Records GS1-SL-84	5 Years	15 Years

ATTACHMENT B

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the County Mayor.

To obtain the best value for the taxpayer and to promote equitable economic participation by all segments of our community, ISD-PMS is mandated to utilize a competitive bidding process, with the award being made to the lowest, responsive and responsible bidder, whenever possible. Administrative Order (AO) 3-38 establishes the procedures for the competitive bidding process and associated alternative processes. These procedures also allow for the use of other than full and open competition should it be determined to be in the best interest of the County.

All authorized purchases shall be made in compliance with Florida Statutes, the Administrative Order cited above, and established ISD-PMS guidelines. No person may make any purchase utilizing County funds unless specifically authorized to do so by County Code, administrative order, resolution, and designation by the Board of County Commissioners or the County Mayor. Payment for any unauthorized purchase may be the responsibility of the person placing the order (see "Confirmation Purchase" portion of Section 16 of these guidelines for further detail in this regard).

The ISD Director is appointed by the County Mayor and the ISD Assistant Director is appointed by the ISD Director as the County's Chief Procurement Officer (CPO). As such, the ISD Assistant Director is the County Mayor's designee for all procurement actions governed by the administrative orders cited above. The ISD-PMS Director appoints and supervises the County's Competition Advocate whose primary responsibility is to foster full and open competition consistent with County policy. The Competition Advocate, together with the ISD-PMS Director, is responsible for implementing programs and initiatives to improve competition. This includes, but is not limited to, assuring effective and efficient market research, enhancing competitive contracting opportunities for small business entities, scrutinizing sole source and bid waiver acquisitions, and challenging specifications and statements of work (SOWs) to ensure no artificial barriers limit or reduce competition.

Exceptions

Certain purchases made by the County are considered appropriate for direct payment, and are therefore excluded from the procurement processes set forth in these guidelines. The general conditions that apply to direct purchases are two-fold. First, the cost of the expenditure for software is \$750, and there is no dollar limitation for books. Secondly, that the item being purchased must not be available under an existing contract. The procedures established by the procurement guidelines shall be followed for purchase of the excepted items unless both of those conditions are met.

The current list of purchases authorized for direct payment are as follows:

Utilities	Mileage	Miscellaneous Refunds
Freight	Permits	Newspaper and Magazine Subscriptions
Tuition	Petty Cash	Newspaper and Magazine Advertising
Postage	Memberships	Commodity Purchases under \$100
Books	Films	Gasoline Credit Cards
Notary Fees	Tax Bills	Special Assessment Bills
Registrations	Software	Tax and Law Service Publications

Certain county departments conduct their own procurement activities in accordance with prescribed legislation. While these departments do conduct their own purchases, they are

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still subject to the general policies and procedures set forth in these guidelines with the exception of those policies and procedures specifically involving ISD-PMS-internal solicitation issuance and contract award proceedings. One specific example in this regard is the acquisition of A&E (Architecture and Engineering) and Construction services. These procurements are primarily performed by user departments in coordination with the Capital Improvements Construction Coordination (CICC) organization, and are governed by Administrative Orders other than 3-38.

4. RESPONSIVENESS AND RESPONSIBILITY DETERMINATIONS

The acceptable standard for award of county contract calls for the determination of the lowest (or highest ranked) responsive and responsible Bidder. The County shall award its contracts to the responsive, responsible Bidder offering the best value. Award shall be made to the Bidder or Proposer offering the lowest price, being the highest ranked, or as otherwise prescribed in the solicitation or by prevailing legislation. The use of the term Bidder shall be understood to include any participant in the County procurement process and the term bid shall be understood to include any offer in response to a solicitation. The following is intended to be used as general guidelines:

1. Bidder Responsiveness refers to a Bidder's unequivocal promise, as shown on the face of its offer, to provide the items or services called for by the material terms of the solicitation. A responsive bid means one submitted at the correct time and place, in the correct form, containing all required information and signatures.

A bid that deprives the government of the assurance that the contract will be entered into in accordance with its terms is generally not responsive. Such an omission is not curable, as a bidder submitting an incomplete or qualified bid could opt in or out of the process at its will, depriving the County of a valid offer and placing that Bidder at a material advantage over other Bidders who have made firm offers.

The determination of responsiveness is a legal call based on the application of bid requirements and legal precedent to facts provided by County staff or developed in the course of a bid protest (Section 2-4.4). The Code of Miami-Dade County reserves to the County Attorney the authority to decide whether a bid is responsive (Section 2-4.4(a)).

2. Bidder Responsibility refers with whether the Bidder can perform as provided in the bid. In general, solicitation requirements for information relating to a bidder's financial condition, capability, experience and past performance pertain to a Bidder's responsibility.

The term responsibility is not limited in its meaning to financial resources and ability. Under its definition, the County is authorized discretionary power to make determinations upon the honesty and integrity of the Bidder necessary to a faithful performance of a contract, upon a Bidders skill and business judgment, its experience and its facilities for carrying out the contract, the Bidder's previous conduct under other contracts, and the quality of its previous work as well as to determine upon financial capacity. The type of information bearing on a Bidder's ability to perform may be furnished up to the time of award.

In the event the County has knowledge of facts which may exist that would render a Bidder non-responsible, the ISD-PMS director shall conduct a review and inquiry as may be reasonably required to make the affirmative finding of responsibility as a condition of

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Revision 30 (Apr. 2017)

ATTACHMENT C

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MIAMI -DADE COUNTY
 CHECK REQUEST

PAYABLE TO: _____
VENDOR NAME/DBA NAME (DBA NAME MUST BE PRESENT IF IN FAMIS)

ADDRESS: _____

DEPT./DIV.: _____

CONTACT PERSON: _____ DATE: _____

Comments for Departmental use (EX. Hold or Emergency):

INVOICE NUMBER WILL BE GENERATED BY IWA IN ORDER TO
 AVOID DUPLICATE INVOICE NUMBERS AND WILL BEGIN WITH MDI

PO NUMBER FOR RESOLUTION PAYMENTS:

VENDOR NUMBER

SUFFIX

VOUCHER AMOUNT

0.00

Please note: If using the exact same financial structure on multiple lines please consolidate the invoice into one line as ADPICs will automatically consolidate multiple exact financial structure lines.

LINE NUMBER	TRANS CODE	DOCUMENT REFERENCE	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	GRANT DETAIL	PROJECT	PROJECT DETAIL	G/L ALCY	SUBSIDIARY
1												
		DESCRIPTION (25 CHARACTERS)										
2												
		DESCRIPTION (25 CHARACTERS)										
3												
		DESCRIPTION (25 CHARACTERS)										
4												
		DESCRIPTION (25 CHARACTERS)										
5												
		DESCRIPTION (25 CHARACTERS)										
TOTAL												

02/19/2013

ATTACHMENT D

PROCESSING PAYMENTS FOR PURCHASES

MIAMI DADE COUNTY			
CONSTRUCTION UNIT INVOICE COVER SHEET FOR IWA SYSTEM			
DEPARTMENT: _____	INVOICE NUMBER: _____		
VENDOR NAME: _____	REQUEST/ INVOICE DATE: _____		
DBA: _____	PAY REQUEST NUMBER: _____		
VENDOR NUMBER/SFX: _____	INVOICE AMOUNT: _____		
PROJECT NUMBER: _____	INVOICE TYPE: _____		
PROJECT NAME: _____	INVOICE DESCRIPTION: _____		
CONTRACT NUMBER: _____	DATE INVOICE RCVD BY DEPT: _____		
DEPARTMENT CONTACT LIAISON:			
NAME	SIGNATURE	TITLE	DATE
COMMENTS:			

ITEMIZATION OF CHARGES FOR FINANCE USE ONLY												
PURCHASE ORDER INFORMATION								PAYMENT INFORMATION				
Purchase Order No. & Account Line	Comm Line	Index Code	Sub-Object	User Code	Purchase Order Amount	Previously Paid	Alt Acctg	This Request Gross Amount	Retainage Withheld	Retainage Release	Other	Amount Due
Amount Due this Requisition					\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -

* INSERT AN ASTERISK BY THE LINE YOU ARE USING AN ALTERNATE ACCOUNTING INDEX CODE

FINANCE CONSTRUCTION UNIT:		NUMBER OF COPIES: _____
CONSTRUCTION INVOICE: _____	DIR VOUCHER (CREDIT): _____	
RETAINAGE: _____	CREDIT MEMO: _____	
		FINANCE CONSTRUCTION REVIEWER SIGNATURE _____

ATTACHMENT E

PROCESSING PAYMENTS FOR PURCHASES

RESOLUTION PAYMENT INPUT FORM

Instructions: In section A please fill in the blanks with the information necessary. Please use a copy of this page for each resolution. If you have a resolution for several vendors use one document. In section B please list all the documents that already exist in FAMIS for each vendor under the resolution. Example if a consultant contract such as E01-PW-05 list all vendors with there associated doc refs in FAMIS.

SECTION A. CONTRACT HEADER SCREEN

RESOLUTION NUMBER: _____

RESOLUTION TITLE: _____

CONTRACT MANAGER: _____

PROJECT #: IF APPLICABLE _____

EFFECTIVE DATE: _____

EXPIRATION DATE: _____

BCC APPROVAL DATE: _____

INSP GENERAL (YES / NO): _____

UAP (YES/NO): _____

COMMODITY NAME & ID: _____

ORIGINAL RESO AMOUNT: _____

CONTINGENCY AMT OR % IF APPLICABLE _____

APPROVED AMENDMENTS (AMOUNT) _____

APPROVED AMENDMENTS (TIME) _____

CONSTRUCTION RELATED YES OR NO _____

FUNDING SOURCE GRANT/NON-GRANT**

**If Grant funded please also send the Grant Procurement Requirements Compliance Form, a/k/a Grant Restriction Indicator (GRI) form.

SECTION B. FOR CONVERSION

VENDOR # SUFFIX	VENDOR NAME	INDEXCODE	SUBJECT	PROJECT	PROJECT DETAIL	RETAINAGE %	PAYMENT	RETAINAGE BALANCE
Total							\$ -	\$ -

Updated: 7/10/2018

PROCESSING PAYMENTS FOR PURCHASES

Grant Procurement Requirements Compliance Review Form *a/k/a Grant Restriction Indicator (GRI) Form*

Department: _____

Contract ID / Reso: _____		OR Purchase Order No: _____
Project: _____ <i>(If applicable)</i>		(PO number is to be used when it carries the contract solicitation language, e.g. MCC Contracts)
Name of Granting Agency *	Indicate the pertaining funding source per granting agency	Are Procurement Grant Requirements met as established by Granting Agency?
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> T = Federal Transit Administration (FTA) <input type="checkbox"/> F = Federal <input type="checkbox"/> S = State <input type="checkbox"/> L = Local	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Please list all granting agencies; use additional forms when needed.

I hereby affirm that our Department has reviewed all the procurement requirements established by each granting agency in the creation of the solicitation and agree with the results as stated/noted above.

Departmental Director/Assistant Director Approval

Print Name
Title
Signature
Date

Submit executed form together with applicable Contracts and/or Resolution to the Finance Department - 111 NW 1st street 26th Floor

ATTACHMENT G

PROCESSING PAYMENTS FOR PURCHASES

Finance Department
111 NW 1st Street, Suite 2620
Miami, Florida 33128
www.miamidade.gov/finance



BUSINESS/ENTITY INFORMATION FORM

Please type or complete in ink.

**Department of Procurement
Management**
111 NW 1st Street, Suite 1300
Miami, Florida 33128
www.miamidade.gov/dpm

Prospective vendors are required to complete a Vendor Information Form for all transactions covered under Ordinance 10-47, amending Section 2-8.1 of the Code of Miami-Dade County. If the firm has been approved as a registered vendor by completing the new Vendor Registration Package in compliance with Section 2-8.1(d)(3) of the Code, this form is not required.

TO BE COMPLETED BY MIAMI-DADE COUNTY DEPARTMENT:			
Department _____		Telephone Number _____	
Contact Person _____	Title _____	E-mail Address _____	
Services to be provided under Ordinance 10-47			
<input type="checkbox"/> Performances	<input type="checkbox"/> Cable and Satellite Services	<input type="checkbox"/> Shipment of Animals	
<input type="checkbox"/> Honorariums	<input type="checkbox"/> Video Conferencing Services	<input type="checkbox"/> Anti-Venom Purchases	
<input type="checkbox"/> Training Services	<input type="checkbox"/> Dental Services for Inmates	<input type="checkbox"/> Purchases of Land	
<input type="checkbox"/> Historical preservation	<input type="checkbox"/> Tutoring Services	<input type="checkbox"/> Car Leases for County Officials	
<input type="checkbox"/> Rehabilitative Services	<input type="checkbox"/> Animal Medication Purchases		

TO BE COMPLETED BY THE BUSINESS/ENTITY

1. NAME OF BUSINESS/ENTITY:

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 (DBA) (If same as above leave blank)

2a. BUSINESS ADDRESS:

Enter the physical address for the main office.

Street Address

City _____ State _____ Zip Code _____

2b. PAYMENT REMITTANCE ADDRESS:

Enter the company/entity's address where payment of invoices is to be mailed, if different from business address.

Street Address (or P.O. Box)

City _____ State _____ Zip Code _____

3. CONTACT PERSON/ INFORMATION:

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

Mr. Ms. Mrs. _____

First Name MI Last Name

Title

Telephone Number _____ Fax Number _____

E-mail Address _____

ATTACHMENT H

PROCESSING PAYMENTS FOR PURCHASES

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																																												
<p>Print or type. See Specific Instructions on page 3.</p>	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>																																													
	<p>2 Business name/disregarded entity name, if different from above</p>																																													
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ <i>Note:</i> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p>																																													
	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the U.S.)</i></p>																																													
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>																																												
	<p>6 City, state, and ZIP code</p>																																													
	<p>7 List account number(s) here (optional)</p>																																													
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> </tr> <tr> <td colspan="6" style="text-align: center;">OR</td> </tr> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> </tr> </table>			Social security number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					OR						Employer identification number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>				
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<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>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 for Part II, later.</p>																																														
<p>Sign Here</p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>																																												