

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**  
**Sustainability, Planning & Economic Enhancement Department**  
**Small Business Development Division**

**New contract**     **OTR**     **CO**     **SS**     **BW**     **Emergency**    Previous Contract/Project No:  
N/A

**Re-Bid**     **Other**    **LIVING WAGE APPLIES:** \_\_\_ YES  NO

Requisition/Project No:   RQAD1400002        Term of Contract:   5   Years        0   Options-to-renew

Requisition/Project Title:   Pet Supplies - Prequalification  

Description:   The purpose of this solicitation is to pre-qualify bidders for future pricing competition to purchase various pet supplies, related products and accessories for Miami-Dade County. The estimated budget is \$185,000 annually, or \$925,000 over five years.  

User Department(s):   Animal Services, Aviation, Police, Fire, Corrections and Zoo Miami.    
 Issuing Department:   ASD        Contact Person:   Virginia Diaz        Phone:   305-418-7151    
 Estimated Cost:   \$925,000        Funding Source:   General & Proprietary  

**ANALYSIS**

Commodity/Service No: <u>  325-08; 495-10; 875-08  </u>		SIC:	
<b>Commodity/Opportunities</b>			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input checked="" type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
		<u>  EXISTING  </u>	<u>  2<sup>ND</sup> YEAR  </u>
Contractor:			<u>  3<sup>RD</sup> YEAR  </u>
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes <input checked="" type="checkbox"/> No			

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

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Signed:   *Denis Chung*  

Date to SPEED-SBD:   12/17/2013  

Date Returned to ISD-PM: \_\_\_\_\_

RECEIVED  
DEPT. BUSINESS DEV.  
2013 DEC 17 PM 12:10

RECEIVED  
DEPT. BUSINESS DEV.  
DEC 17 PM 12:10



**BID NO.:**

**OPENING: 2:00 P.M.**  
Wednesday  
January 8, 2014

**MIAMI-DADE COUNTY, FLORIDA**

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

**TITLE:**  
**PET SUPPLIES – PREQUALIFICATION**

**FOR INFORMATION CONTACT:**  
Denis Chung, 305-375-3904, [hc dc@miamidade.gov](mailto:hc dc@miamidade.gov)

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number:**

**Bid Title:** Pet Supplies - Prequalification

**Procurement Officer:** Denis Chung, CPPB

**Bids will be accepted until 2:00 p.m. on January 8, 2014**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

**All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.**

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**PET SUPPLIES - PREQUALIFICATION**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable general 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 link below:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-5.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**PET SUPPLIES - PREQUALIFICATION**

**2.1 PURPOSE**

The purpose of this solicitation is to pre-qualify bidders for future pricing competition to purchase various pet supplies, related products, equipment and accessories for Miami-Dade County.

**2.2 TERM OF CONTRACT:**

This contract shall remain in effect for five (5) years commencing on the first calendar day of the month following approval of the contract by the Board of County Commissioners or designee, unless otherwise stipulated in the Notice of Award letter distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents.

**2.3 OPTION TO RENEW:**

The County shall have the option to renew (OTR) this contract for one (1) additional five (5) year period prior to, or upon, completion of the initial five year term.

**2.4 METHOD OF AWARD**

Award of this contract will be made to all responsive, responsible bidders who meet the minimum qualifications set forth in this solicitation. Those qualifications are as follows:

- A. Provide evidence of an office maintained and equipped with personnel and office equipment; specifically a facsimile (FAX) machine, and/or a computer with an e-mail address. These resources must be available, at a minimum, Monday thru Friday 8:00am-5:00pm to provide support and expedite quotations
- B. Submit three (3) commercial references from entities to which it has provided the required products for at least the twelve months preceding the time of bid opening. These references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in the supply of these products

These vendors shall then be deemed to be pre-qualified to participate in subsequent spot market purchases as required by the County on either an as-needed or periodic basis. The award to one vendor for a specific action and/or period does not preclude the remaining pre-qualified vendors from submitting spot market offers for other specific purchases.

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

**2.5 CONTACT PERSON**

For additional information regarding the terms and conditions of this solicitation, and resultant contract, contact Denis Chung, Procurement Agent, 305-375-3904, e-mail [hcdc@miamidade.gov](mailto:hcdc@miamidade.gov)

**SECTION 2**  
**SPECIAL CONDITIONS**

**PET SUPPLIES - PREQUALIFICATION**

**2.6 DELIVERY**

Unless otherwise indicated, bidders shall make deliveries within the time stipulated by the spot-market quotation. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the bidders; except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should a bidder fail to deliver within the established time frame, the County may cancel its contract with the bidder, purchase the goods elsewhere, and charge the bidder with any re-procurement costs.

County employees may be authorized in writing to pick-up materials under this contract. Bidders shall require presentation of this written authorization, and retain a copy of the authorization. If the bidder is in doubt about any aspect of material pick-up, bidder shall contact the appropriate client department to confirm the authorization.

**2.7 DEADLINE FOR QUESTIONS**

Questions pertaining to this solicitation must be received no later than **January 3, 2013**. Provide a copy of the request to the Clerk of the Board at [CLERKBCC@miamidade.gov](mailto:CLERKBCC@miamidade.gov) .

Specific reference should be made to the section(s) of the solicitation being questioned.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**PET SUPPLIES - PREQUALIFICATION**

**3.1 SCOPE OF WORK**

The purpose of this solicitation is to establish a contract for the purchase of pet supplies, related products and accessories, in accordance with the needs of Miami-Dade County.

The items to be purchased on this contract may include, but is not limited to the following:

ITEM No.	DESCRIPTION
1	Stainless Steel Animal Cage Banks (per custom specs.)
2	Plastic Animal Carriers (assorted sizes)
3	Metal Animal Carriers (assorted sizes)
4	Humane Animal Traps
5	Humane Animal Capture Equipment
6	Animal Handling Equipment and Accessories
7	Animal ID Bands (Plastic)
8	Animal ID Tags
9	Stainless Steel Food Bowls (assorted sizes)
10	Stainless Steel Water Pails (assorted sizes)
11	Disposable Cardboard Pet Carriers
12	Disposable Cardboard Food Trays
13	Disposable Cardboard Kitty Litter Trays
14	Decorative Food Bowls (assorted sizes)
15	Decorative Dog Leashes (assorted sizes/collars)
16	Nylon Rope Dog Leashes
17	Nylon Dog Collars
18	Nylon Mesh Pet Beds (assorted sizes)
19	Pet Waste Disposal Stations
20	Pet Waste Disposal Bags
21	Rubber Pet Chew Toys (washable)
22	Pet Grooming Equipment
23	Pet Grooming Supplies
24	Pet Treats and Snacks
25	Pet Clothing and Accessories
26	Pet Linens (Towels and Blankets)
27	Pet Bedding Pillows
28	Pet Beds
29	Pet Dental Care Kits
30	Cat Condo and Scratchers
31	Gates & Exercise Pens
32	Travel Dog/Cat Crates & Carriers
33	Pet Educational Books

**SECTION 4  
BID SUBMITTAL FORM**

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

**OPENING: 2:00 P.M.**  
  
**, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: \_\_\_\_\_ ISD/PM \_\_\_\_\_ Date Issued: \_\_\_\_\_ This Bid Submittal Consists of Pages \_\_\_\_\_ through \_\_\_\_\_

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**PET SUPPLIES - PREQUALIFICATION**

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

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

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE:	
Procurement Contracting Officer:	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.**



SECTION 4  
BID SUBMITTAL FOR:

FIRM NAME: \_\_\_\_\_

4.1 Provide the following information per Section 2.4, regarding the bidder's office and contact information to be utilized in conjunction with services under the resultant contract.

Business address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

4.2 Customer References:

#1

Company Name: _____
Telephone Number(s): _____
Contact Person & Title: _____
Date/Period service was provided: _____
E-mail address: _____

#2

Company Name: _____
Telephone Number(s): _____
Contact Person & Title: _____
Date/Period service was provided: _____
E-mail address: _____

#3

Company Name: _____
Telephone Number(s): _____
Contact Person & Title: _____
Date/Period service was provided: _____
E-mail address: _____

**NOTE:** Additional information may be attached on a separate sheet, and clearly labeled - Pet Supply References.

SECTION 4  
BID SUBMITTAL FOR:  
PET SUPPLIES - PREQUALIFICATION

ACKNOWLEDGEMENT OF ADDENDA

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**INSTRUCTIONS:** COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_



**Bid Title:** Pet Supplies - Prequalification

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon bidder registration. Failure to register as a bidder within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

Place a check mark here only if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the bidder ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

Place a check mark here only if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the bidder ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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



# **APPENDIX**

## **AFFIDAVITS FORMAL BIDS**



Miami-Dade County  
 Internal Services Department  
 Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

Contract No. : \_\_\_\_\_ Federal Employer Identification Number (FEIN): \_\_\_\_\_

Contract Title: \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(c)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (k) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

Printed Name of Affiant \_\_\_\_\_ Printed Title of Affiant \_\_\_\_\_ Signature of Affiant \_\_\_\_\_

Name of Firm \_\_\_\_\_ Date \_\_\_\_\_

Address of Firm \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ 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 \_\_\_\_\_



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

Name of Proposer: \_\_\_\_\_ FEIN No. \_\_\_\_\_

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

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

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

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

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

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

Signature of Proposer \_\_\_\_\_ Print Name \_\_\_\_\_ Print Title \_\_\_\_\_ Date \_\_\_\_\_



## Walters, Vivian (ISD)

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**From:** Chung, Denis (ISD)  
**Sent:** Tuesday, December 17, 2013 10:25 AM  
**To:** Walters, Vivian (ISD)  
**Subject:** RQAD1400002; Pet Supplies - Prequalification  
**Attachments:** SBD\_Project Review\_Pet Supplies.pdf; Pet Supplies\_BID DRAFT\_12-16-2013.pdf

**Importance:** High

Good morning Vivian;

Please see the attached for your review.

Kind regards,

**D.Chung**, CPPB  
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*"Never let the actions of others determine your state of happiness."* The Dalai Lama