

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No: IQ9671-0/13
<input checked="" type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: ___ YES ___ X NO				

Requisition/Project No: ROID1300111
to-renew

TERM OF CONTRACT: 5 years with 0 one year options-

Requisition/Project Title: Clear View Mattresses, Pillows and Refurbishment Services

Description: To establish a contract for the purchase of mattresses and pillows and refurbishment services.

User Department(s): CR

Issuing Department: ISD Procurement Management

Estimated Cost: \$1,720,000

Contact Person: Sherry Clentscale

Funding Source: General Fund

Phone: 305-375-2179

ANALYSIS

Commodity/Service No: <u>420-68</u>		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> 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

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

Basis of Recommendation:

Signed Sherry Clentscale

Date to SBD: 4/19/13

Date Returned to DPM: _____

RECEIVED
DEPT. BUSINESS DEV.
2013 APR 19 PM 4:10



BID NO.: RQID1300111

OPENING: 2:00 P.M.
Wednesday
May 15, 2013

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

Clear View Mattresses, Pillows, and Refurbishment Services

FOR INFORMATION CONTACT:

Sherry Clentscale, 305-375-2179, scents@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: Clear View Mattresses, Pillows, and Refurbishment Services

Procurement Officer: Sherry Clentscale, CPPB

Bids will be accepted until 2:00 p.m. on May 15, 2013

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

Clear View Mattresses, Pillows, and Refurbishment Services

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

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

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

SECTION 2
SPECIAL CONDITIONS

Clear View Mattresses, Pillows, and Refurbishment Services

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of clear view mattresses, pillows and refurbishing services in conjunction with the needs of Miami Dade County Corrections and Rehabilitation Department on an as needed basis.

2.2 TERM OF CONTRACT: SIXTY (60) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, Purchasing Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixtieth month.

2.3 OPTION TO RENEW

Intentionally Omitted

2.4 METHOD OF AWARD: To Lowest Priced Vendor by Group

Award of this contract will be made to the lowest priced responsive, responsible vendor on a group-by-group basis. To be considered for award for a given group, the vendor shall offer prices for all items within the given group. The County will then select the vendor for award for each group by totaling either the unit prices for all of the items within each group, or if so structured, by totaling the extended pricing for each item within each group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

2.5 PRICES SHALL BE FIXED WITH ADJUSTMENTS ALLOWED BASED ON GOVERNMENTAL PRICE INDEX:

If the vendor is awarded a contract under this solicitation, the prices proposed by the vendor shall remain fixed for the term of the contract. The only exception in this regard is that this fixed price shall be adjusted upward or downward based on the following price index list: The latest CPI, for All Items, All Urban Consumer in the Miami, FL area.

It should be noted that requests for price adjustments may affect the primary vendor's designation status dependent upon vendor responses to notice of the index change.

It shall be further understood that the County reserves the right to reject any price adjustments submitted by the vendor and/or to terminate the contract with the vendor based on such price adjustments.

2.6 METHOD OF PAYMENT: PERIODIC INVOICES FOR COMPLETED PURCHASES

The vendor(s) shall submit an invoice(s) to the County user department(s) after purchase has been completed, whether the specific item(s) were picked up by authorized County personnel or delivered to the site by the vendor. In addition to the general invoice requirements set forth below, the invoices shall reference the corresponding delivery ticket number or packing slip number that was signed by an authorized representative of the

SECTION 2
SPECIAL CONDITIONS

Clear View Mattresses, Pillows, and Refurbishment Services

County user department at the time the items were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the items. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the following basic information:

I. Vendor Information:

- The name of the business organization as specified on the contract between Miami-Dade County and vendor
- Date of invoice
- Invoice number
- Vendor's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

VI. Failure to Comply:

- Failure to submit invoices in the prescribed manner will delay payment.

2.7 CONTACT PERSONS:

For any additional information regarding the specifications and requirements of this solicitation and resultant contract, Contact: Sherry Clentscale, at (305) 375-2179, or e-mail, sclements@miamidade.gov.

SECTION 2
SPECIAL CONDITIONS

Clear View Mattresses, Pillows, and Refurbishment Services

2.8 PURCHASE OF OTHER ITEMS NOT LISTED ON THIS BID SOLICITATION BASED ON PRICE QUOTES:

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County representative may also obtain price quotes from these vendors. The County reserves the right to award these similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.9 SAMPLES OF EACH "EQUAL" ITEM BID SHOULD BE SUBMITTED WITH PROPOSAL FOR GROUP I:

Although the Bid lists specific manufacturers and brand names as a standard for product quality, the Bidder is allowed to submit items of equal quality if specified in Section 2.9 of the Special Conditions. In the event that the bidder is proposing an "equal" product(s), the bidder should submit a sample of each "equal" item proposed with its Bid Proposal for evaluation. Each individual sample shall be clearly labeled with the bidder's name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. A sample shall not be required for any item that represents the manufacturer and brand name specified in the bid. If the bidder fails to submit the "equal item" samples, properly labeled, with its Bid Proposal, the County may not consider the bidder's proposal for that item(s); provided however, that, in the event of a group or aggregate award, the bidder's proposal may not be eligible for that group or in the aggregate as applicable. All samples shall become the property of Miami-Dade County.

SAMPLES SHOULD BE SUBMITTED PRIOR TO 2:00 P.M. ON BID OPENING DAY TO ATTENTION OF:

**SHERRY CLENTSCALE
INTERNAL SERVICES DEPARTMENT, PROCUREMENT
MANAGEMENT
111 N.W. 1ST STREET, SUITE 1300
MIAMI, FLORIDA 33128-1974**

SECTION 3
TECHNICAL SPECIFICATIONS

Clear View Mattresses, Pillows, and Refurbishment Services

GROUP I-PURCHASE OF MATTRESSES AND PILLOWS

3.1 SCOPE

This contract is being established to allow Miami Dade County Corrections and Rehabilitation Department to purchase clear view mattresses and pillows as described in the specifications.

3.2 MATTRESS - ITEM # 1

A. Description

Clearview, transparent vinyl covered mattress. Chestnut Ridge, Model: Safeguard Detention Transparent Cover Mattress, or "Approved Equal."

B. Size

Width: 30"
Length: 75"
Thickness/density: 3"

C. Flammability Requirements

All material shall be fire retardant- the flammability characteristic of the mattress cushioning shall not be affected by exposure to water.

D. Construction

Mattress shall be covered with fire-retardant, transparent vinyl ticking to better assist in the search, detection and identification of contraband. Cover and mattress to be four-corner box-style construction with cover inverted side seams centered on the full mattress length. Sewn thread shall be nylon. Cover to have only one end closure seam located on the bottom of one end, extending the full width of the mattress. Vinyl shall be compatible with cushioning and reinforced to prevent cracking.

E. Core Filler Construction

Mattress insert shall utilize flame-resistant cushioning.

SECTION 3
TECHNICAL SPECIFICATIONS

Clear View Mattresses, Pillows, and Refurbishment Services

3.3 PILLOWS - ITEM # 2

A. Description

Clearview, transparent vinyl covered pillow. Chestnut Ridge, Model: CR SAFGUARD or "Approved Equal."

B. Size: 14" X 22" x 4 ½" to 5"

C. Flammability Requirements

All material shall be fire retardant- the flammability characteristics of the pillow cushioning shall not be affected by exposure to water.

D. Construction

Pillow fill shall utilize shredded flame-resistant cushioning to attain 4 ½" – 5" loft and provide adequate comfort. Sown thread shall be nylon.

E. External Cover

Pillow shall be covered with fire retardant, fluid resistant, transparent vinyl ticking. Vinyl shall be compatibility with cushioning and reinforced to best prevent cracking.

GROUP II- REFURBISHMENT OF MATTRESSES (Only)

3.4 SCOPE

This contract is being established to purchase services to refurbish mattresses for the Miami-Dade Department of Corrections and Rehabilitation (MDCR) in conjunction with the needs of Miami-Dade County.

3.5 SERVICES

The core mattress refurbishing process includes sanitizing the core of the mattresses with a chemical sanitizing agent (STERIFAB) capable of destroying bacteria and pathogens that will not damage or reduce the fire retardant properties of the mattress cover.

Once sanitized the mattresses are recovered and sealed with a new outer cover made of Spectex CR safeguard vinyl (Clear view). Spectex Clear view is an (11.5) ounce extruded PVC with a scrim designed to enhance the strength of the material. The covers have an estimated life of five months, while the mattresses have an estimated useful life of five years.

SECTION 2
SPECIAL CONDITIONS

Clear View Mattresses, Pillows, and Refurbishment Services

3.6 PICK-UP AND DELIVERY

Damaged mattresses must be picked-up at MDCR warehouse located at 7845/7855 N.W. 148th street Miami Lakes, FL 33016. Approximately 750-1000 mattresses (one truck load, depending on the truck size), will be picked-up on a quarterly basis. Upon completion of the refurbishment of mattresses; mattresses must be delivered to MDCR warehouse within 30 days of pick-up.

**SECTION 4
BID SUBMITTAL FORM**

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

OPENING: 2:00 P.M.
Wednesday
May 15, 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: **Sherry Clentscale** ISD/PM Date Issued: This Bid Submittal Consists of
Pages 7 through 11

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:
Clear View Mattresses, Pillows, and Refurbishment Services

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.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 420-68	
Procurement Contracting Officer: Sherry Clentscale, CPPB	

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:

Clear View Mattresses, Pillows, and Refurbishment Services

FIRM NAME: _____

GROUP I- Purchase of Mattresses and Pillows in accordance with the Technical Specifications

Item No.	Estimated Quantities	Description	Price
1.	10,000 each	Mattress; vinyl mattress with clearview covering, 3" X 30" X 75". Chestnut Ridge, Model: Safeguard Detention Transparent Cover Mattress, or "Approved Equal."	\$ _____ /ea.
		(Section 3.0 paragraph 3.2)	
		MAKE & MODEL BID:	
		FABRIC CONTENT:	
		SIZE:	
		COLORS AVAILABLE:	
2.	25,000 each	Pillow; vinyl pillow with clearview covering, 14" X 22" X 4 1/2" to 5". Chestnut Ridge, Model: CR SAFGUARD, or "Approved Equal."	\$ _____ /ea.
		(Section 3.0 paragraph 3.3)	
		MAKE & MODEL BID:	
		FABRIC CONTENT:	
		SIZE:	
		COLORS AVAILABLE:	

GROUP II- Purchase of Refurbishment of Mattresses in accordance with the Technical Specifications

Item No.	Estimated Quantities	Description	Price
3.	15,000 each	Refurbish Mattresses	\$ _____ /ea.
		(Section 3.0 paragraph 3.4)	

SECTION 4
BID SUBMITTAL FOR:

Clear View Mattresses, Pillows, and Refurbishment Services

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

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

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____



Bid Title: Clear View Mattresses, Pillows, and Refurbishment Services

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

Yes _____ No _____

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

Yes _____ No _____

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____ Fax No.: _____

Email Address: _____ FEIN No. ____-____/____/____/____/____

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

Signature: _____ (Signature of authorized agent)

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

Print Name: _____ Title: _____

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



APPENDIX

AFFIDAVITS FORMAL BIDS



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.

Contract No.: _____ Federal Employer Identification Number (FEIN): _____

Contract Title: _____

Affidavits and Legislation/ Governing Body

Table with 10 rows and 2 columns listing various affidavits and legislation such as Ownership Disclosure, Employment Disclosure, Drug-free Workplace Certification, Disability Non-Discrimination, Vendor Obligation to County, Business Ethics, Family Leave, Living Wage, and Domestic Leave and Reporting.

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 _____

FAIR SUBCONTRACTING PRACTICES
(Ordinance 97-35)

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date

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

Firm Name of Prime Contractor/Respondent
Project/Contract Number

FEIN #

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/respondents on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders/respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. The bidder/respondent who is awarded this bid/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/respondent should enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers will be used on the contract.

In accordance with Ordinance No. 11-80, an entity contracting with the County shall report the race, gender and ethnic origin of all first tier subcontractors/suppliers. In the event that the successful bidder demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the successful bidder 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	Whites	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	Gender	Whites	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other
	Principal Owner		M						M							
	Principal Owner		M						M							
	Principal Owner		M						M							
	Principal Owner		M						M							

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/User department or on-line to the Small Business Development Division of the Regulatory and Economic Resources Department at <http://new.miamidade.gov/business/business-development.asp>.

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

Signature of Bidder/Respondent

Print Name

Print Title

Date