

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☐ Emergency
 Previous Contract/Project No. FB-00144
 Contract
☒ Re-Bid
 ☐ Other
 LIVING WAGE APPLIES: ☐ YES ☒ NO
 Requisition No./Project No.: RQID1700033
 TERM OF CONTRACT 5 YEAR(S) WITH 5 YEAR(S) OTR

Requisition /Project Title: ELECTRONIC WASTE RECYCLING SERVICES

Description: To establish a contract for electronic waste recycling services in conjunction with the County's needs on an as needed when needed basis.

Issuing Department: Solid Waste
 Contact Person: OLGA ESPINOSA-AN
 Phone: 305-514-6730
 Estimate Cost: \$200,000.00
 Funding Source: GENERAL FEDERAL OTHER
 X

ANALYSIS

Commodity Codes:	<u>96240</u>			
Contract/Project History of previous purchases 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): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: <u>NATALYA VASILYEVA</u>	Date sent to SBD: <u>12/13/2016</u>			
<i>Natalya Vasilyeva</i>	Date returned to DPM: <u></u>			

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The successful vendor shall, on an as needed basis, provide for the loading, transportation, unloading, reporting for the de-manufacturing and recycling of end-of-life electronic equipment, hereby known as Electronic Waste (E-Waste), that is collected by the Miami-Dade Public Works and Waste Management (PWWM). E-Waste is defined as any unwanted electronic device classified as universal waste. The E-Waste being received by PWWM is generated by households in Miami-Dade County.

3.2 DESCRIPTION OF SERVICE TO BE PROVIDED

- A. Supply packing materials such as pallets, boxes, shrink wrap, etc., as requested by the County, for the purpose of packing E-Waste material for transportation. Such material shall be provided at no charge to the County.
- B. Comply with all applicable federal, state and local laws, rules, directives and compliance orders associated with the loading, transport, de-manufacturing, recycling and proper disposal of the E-Waste collected from Miami-Dade County. If the successful vendor will be subcontracting any part of the services, it is the awarded vendor's responsibility to make sure the subcontractor complies with all regulatory guidelines. Any hazardous waste generated through the process of handling, transporting, recycling or disposing E-Waste is the sole responsibility of the successful vendor and is to be handled and disposed of in accordance with all applicable federal, state and local laws.
- C. Provide monthly reporting, in a form acceptable by the County. The reports shall be submitted to the County for the preceding month and by the tenth (10th) calendar day of each month. The monthly report shall include, at a minimum, the following:
 - a. Pick-up date and time.
 - b. Type of E-Waste collected.
 - c. Quantity of E-Waste when applicable.
 - d. Weight of all E-Waste received from the County using a Florida State Department of Agriculture certified scale.
 - e. Certification of Recycling/Disposal for the E-Waste.

3.3 SCHEDULE

The successful vendor shall respond to all scheduled service pick-ups within seventy-two (72) hours after receipt of notification by the County. Pick-ups will be scheduled on an as needed when needed bases between the hours of 8:30 AM and 5:00 PM, Tuesday through Friday.

3.4 PICK-UP LOCATION

PWWM
West Dade Home Chemical Collection Center
8801 NW 58th Street
Miami, Florida

The County reserves the right to change the location address or to add locations. In the event the pick-up location is moved or others are added, the County will provide advance notification to the vendor.

3.5 LIST OF E-WASTE TO BE COLLECTED INCLUDES BUT IS NOT LIMITED TO:

1. COMPUTER EQUIPMENT AND OTHER ELECTRONIC DEVICES:
Lap Top Computers
Desk Top Computers
Memory circuit boards (network, video, sound, motherboards hard drives, (CD ROM/DVD/tape) and similar devices.
Electronic Testing Equipment
Cell Phones
2. COMINGLED ELECTRONIC DEVICES
PDA's Calculators
GPS Units
Beepers
Modems
Household Phones
Radios (Receivers and Transmitters)
Turn Tables
Cameras
Video Equipment
Recorders/Players (CD/DVD/VHS and other formats)
Projectors, Routers
Computer mouse
Keyboards, Scrap plastic (housings/screens/monitor bases)
Scrap metal (housings/casings etc.)
Copiers

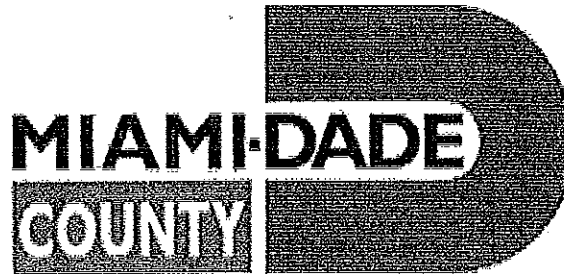
Fax Machines
Printers
Plotters
Scanners
3. MISCELLANEOUS RELATED E-WASTE SCRAP
Power Supply Cords
Wires, Connectors

BID NO.: FB-00144

OPENING: 6:00 PM

ELECTRONIC WASTE RECYCLING SERVICES

Oct 29, 2014



MIAMI-DADE COUNTY, FLORIDA

INVITATION
TO BID

TITLE:

ELECTRONIC WASTE RECYCLING SERVICES

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

ON

Oct 29, 2014

FOR INFORMATION CONTACT:

Maria Hevia, 305-375-5073, mhevia@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.**



SECTION 1

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-r14-3.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.

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for electronic waste recycling services in conjunction with the County's needs on an as needed when needed basis.

2.2 TERM OF CONTRACT

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 Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the twenty-four (24) months contract term.

2.3 OPTION TO RENEW

Prior to, or upon completion of the contract's initial term, the County shall have the option to renew this contract for an additional twenty-four (24) months. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the vendor decline the County's right to exercise the option period, the County may consider the vendor in default which may affect that vendor's eligibility for future contracts.

2.4 METHOD OF AWARD

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 by group, the vendor must offer prices for all items within a given group. If a vendor fails to submit an offer for all items within the group, its offer for the specific group may be rejected.

The County reserves the right to award a bridge contract on a no-bid basis, subject to mutual agreement, to the second lowest responsive bidder, at the original proposed price(s), for a period of time not to exceed 12 months.

2.4.1 MINIMUM QUALIFICATION REQUIREMENTS

Offers will be considered only from firms which are regularly engaged in the business of recycling and disposal of electronic waste services, as described in this Bid Solicitation. Vendors are required to demonstrate that their firm has

been providing electronic waste recycling services as requested. As part of the submittal forms vendors shall include the following information:

a. Three (3) references as proof of a satisfactory record of performance for a reasonable period of time. The references must include:

- Customer's company name
- Description of service provided
- Date service was provided
- Name, title, e-mail address and telephone number of the contact person who can verify the vendor has successfully provided services similar to the services described in this solicitation.

The references shall ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in electronic waste recycling services.

b. If proposing to subcontract any of the work, list of subcontractors that will be used in the performance of the proposed contract, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the subcontractor(s) with respect to experience, skill, responsibility and business standing shall be considered by the County when making the award in the best interest of the County.

2.5 INDEMNIFICATION AND INSURANCE

Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors. Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Contractor 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 Contractor as required by Florida Statute 440.
- B. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- 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.

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 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

- D. Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the Request for Quotation.

2.6 PRICES

The prices resultant from this solicitation shall prevail for the term of the contract, except as hereby noted. The County will consider yearly price adjustments, to be effective on the contract's anniversary date. It is the bidders' responsibility to request any pricing adjustment under this provision. Requests for price adjustment should be submitted to the Internal Services Department Procurement Management Division 90 to 40 days prior to the contract's anniversary date. Requests for price adjustment must clearly substantiate the requested increase. The County reserves the right to negotiate prices, approve or disapprove price adjustments, or cancel its contract with the bidder, in its best interest.

2.7 METHOD OF PAYMENT

If pricing includes revenue to the County, the successful vendor shall submit monthly payments for the preceding months by the ten (10th) calendar day of each month. All payments by the vendor to the County should be accompanied by a monthly report and shall be submitted by company check, payable to: Miami-Dade Board of County Commissioners and mailed to: Dade County Public Works & Waste Management, 2525 NW 62nd Street, 5th Floor, Miami, FL 33147, Attention: Accounting Department. Failure to pay within the required time period will result in the vendor's default.

Returned check charges will apply in accordance with Florida Law FS.832.07

2.8 AVAILABILITY OF SERVICE

Any County department or government agency may avail itself of the services from the successful vendors. Under these circumstances, separate quotations will be issued, which identifies the requirement of the additional County department or other government agency.

2.9 ADDITIONAL RECYCLING SERVICES

Additional recycling services may be added at the option of the County. Under these circumstances a County representative will issue a Request for Quotation.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The successful vendor shall, on an as needed basis, provide for the loading, transportation, unloading, reporting for the de-manufacturing and recycling of end-of-life electronic equipment, hereby known as Electronic Waste (E-Waste), that is collected by the Miami-Dade Public Works and Waste Management (PWWM). E-Waste is defined as any unwanted electronic device classified as universal waste. The E-Waste being received by PWWM is generated by households in Miami-Dade County.

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3.5 LIST OF E-WASTE TO BE COLLECTED INCLUDES BUT IS NOT LIMITED TO:

GROUP A:
COMPUTER EQUIPMENT AND OTHER ELECTRONIC DEVICES
Lap Top Computers
Desk Top Computers
Memory circuit boards (network, video, sound, motherboards hard drives, (CD ROM/DVD/tape) and similar devices.
Electronic Testing Equipment
Cell Phones
COMINGLED ELECTRONIC DEVICES
PDA's Calculators
GPS Units
Beepers
Modems
Household Phones
Radios (Receivers and Transmitters)
Turn Tables
Cameras
Video Equipment
Recorders/Players (CD/DVD/VHS and other formats)
Projectors, Routers
Computer mouse
Keyboards, Scrap plastic (housings/screens/monitor bases)
Scrap metal (housings/casings etc.)
Copiers
Fax Machines
Printers
Plotters
Scanners
MISCELLANEOUS RELATED E-WASTE SCRAP
Power Supply Cords
Wires, Connectors

GROUP B:
TELEVISION AND MONITORS
Monitors and Televisions (CRT, Plasma, LED or LCD all sizes)
Projection televisions

SOLICITATION TITLE: RECYCLING SERVICES

SOLICITATION NO. FB-00144

Enter Company's Legal Name→

Enter Company's Federal Tax Identification Number→

BID SUBMITTAL FORM

GROUP A:			
COMPUTER EQUIPMENT AND OTHER ELECTRONIC DEVICES CONSISTING OF:			
Item #	Description	Estimated Quantity	Unit Price
1	Lap Top and Desk Top Computers Memory Circuit Boards (network, video, sound, motherboards hard drive) Hard Drives (CD ROM/DVD/tape) and similar devices Electronic Testing Devices Cell Phones	144,000 Lbs.	Pound
COMINGLED ELECTRONIC DEVICES CONSISTING OF:			
2	PDA's Calculators, GPS Units, Beepers, modems, household phones, radios (receiver and transmitters) turn tables, cameras, video equipment, recorders/players (CD/DVD/VHS and other formats), projectors, routers, computer mouse, keyboards, scrap plastic (housings/screens/monitor bases) scrap metal (housings/casings, etc.) Copiers, fax machines, printers, plotters, scanners	480,000 Lbs.	Pound \$
MISCELLANEOUS RELATED E-WASTE SCRAP CONSISTING OF:			
4	Power supply cords and wires	24,000 Lbs.	Pound \$
GROUP B:			
TELEVISION AND MONITORS			
5	Monitors and Televisions (CRT, Plasma, LED or LCD all sizes)	360,000	Each \$
6	Projection televisions	48,000	Each \$

Note: Estimated quantities are based on historic numbers of E-Waste received at County facilities and the County does not guarantee these quantities.

Enter Company's Legal Name→

Enter Company's Federal Tax Identification Number→

BID SUBMITTAL FORM

REFERENCE	MINIMUM QUALIFICATION REQUIREMENTS
Section 2, paragraph 2.4.1, a	Provide three references as follows:
	Reference # 1
	Customer's Company Name→
	Type of Recycling Service Performed→
	Date of Service→
	Client Contact Information→
	Reference # 2
	Customer's Company Name→
	Type of Recycling Service Performed→
	Date of Service→
	Client Contact Information→
	Reference # 3
Customer's Company Name→	
Type of Recycling Service Performed→	
Date of Service→	
Client Contact Information→	
Section 2, paragraph 2.4.1, b	Identify any and all subcontractors that will be used in the performance of the proposed contract, their capabilities and experience, and the portion of the work to be performed by the subcontractor→



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

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

Solicitation No. FB-00144		Solicitation Title: ELECTRONIC WASTE RECYCLING SERVICES	
Legal Company Name (include d/b/a if applicable): <input style="width: 100%;" type="text"/>		Federal Tax Identification Number: <input style="width: 100%;" type="text"/>	
If Corporation - Date Incorporated/Organized: <input style="width: 100%;" type="text"/>		State Incorporated/Organized: <input style="width: 100%;" type="text"/>	
Company Operating Address: <input style="width: 100%;" type="text"/>		City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width: 100%;" type="text"/>		City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>
Company Contact Person: <input style="width: 100%;" type="text"/>		Email Address: <input style="width: 100%;" type="text"/>	
Phone Number (Include area code): <input style="width: 100%;" type="text"/>	Fax Number (include area code): <input style="width: 100%;" type="text"/>	Company's Internet Web Address: <input style="width: 100%;" type="text"/>	
<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>			

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 the Bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by 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.

Bidder's Authorized Representative's Signature:

Date

Type or Print Name

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.

**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.

☐ 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)

Name of Bidder/Proposer: _____ FEN I/A _____

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. 11-50, on entry 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/ Material/ 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 e-mailed to the Small Business Development of the Internal Service Department at hs@www.miamidade.gov/subcontractors or hs@www.miamidade.gov. As a condition of final payment, Bidder/Proposer shall provide subcontractor information on the Subcontractor Payment Report 606 form which can be found at http://www.miamidade.gov/contractorslibrary/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 _____

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