

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☒ Emergency Previous Contract/Project No. _____
Contract _____
☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO

Requisition No./Project No.: ROID1700107 /
EPPRFQ-00001-1 TERM OF CONTRACT: 3 months

Requisition /Project Title: Emergency Lake Maintenance at Amelia Earhart Park

Description: Emergency lake maintenance services

Issuing Department: PROS Contact Person: Lluís Gorgoy Phone: (305) 755-5459

Estimate Cost: \$99,000.00 GENERAL FEDERAL OTHER
Funding Source: X

ANALYSIS

Commodity Codes: 988-89 022-43 810-85 _____

Contract/Project History of previous purchases three (3) years
Check here ☐ if this is a new contract/purchase with no previous history.

EXISTING 2ND YEAR 3RD YEAR

Contractor: _____

Small Business Enterprise: _____

Contract Value: _____

Comments: _____

Continued on another page (s): ☐ Yes ☐ No

RECOMMENDATIONS

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

Basis of recommendation: Per the contract specifications, the awarded vendor must possess the required license and have verifiable experience as listed in the solicitation. If competition yields any SBE vendors who meet the specified qualifications, Bid Preference is recommended.

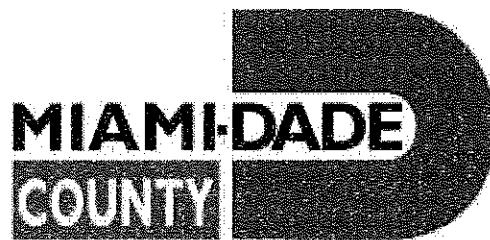
Signed: _____ Date sent to SBD: _____

Date returned to DPM: _____

Solicitation EPPRFQ-00001-1

Emergency Lake Maintenance Services for Amelia Earhart Park

Solicitation Designation: Public



Miami-Dade County

Solicitation EPPRFQ-00001-1

Emergency Lake Maintenance Services for Amelia Earhart Park

Solicitation Number EPPRFQ-00001-1
Solicitation Title Emergency Lake Maintenance Services for Amelia Earhart Park

Solicitation Start Date In Held
Solicitation End Date Mar 29, 2017 6:00:00 PM EDT
Question & Answer End Date Mar 23, 2017 3:00:00 PM EDT

Solicitation Contact Shereece George
Procurement Contracting Officer 1
ISD, Procurement Management services
305-375-3421
Sgeorge@miamidade.gov

Solicitation Contact Celeste Walker
305-375-2103
cewalk@miamidade.gov

Solicitation Contact Lashonne Williams-Canty
Procurement Contracting Officer 1
ISD - Procurement Management Services
305-375-5900
Lashonne.Williams-Canty@miamidade.gov

Contract Duration See Bid Documents
Contract Renewal See Bid Documents
Prices Good for See Bid Documents
Pre-Solicitation Conference Mar 20, 2017 11:00:00 AM EDT
Attendance is optional
Location: Amelia Earhart Park
401 E 65th St, Hialeah, FL 33013

Solicitation Comments The purpose of this solicitation is to establish a contract for the Miami-Dade County Parks, Recreation and Open Spaces Department (Parks), for emergency lake maintenance services at Amelia Earhart Park.

Item Response Form

Item EPPRFQ-00001-1--01-01 - Lake Maintenance for Zone A
Quantity 1 each
Unit Price
Delivery Location Miami-Dade County

Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1

Description

Lake Maintenance Services

Item **EPPRFQ-00001-1-01-02 - Lake Maintenance for Zone B**Quantity **1 each**Unit Price Delivery Location **Miami-Dade County**Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1

Description

Lake Maintenance Services

Item **EPPRFQ-00001-1-01-03 - Lake Maintenance for Zone C**Quantity **1 each**Unit Price Delivery Location **Miami-Dade County**Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1

Description

Lake Maintenance Services

Item **EPPRFQ-00001-1-01-04 - Lake Maintenance for Zone D**Quantity **1 each**Unit Price Delivery Location **Miami-Dade County**Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1

Description

Lake Maintenance Services

Item **EPPRFQ-00001-1-01-05 - Lake Maintenance for Zone E**

Quantity **1 each**

Unit Price

Delivery Location **Miami-Dade County**Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1**Description**

Lake Maintenance Services

Item **EPPRFQ-00001-1--01-06 - Lake Maintenance for Zone F**Quantity **1 each**

Unit Price

Delivery Location **Miami-Dade County**Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1**Description**

Lake Maintenance Services

Item **EPPRFQ-00001-1--01-07 - Lake Maintenance for Zone G**Quantity **1 each**

Unit Price

Delivery Location **Miami-Dade County**Miami-Dade County

111 NW 1 Street

Suite 1300

Miami FL 33128

Qty 1**Description**

Lake Maintenance Services

BID NO.: EPPRFQ-00001-1

OPENING: 6:00 PM

Emergency Lake Maintenance Services for Amelia Earhart Park
Mar 29, 2017



MIAMI-DADE COUNTY, FLORIDA

INVITATION
TO BID

TITLE:

Emergency Lake Maintenance Services for Amelia Earhart Park

BIDS WILL BE ACCEPTED UNTIL 6:00 PM
ON Mar 29, 2017

FOR INFORMATION CONTACT:

Shereece George 305-375-3421 Sgeorge@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r16-3.pdf>

NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.

EMERGENCY LAKE MAINTENANCE SERVICES for AMELIA EARHART PARK**SECTION 2 - SPECIAL CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the Miami-Dade County Parks, Recreation and Open Spaces Department (Parks), for emergency lake maintenance services at Amelia Earhart Park.

2.2 TERM OF CONTRACT

This contract shall commence upon the date of the purchase order and shall remain in effect until such time as the goods and services acquired in conjunction with this solicitation have been completed and accepted by the County's authorized representative.

2.3 METHOD OF AWARD

Award of this solicitation will be made to the lowest priced responsive, responsible bidder who meets the minimum qualification listed below and submits an offer on all Zones listed. If a bidder fails to submit an offer for all Zones, the overall offer may be rejected.

Minimum Qualification

1. The contractor must be licensed to perform pesticide application by the State of Florida. Copies of valid Commercial Applicator Licenses held by any personnel shall be submitted with the proposal as proof of meeting the minimum qualification.

Submittal Requirements:

1. Bidder(s) shall provide contact information to include name of contact, email address, phone number and fax number for Primary (required) and Secondary (optional) Staff within your company who will be responsible for providing a response to Miami-Dade County.
2. Bidder(s) shall provide three (3) references. These references must be from customers for whom the bidder has successfully maintained multiple lakes similar in size and scope of services being requested.
3. Bidder(s) must be willing and able to perform to the services immediately.

2.4 PRE-BID CONFERENCE/SITE VISIT

A pre-bid conference/site visit will take place as follows:

Monday March 20th, 2016 at 11:00am
Amelia Earhart Park
401 East 65th Street
Hialeah, FL 33013

It is recommended that a representative of the firm attend this site visit as the "Cone of Silence" is not applicable during the course of the conference/site visit and informal communication can take place. Bidders are requested to bring a copy of this solicitation document to the site visit. Prospective Bidders shall carefully examine the specifications of the bid and become thoroughly aware of any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

2.5 SCHEDULING

Lake Maintenance Site Schedules: The Project Manager will provide to the contractor a lake maintenance schedule to include: a listing of all lake zones within the park to be serviced and the start and end date of service. This schedule is tentative and may be modified by the contractor to ensure compliance and effective maintenance practices, with consent and approval of the project manager. If any unscheduled changes in the assigned schedule are required, the contractor shall immediately notify the project manager.

2.6 PERSONNEL REQUIREMENTS

- A. The Contractor shall provide sufficient, competent, and physically capable personnel to perform all work in accordance with the conditions and specifications of the Contract. All of the Contractor's maintenance personnel shall be supervised by a qualified foreman, in the employ of the Contractor. The contractor shall provide phone numbers for at least two contact persons (one primary, one alternate) in a supervisory capacity able to provide information regarding work order status, and perform other supervisory tasks. One of these contact persons must be available between the hours of 7:00 a.m. to 4:00 p.m. Monday thru Friday. The contractor shall provide efficient communication including telephone and/or email to County personnel within one (1) hour of initial communication.
- B. Contractor shall insure that all employees performing the services under this contract wear appropriate safety equipment, and company uniforms which clearly indicate to the public the name of the Contractor. All employees shall identify themselves and the nature of their work to area residents upon request.
- C. The County requires a minimum of one (1) crew at all times. A Crew consist of a minimum of two (2) employees: one (1) licensed applicator, one (1) maintenance/clean up person and one (1) supervisor. The supervisor may act in a dual role as a licensed applicator or maintenance personnel. The contractor must ensure adequate staffing levels for productivity and efficiency.

2.7 GENERAL USE OF CHEMICALS

The Contractor shall submit a plan for the application of chemical herbicides and pesticides proposed for use under this contract for approval by Miami-Dade County. The plan will consist of a list of the materials proposed for use, the Material Safety Data Sheet (MSDS) of each chemical, the exact brand name and generic formulation of each chemical, the specific proposed applications, the methods of application, the supervision of use, and the training of employees. Materials included on this plan shall be limited to chemicals approved by the State of Florida Department of Agricultural, and shall include the exact brand name and generic formulation. The use of any chemical on the list shall be based on the recommendations of a Florida Certified Pesticide Applicator. The use of chemicals shall conform to the current Dade County & State regulations.

2.8 PROTECTION of PROPERTY and REPAIR of DAMAGE

All portions of landscape, structures, facilities, services, utilities, road, and irrigation systems shall be protected against damage or interruption of service at all times by Contractor, during the term of the Contract. Any damage to the property as a result of the performance of work by Contractor during the term of the contract shall be repaired or replaced in kind, and in a manner approved by the Project Manager. All work of this kind shall be performed by the Contractor at no cost to the County. Repairs shall be made immediately after damage or alteration occurs, unless otherwise directed.

Repairs to landscape, structures, or facilities, including irrigation systems, which are damaged or altered by acts of God, vandalism, vehicular damage, theft, or undetermined causes, that do not result from the performance of work by Contractor, shall be repaired by the County at no cost to Contractor, except where the specifications provide otherwise.

Contractor shall notify the County Project Manager within twenty-four (24) hours, after discovery of any damage caused by accident, vandalism, theft, acts of God, or undetermined causes.

2.9 ACCEPTANCE OF PRODUCT BY THE COUNTY

In full compliance with the specifications and requirements set forth in this contract, the project manager will inspect the completed zone prior to the contractor preceding to a subsequent zone. In the event the project manager determines the contractor does not meet the specifications and requirements of this contract, either prior to acceptance or upon initial inspection, the contractor will rectify any deficiencies, at the contractors' expense.

2.10 CLEAN-UP

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

2.11 SUBCONTRACTING

There shall be **NO** subcontracting or assignment of work delegation to any other than the awarded contractor.

2.12 PRE-WORK CONFERENCE

After award of contract, a pre-work conference will be held with the awarded contractor, members of the Parks, Recreation and Open Spaces (PROS) and other agencies affected by the services to discuss schedule, and contract language.

2.13 ADDITIONAL FACTORS

Contractors shall not work or perform any operations during inclement weather. In the event of a severe flood warning, tropical storm warning, or a hurricane warning; the contractor may submit a written request for additional time to complete scheduled work. Contractors shall recognize that during the term of the contract, other activities and operations may be conducted by Miami-Dade County work forces and other contractors, which may alter the assigned schedule.

2.15 INSURANCE

The awarded bidder shall furnish to the Internal Services Department / Procurement Management Services, 111 NW 1st Street, Suite 1300, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the bidder as required by Florida Statute 440.
- B. Commercial General Liability Insurance including Products and Completed Operations in an amount of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. This policy shall be endorsed to include Chemical Liability and application of pesticides. **Miami Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the awarded bidder. 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:

The company must be rated no less than "A-" as to management, and no less than "Class VII" as to financial strength by Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

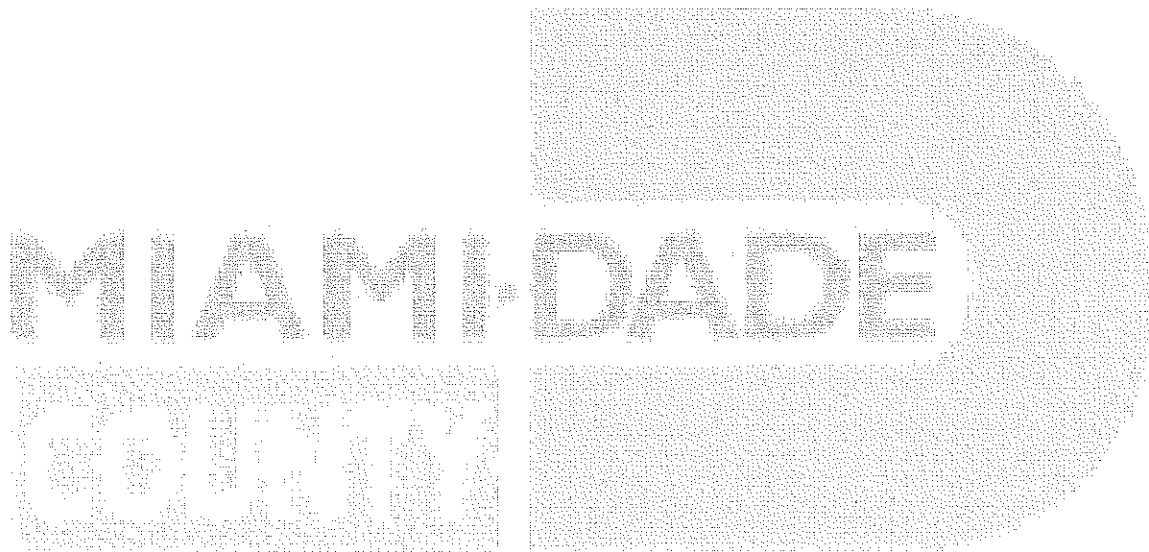
The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida, Department of Financial Services.

NOTE: CERTIFICATE HOLDER MUST READ: **MIAMI-DADE COUNTY**
111 NW 1ST STREET
SUITE 2340
MIAMI, FL 33128

Compliance with the foregoing requirements shall not relieve the bidder of his liability and obligation under this section or under any other section of this agreement.

The bidder shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the bidder shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the bidder to provide the required certificate of insurance within fifteen (15) business days, may result in the bidder being deemed non-responsible and the issuance of a new award recommendation.

The bidder shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period. If insurance certificates are scheduled to expire during the contractual period, the bidder shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the bidder.



EMERGENCY LAKE MAINTENANCE SERVICES for AMELIA EARHART PARK**SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF WORK**

The awarded bidder will be responsible for the emergency lake maintenance of Amelia Earhart Park located in Miami Dade County. The contractor will be required to provide the required services in a safe, efficient, high productive manner, and within a very specific time-frame stipulated by the County.

3.2 REQUIRED SERVICES

- A. The contractor will be required to provide the required services in a safe, efficient, high productive manner, and within a very specific time-frame stipulated by the County. The quality objective of all services and materials provided by contractors in accordance with conditions and specifications herein is to maintain lakes free of aquatic weeds/debris to provide a healthy, safe, clean, attractive condition.

The services required consist of but are not limited to the following:

- Water management
- Aquatic weed control and removal (weeds, algae, floating/submerged weeds & border grass/brush treatments)
- Trash and Debris removal
- Chemical treatment of weeds and grasses
- Collection and disposal of floating and shoreline debris

3.3 SERVICES TO BE PROVIDED

- A. Maintenance Quality: The quality objective of all services and materials provided by contractors in accordance with conditions and specifications herein is to maintain lakes free of aquatic weeds/debris to provide a healthy, safe, clean, attractive condition.
- B. Debris Removal: The Contractor shall be responsible for removing all floating and shoreline debris within the limits of the lakes. All debris is to be removed entirely from the sites on the same day of service and disposed of in accordance with County Ordinances at a County approved disposal location(s). Floating debris generated by chemical treatment must be removed by the contractor. The contractor will have the option to immediately remove the resulting floating debris or modestly place it on the lakes' shoreline or designated location for a period of no more than two (2) working days from the date of initial monthly maintenance to decompose. Prior to the contractor placing the floating debris on the shoreline/designated location, the contractor must obtain approval from the Project Manager.
- C. Trash Removal: The Contractor shall be responsible for removal of all surrounding trash and other unusable materials. Collection and removal will include lake banks, shorelines and grasses/bushes/weeds. The contractor will be responsible to remove and discard all trash upon completion of the day's work. Trash will be discarded in the designated location set by the project manager.
- D. Aquatic Weed Control: Maintain a clean, healthy lake shelf area free of all unwanted aquatic vegetation. Maintain the shoreline one (1) foot above the water line free of all grasses, brush, and weeds.

3.4 INSPECTIONS

The Project Manager will conduct inspections of each zoned area prior to the contractor proceeding to the next zoned area. All of the requirements must be met in order for the lakes to be considered acceptable and for the contractor to be in compliance with all the terms and conditions of this solicitation.

3.6 MINIMUM EQUIPMENT REQUIREMENTS

The minimum equipment required per crew for each site is as follows:

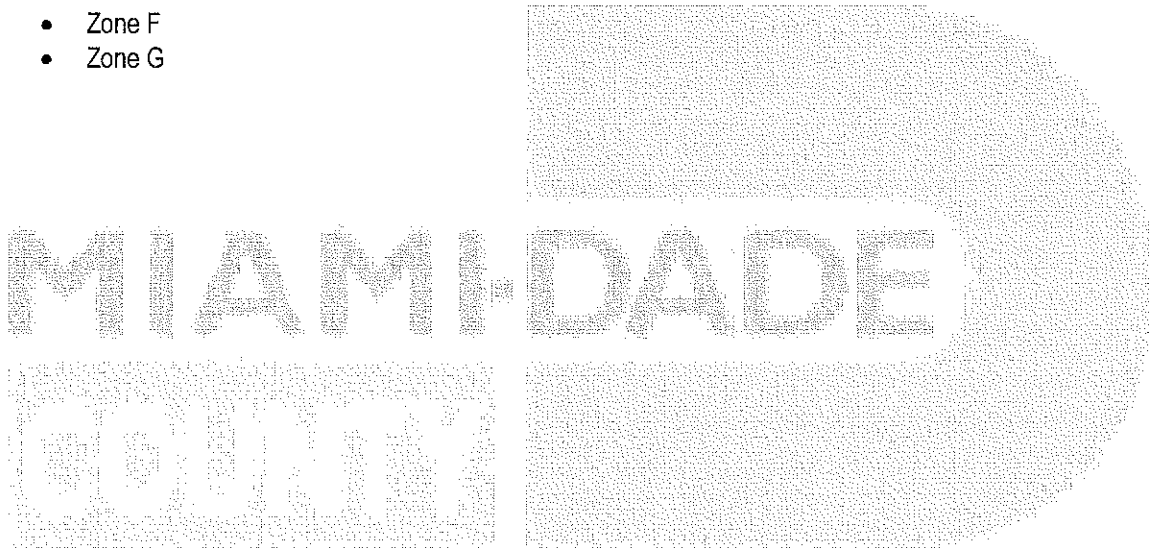
1. Spray boat: one (1) per crew/site, commercial type spray boat with motor and a chemical tank with pump & motor.
2. Granular Broadcast Spreader (Vortex style): one (1) per crew/site, gas powered with backpack.
3. Backpack Pump Sprayer: one (1) per crew/site commercial type sprayer.

The contractor may use any additional equipment deemed necessary. All equipment must be in optimum condition to be used to its maximum capacity. The County reserves the right to inspect the equipment.

3.6 LIST ZONED AREAS

There are seven (7) zoned lake areas designated for emergency maintenance. It is highly recommended that all bidders visit the listed sites in addition to viewing Attachment 1.

- Zone A
- Zone B
- Zone C
- Zone D
- Zone E
- Zone F
- Zone G



EMERGENCY LAKE MAINTENANCE SERVICES for AMELIA EARHART PARK

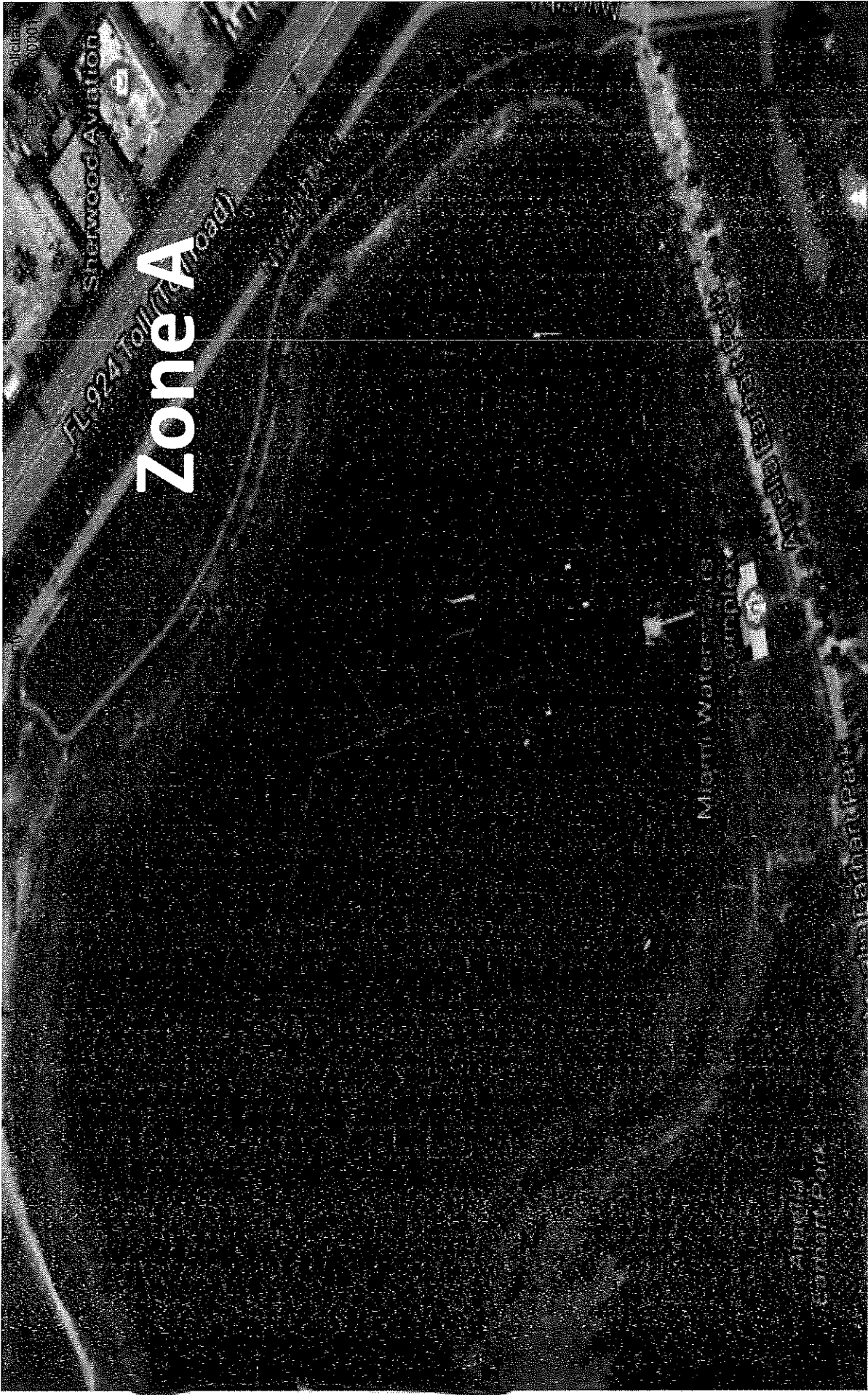
SECTION 4

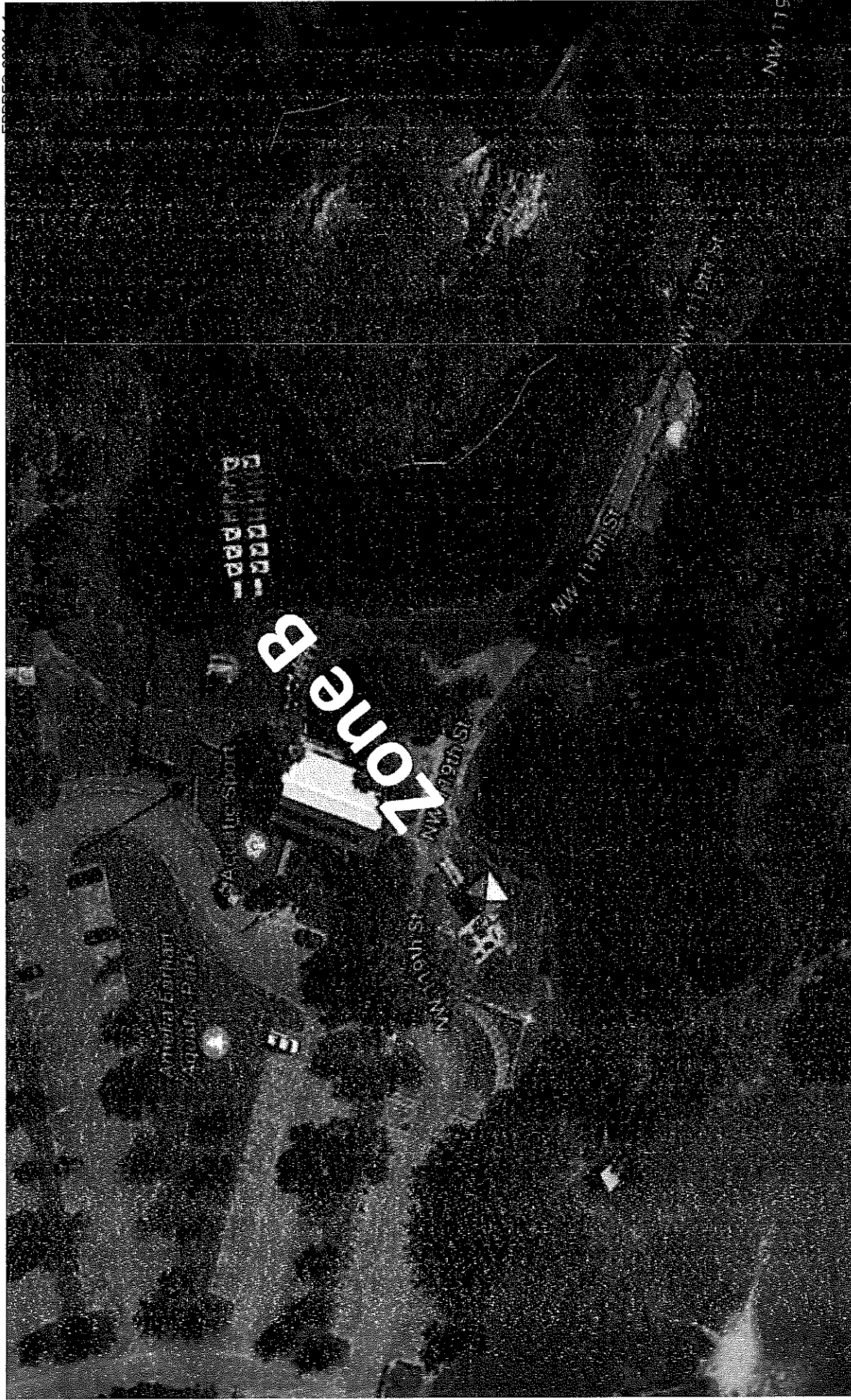
FIRM NAME: _____

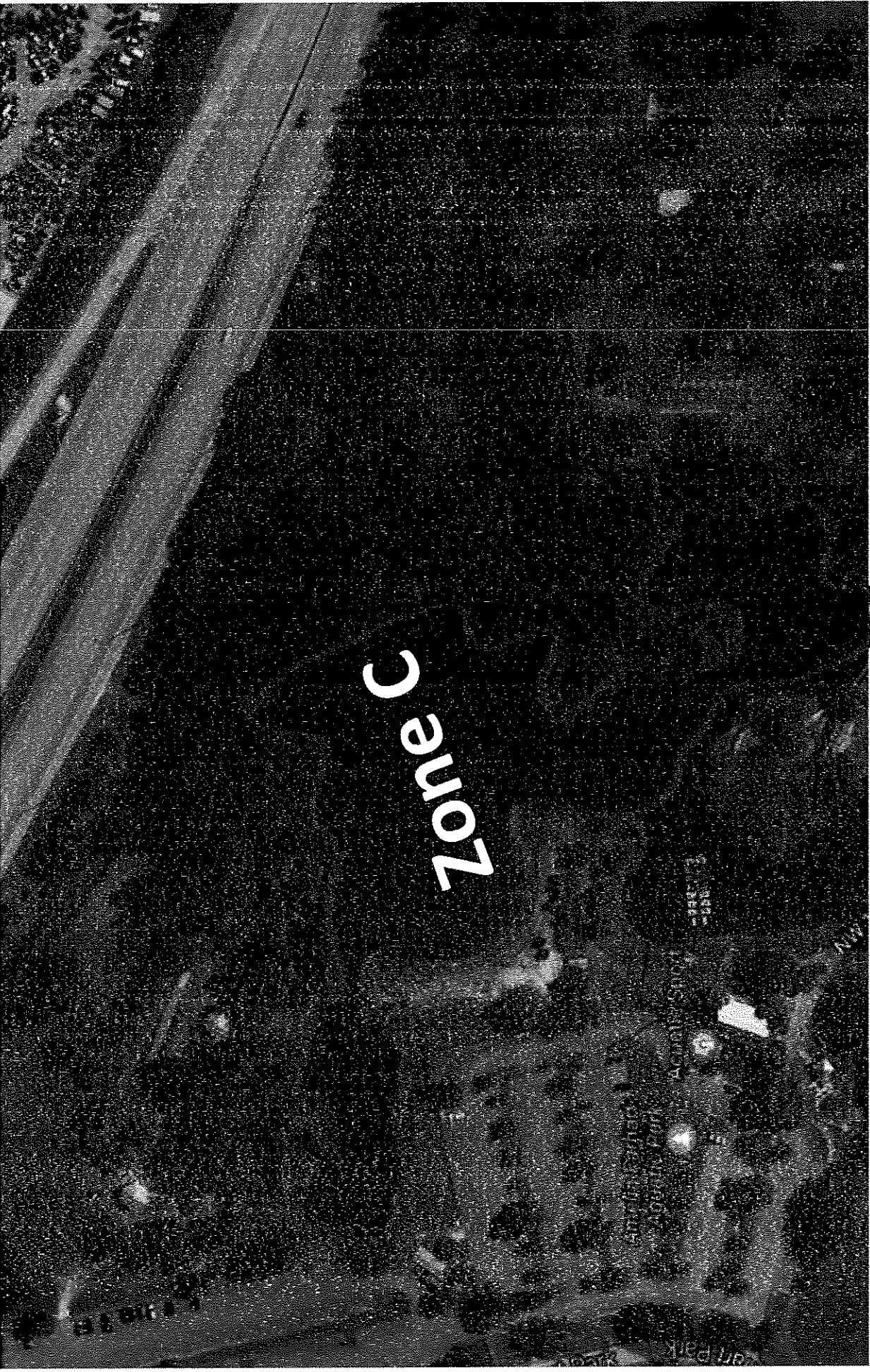
4.1 BIDDER QUALIFICATION CRITERIA

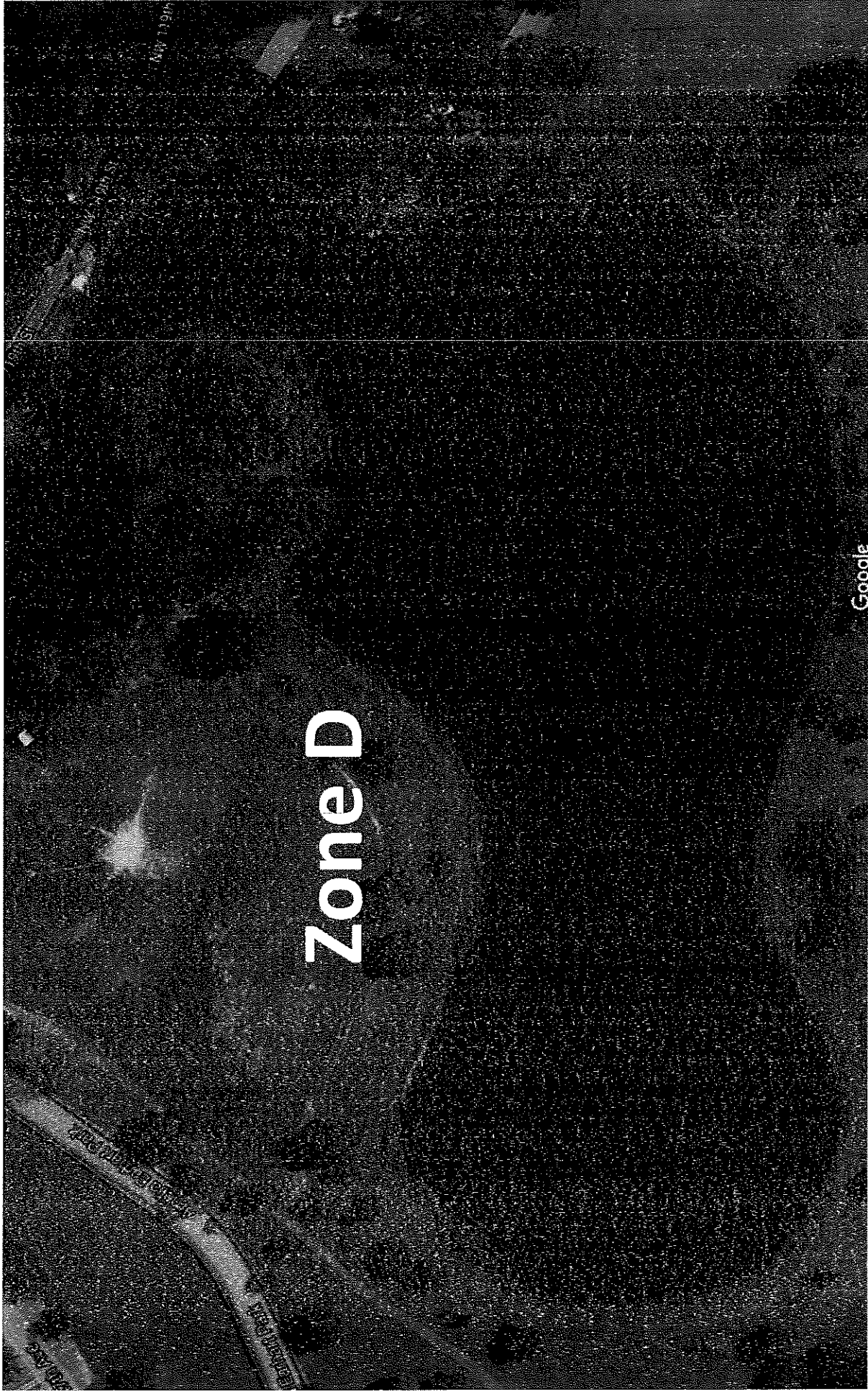
Requirements as defined in Section 2.3	Initial as Completed
1. A copy of all valid Florida Commercial Applicator License(s)	<input type="checkbox"/>
2. Bidder(s) shall provide contact information to include name of contact, email address, phone number and fax number for Primary (required) and Secondary (optional) <u>staff within your company</u> who will be responsible for providing a response to Miami-Dade County. Primary Contact Person: _____ Title: _____ Address: _____ Telephone number: _____ Email Address: _____ Secondary Contact Person: _____ Title: _____ Address: _____ Telephone number: _____ Email Address: _____	<input type="checkbox"/>
3. Bidder(s) shall provide three (3) references from customers for whom the bidder has successfully maintained multiple lakes with services to include but not limited to Aquatic weed control, debris removal and chemical treatment of weeds and grasses. <i>The references must include the customer's company name, and the name, title, address, and telephone number of the contact person who can verify that the bidder has successfully provided those services. These references shall ascertain to the County's satisfaction that the bidder has sufficient experience and expertise in that trade group.</i> Company Name: _____	<input type="checkbox"/>

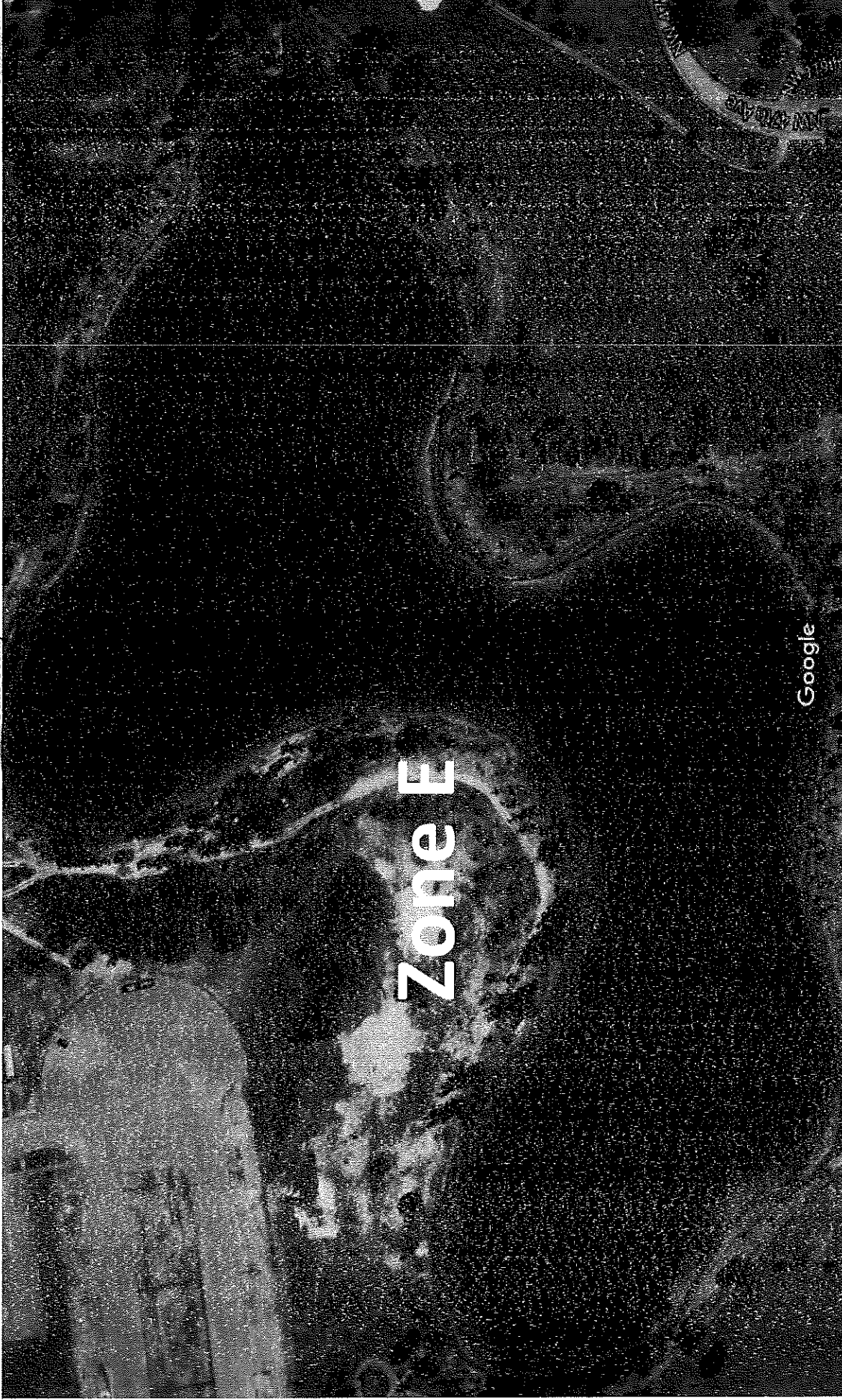
Contact Person/Title: _____ Address: _____ Telephone number: _____ Email Address: _____ Company Name: _____ Contact Person/Title: _____ Address: _____ Telephone number: _____ Email Address: _____ Company Name: _____ Contact Person/Title: _____ Address: _____ Telephone number: _____ Email Address: _____	
4. Bidder affirms the ability to perform services immediately.	<input type="checkbox"/>



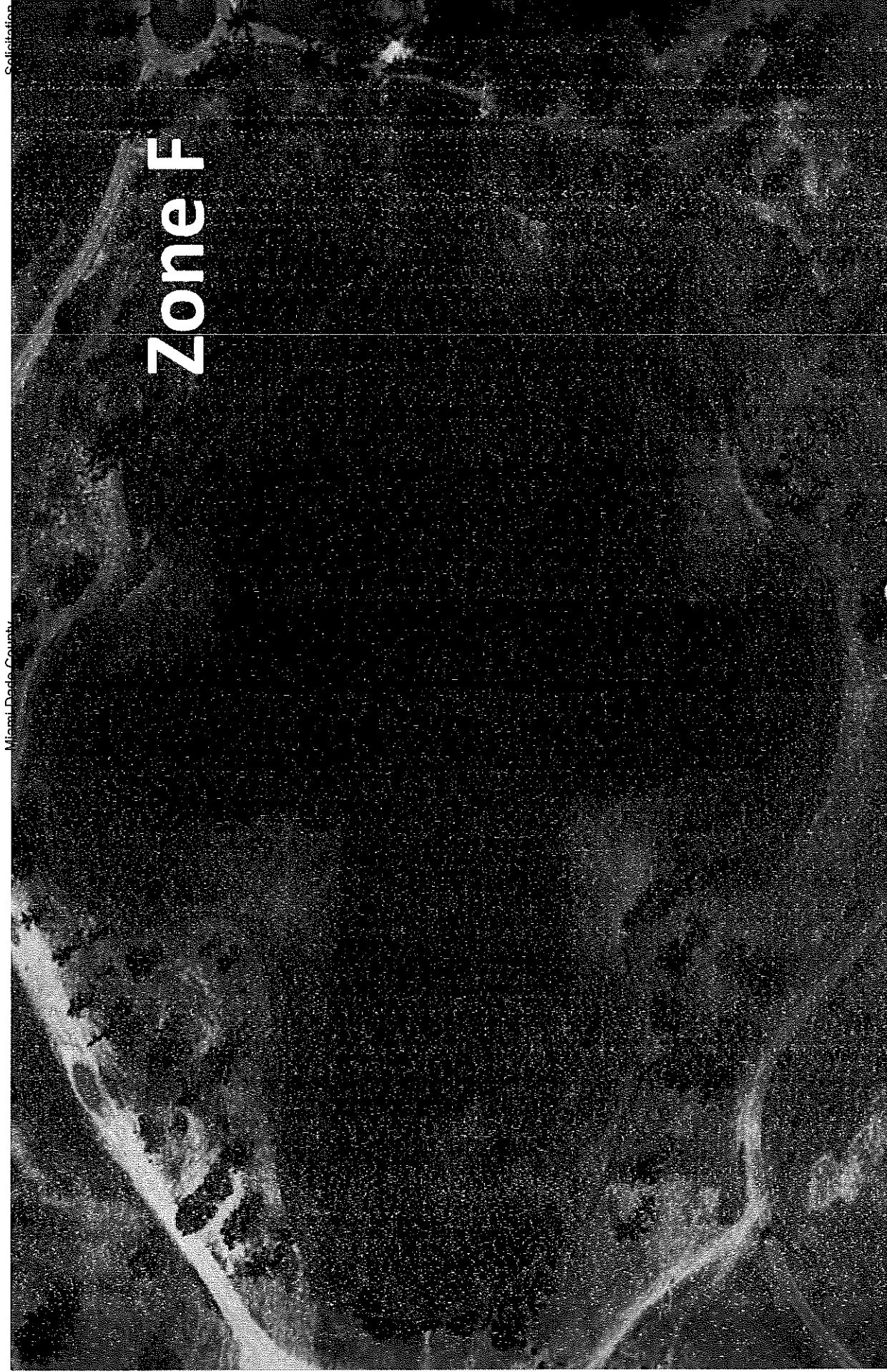




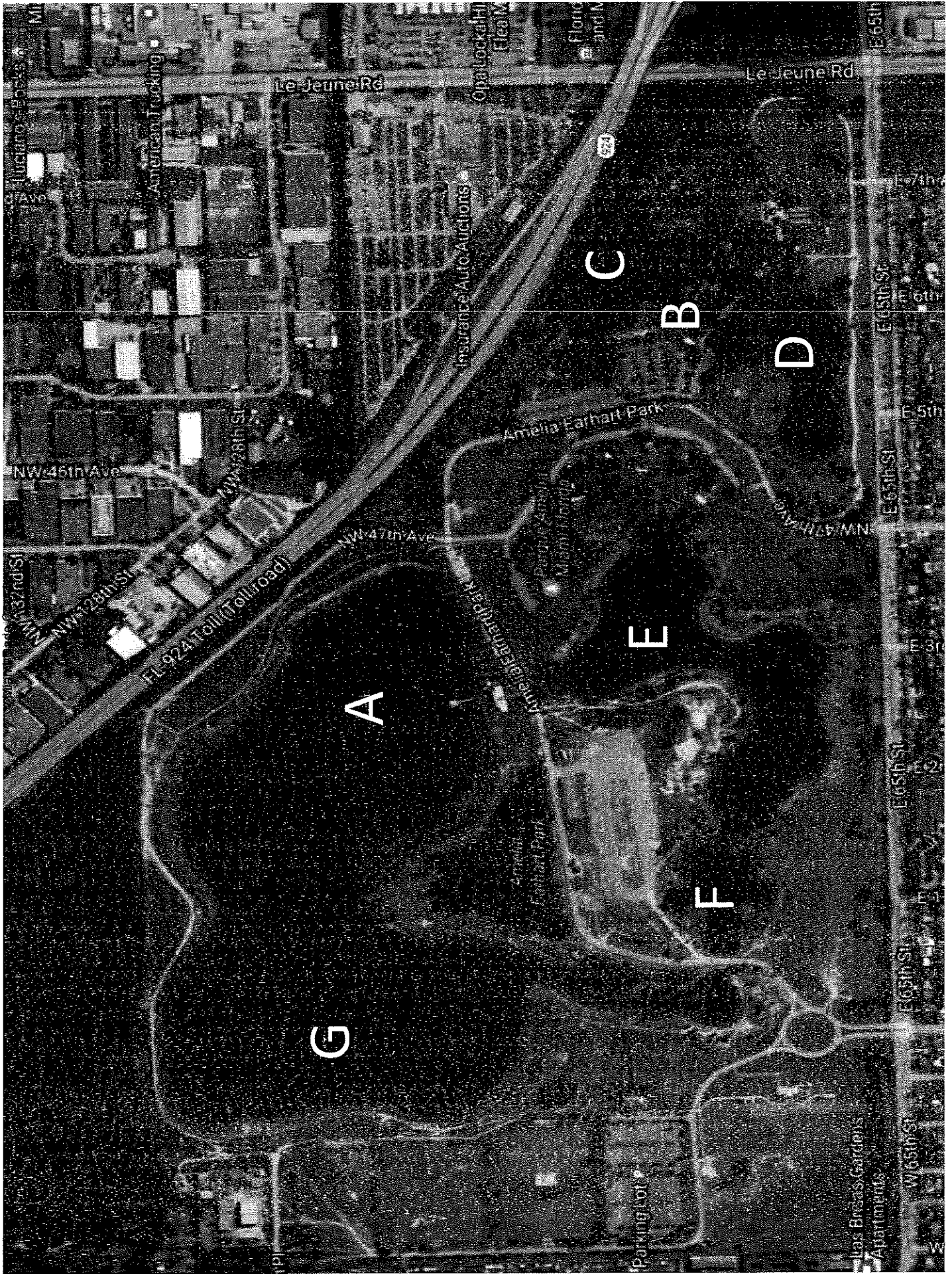




Zone F



Zone G





**Miami-Dade County
Procurement Management Services
Proposal Submittal Form**

111 NW 1st Street, Suite 1300, Miami, FL 33128

Solicitation No. EPPRFQ-00001-1		Solicitation Title: Emergency Lake Maintenance Services for Amelia Earhart Park	
Legal Company Name (include d/b/a if applicable): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Federal Tax Identification Number: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
If Corporation - Date Incorporated/Organized : <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		State Incorporated/Organized: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Company Operating Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		City <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	State <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Remittance Address (if different from ordering address): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		City <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	State <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Company Contact Person: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Email Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Phone Number (include area code): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Fax Number (include area code): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Company's Internet Web Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.</p> <p><input type="checkbox"/> Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.</p>			
<p>LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.</p>			
<p>LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.</p> <p>The address of the Locally-headquartered office is <div style="border: 1px solid black; height: 20px; width: 100%;"></div></p>			
<p>LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.</p> <p><input type="checkbox"/> Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.</p>			
<p><u>SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)</u></p>			

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's 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 bid through a duly authorized representative, the Bidder certifies that the Bidder 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 Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid 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 Bidder 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 Bidder 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.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County or a selection committee in public.

By submitting a bid pursuant to this solicitation, you agree that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: <input type="text"/>	Date <input type="text"/>
Type or Print Name <input type="text"/>	
Type or Print Title <input type="text"/>	

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature:

Date

Type or Print Name

Type or Print Title



FAIR SUBCONTRACTING PRACTICES

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

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☐ **NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT**

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Signature

--

Date


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 Direct Supplier	Principal Owner	Supplier/Materials/Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)								Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			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 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)							
			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/businessdevelopment-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

MMS

Question and Answers for Solicitation #EPPRFQ-00001-1 - Emergency Lake Maintenance Services for Amelia Earhart Park

Overall Solicitation Questions

There are no questions associated with this Solicitation.