

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. N/A
Contract
☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES ☒ NO
 Requisition No./Project No.: RQWS1300012 TERM OF CONTRACT: Upon Completion

Requisition /Project Title: DEWATERING AND TANK CLEANING SERVICES

Description: One time service contract for dewatering and cleaning services of a Digester tank at Central District Wastewater Treatment.

Issuing Department: ISD Procurement Contact Person: Maria Hevia Phone: (305) 375-5073
 Estimate Cost: \$150,000
 Funding Source: Proprietary

ANALYSIS

Commodity Codes:	<u>910-70</u>		
Contract/Project History of previous purchases three (3) years Check here ☐ if this is a new contract/purchase with no previous history.			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:	\$	\$	\$
Comments:			
Continued on another page (s): ☐ YES ☐ NO			

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation:				
Signed: <u>Maria Hevia</u>		Date sent to DBD: <u>8/15/13</u>		
		Date returned to DPM:		

RECEIVED
 DEPT. OF BUSINESS DEVEL.
 2013 AUG 15 PM 3:03



BID NO.:

OPENING: 2:00 P.M.

, 2013

MIAMI-DADE COUNTY, FLORIDA

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

TITLE:

DEWATERING AND TANK CLEANING SERVICES

FOR INFORMATION CONTACT:

Maria Hevia, CPPB - 305-375-5073, Mhevia@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: DEWATERING AND TANK CLEANING SERVICES

Procurement Officer: Maria Hevia, CPPB

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

DEWATERING AND TANK CLEANING 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 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 below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-3.pdf>

SECTION 2
SPECIAL CONDITIONS
DEWATERING AND TANK CLEANING SERVICES

2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR THE COUNTY

The purpose of this solicitation is to establish a contract for dewatering and tank cleaning services at the Central District Wastewater Treatment Plant for Miami Dade Water and Sewer Department (WASD) in conjunction with the County's needs.

2.2 TERM

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

2.3 METHOD OF AWARD

2.3.1 Award of this contract will be made to the responsive, responsible bidder, whose offer represents the lowest price and who meets the minimum qualifications set forth in this solicitation. Bidders shall meet the following requirements:

- a. Must be regularly engaged in the business of providing dewatering and tank cleaning services and have a minimum of five (5) years experience, as a company, in dewatering using a portable centrifuge or belt press and disposing of 1,000,000 gallons or larger of controlled and regulated waste. Bidders must provide a list of current projects the bidder, as a company, has accomplished as evidence the bidder meets this requirement.
- b. Shall provide references from customers to whom the company has provided similar services to the services required under this contract. The references should include the customer's company name, and the name, title, address, telephone number, and e-mail address of the contact person who can verify that the bidder has successfully provided dewatering tank cleaning services. These references shall ascertain to the County's satisfaction that the bidder has sufficient expertise in the service required.
- c. Bidder shall employ a superintendent with a minimum of five (5) years experience in dewatering and tank cleaning services. Bidders shall list the superintendent's contact information and provide a resume with their bid submittal.

2.3.2 Bidders are required to submit, with their bid submittal form, all the specified information, documents and attachments as proof of compliance to the solicitation's requirements. Miami-Dade County may allow bidders to complete, or supplement, their proof of compliance to the solicitation's requirements.

2.3.3 The County may verify the information submitted by the bidders and may obtain and evaluate additional information, as it deems necessary, to ascertain the bidders' ability to perform under the contract. The County shall be sole judge of a bidder's ability to perform, and its decision shall be final.

SECTION 2
SPECIAL CONDITIONS
DEWATERING AND TANK CLEANING SERVICES

2.4 EXAMINATION OF SITE – MANDATORY

Prior to submitting its offer it is required that the vendor visit the site of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. No additional allowances will be made because of lack of knowledge of these conditions. For site visitation appointment and for any additional information required regarding the specifications and requirements of this bid contact Maria Hevia at Mhevia@miamidade.gov.

2.5 CONTACT PERSON

For any additional information regarding the terms and conditions of this solicitation and any resultant contract, contact Maria Hevia at (305) 375-5073 or via e-mail at Mhevia@miamidade.gov.

2.6 QUESTION DEADLINE

Questions pertaining to this solicitation must be received no later than _____, Questions should specifically reference the section of the solicitation to which the question pertains.

2.7 COMPLIANCE WITH GOVERNMENT STANDARDS

2.7.1 All services to be purchased under this contract shall be in accordance with all governmental standards, to include, but not limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). Special attention is made to OSHA's 29CFR 1910 regulations relating to hazardous atmospheres in confined spaces.

2.7.2 The Bidder shall follow all applicable Federal and State Department (DOT) regulations. Use or disposal of this material shall either be in accordance with Chapter 62-640 F.A.C. and all other applicable laws, permits, and regulations. All disposal, storage, and/or use shall be in compliance with the operating permits for the Wastewater Treatment Plants.

2.8 LICENSES, PERMITS AND RECORD KEEPING

Bidder shall obtain all permits required by applicable laws, regulations, and rules. Bidder shall prepare and maintain all records required by all applicable laws, regulations, rules and permits. Bidder shall prepare and submit all reports required by all applicable laws, regulations, rules and permits. Bidder shall deliver to M.D.W.A.S.D. one copy of all applications, permits, reports, records and correspondence, within 30 calendar days of submission or receipt. Bidder shall also maintain a file of the above items and make this file available for inspection by the County and others authorized by it. Bidder shall maintain these files and make them available for inspection for the duration of the contract, plus five (5) years.

SECTION 2
SPECIAL CONDITIONS
DEWATERING AND TANK CLEANING SERVICES

2.9 COMPLETION OF WORK

- 2.9.1 The completion date shall not exceed sixty (60) calendar days after the effective date of the Notice to Proceed.
- 2.9.2 All work shall be performed in accordance with good commercial practice. The work schedule and completion dates shall be adhered to by the successful bidder(s); except in such cases where the completion date will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the successful bidder shall notify the County of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the County.
- 2.9.3 Should an awarded bidder fail to complete the work within the number of days as stated in its offer, or the timeframe cited above, the County may cancel the order, secure the services of another bidder to complete the work, and/or cancel its contract with the bidder.

2.10 CLEAN-UP

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

SECTION 3
TECHNICAL SPECIFICATIONS

DEWATERING AND TANK CLEANING SERVICES

3.1 SCOPE OF WORK

Provide dewatering and tank cleaning services at Plant 2, Digester Tank #4 located at the Miami-Dade Water and Sewer Department's Central District Wastewater Treatment Plant.

3.2 LOCATION AND HOURS

Facility Address: Central District Wastewater Treatment Plant
3851 Rickenbacker Causeway, Miami, Florida 33149

Working hours will be Monday thru Sunday from 7 am to 7 pm.

3.3 DESCRIPTION OF SERVICE

Service consists of dewatering using a portable centrifuge or belt press or other approved suitable method for dewatering as determined by WASD. WASD shall be the sole judge of the acceptable method and their decision shall be final. Contractor will provide the means and methods of dewatering, removal, and disposal with their bid submission. Size of vessel, access to perform jobs, and cubic yards of material will need to be verified by the bidder at the mandatory site visit.

3.3.1 MATERIAL AND METHOD OF REMOVAL

- a. Product removal is estimated at +/- 1,300,000 gallons of sludge, sand and other solids accumulation to be dewatered and disposed of offsite in an approved disposal facility. Solids must be transported offsite daily using leak proof trucks to an approved disposal site. No solid material storage will be allowed on site. Material removed must be transported off site daily. Any spills created MUST be cleaned up immediately.
- b. The accumulated solids, which would be deposited at the bottom of vessels, typically consist of sand and gritty material. It is typically accumulated to a depth of 4' to 6' feet. The material is not regulated as a hazardous waste, but it is considered "contaminated" and as such, its disposal is restricted by various regulations.
- c. Access Restrictions: Entry will be gained by the side 48" Manhole port on the side of the tank.
- d. After removal and disposal of the bulk of the material, the successful bidder shall be required to clean the vessel's walls, columns and floor of any remaining material by thoroughly pressure washing those surfaces, using a pressure of at least 2,500 psi, and removing the resultant water mixture. The successful bidder shall use squeegees or similar devices to rid the tank of any standing water.
- e. Bidder is permitted to discharge liquid back into the plant gravity sewer manholes adjacent to the tank being cleaned. An estimated volume of flow must be presented with the bid submission and approved by WASD.

SECTION 3
TECHNICAL SPECIFICATIONS

DEWATERING AND TANK CLEANING SERVICES

3.3.2 WATER AVAILABILITY

A sufficient supply of non-potable plant effluent water shall normally be available and accessible, free of charge, for the successful bidder's reasonable use within the plant limits. Potable and non-potable water sources are clearly marked throughout the plants. The distance the water needs to be conveyed, and the equipment needed, will vary with each job. The necessary pumping and transmission equipment shall be provided by the successful bidder.

3.3.3 SAFETY

- a. A confined space entry plan must be submitted and approved prior to starting work.
- b. The use of warning devices such as traffic cones, barricades and warning lights to warn plant personnel of any potential hazard are considered necessary by the County.
- c. No smoking or open flame shall be permitted in any areas within the tank or on the roof of this or any adjacent tanks. The successful bidder shall provide suitable explosion proof blowers, as necessary to make up for any lack of ventilation and to provide comfortable working conditions for its personnel.
- d. Successful bidder's personnel will be in the vicinity of raw sewage. The successful bidder shall check with the Miami Dade County Health Department, and based on their recommendation, have its personnel properly immunized against disease.

3.4 EXCLUSIONS

The successful bidder will not be allowed to use the facilities at the plant. Bidder must provide separate portable toilet(s) and clean up the area.

3.5 PROTECTION OF PROPERTY

All existing structures, utilities, services, road, trees, shrubbery, etc., shall be protected against damage or interrupted services at all times; and the bidder shall be held responsible for repairing or replacing property to the satisfaction of the County which is damaged by reason of the bidder's operation on the property.

3.6 SUPERVISION

The successful bidder shall employ a competent superintendent who shall be in attendance at the project site during the progress of the work. The superintendent shall be the primary representative for the bidder and all communications given to and all decisions made by the superintendent shall be binding to the bidder. Notwithstanding, the superintendent shall be considered to be, at all times, an employee of the bidder under its sole direction and not an employee or agent of Miami-Dade County.

SECTION 3
TECHNICAL SPECIFICATIONS

DEWATERING AND TANK CLEANING SERVICES

3.7 PRICING AND PERFORMANCE

The Bidder shall supply all labor, materials, equipment and any other incidental item necessary to complete these services. The proposed price shall provide full compensation to the bidder including but not limited to portable belt press or portable centrifuge, trucks and cranes and any other element of cost to perform the work. No additional cost will be paid by the County.

In the event that a bidder fails to complete the services within 60 calendar days after receiving the Notice to Proceed, and such failure is not the result of force majeure or acts of God, liquidated damages shall be imposed on the bidder in the amount of \$1,000 per day and will be deducted from the original bid.

3.8 DOCUMENTATION

In addition to the terms listed under Section 2, the successful bidder shall also provide the following with their bid submission for approval by WASD Project Manager or designee prior to commencement of work:

- Processes and methods of dewatering, removal, and disposal as per Section 3, paragraph 3.3.
- Volume of discharge flow as per Section 3, paragraph 3.3.1, e.
- A confined space entry plan as per Section 3, paragraph 3.3.3, a.

MIAMI-DADE COUNTY

BID NO.: *

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.

, 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 7 through 12

Sealed bids are 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
DEWATERING AND TANK CLEANING 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: **910-70**

Procurement Contracting Officer: **Maria Hevia, 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:
DEWATERING AND TANK CLEANING SERVICES

FIRM NAME: _____

GROUP A : Pre-Qualification of Bidders		
REFERENCE	SUMMARIZED REQUIREMENT	INITIAL AS COMPLETED
Section 2, paragraph 2.3.1 a	Attach list of current projects the bidder, as a company, has accomplished.	_____
Section 2, paragraph 2.3.1 b	List references from customers to whom the bidder has provided similar services to the services required under this contract.	_____
Company name: _____		
Contact Name and Title: _____		
Company address: _____		
Telephone and Email address: _____		
Company name: _____		
Contact Name and Title: _____		
Company address: _____		
Telephone and Email address: _____		
Company name: _____		
Contact Name and Title: _____		
Company address: _____		
Telephone and Email address: _____		

SECTION 4
BID SUBMITTAL FOR:
DEWATERING AND TANK CLEANING SERVICES

FIRM NAME: _____

REFERENCE	SUMMARIZED REQUIREMENT	INITIAL AS COMPLETED
Section 2, paragraph 2.3.1 c	Superintendent contact Information: _____ _____ Attach superintendent's resume.	_____
Section 3, paragraphs 3.3, 3.3.1 e and 3.3.3 a	Provide the following documentation: • Processes and methods of dewatering, removal, and disposal • Volume of discharge flow • A confined space entry plan	_____

ITEM #	DESCRIPTION	Lump Sum
1.	Furnish Digester Tank Cleaning Services at Central District Wastewater Treatment Plant in accordance with bid provisions and specifications.	\$ _____

SECTION 4
BID SUBMITTAL FOR:
DEWATERING AND TANK CLEANING 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: DEWATERING AND TANK CLEANING 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 SUBMITTAL FORM

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

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

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

☐ 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)

[illegible]

NEEL

in accordance with Sections 2-8.1, 2-3.8 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 for 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. 11-99, 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 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 races is needed.)

[illegible]

☐ 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 _____

Walters, Vivian (RER)

From: Hevia, Maria (ISD)
Sent: Thursday, August 15, 2013 11:20 AM
To: Walters, Vivian (RER)
Subject: New Project - RQWS1300012 - Dewatering and Tank Cleaning Services
Attachments: SBD Input Document.pdf; Tank Cleaning Svc Draft (as approved by dept director designee).pdf

Good morning Vivian,

Attached please find the SBD input document and draft of ITB for the above-listed project.

Please let me know if additional information is needed.

Regards,

*Maria Hevia
Procurement Contracting Officer I
Miami-Dade County
Internal Services Department
111 N.W. First Street, Suite 1300 Miami, FL 33128
Telephone: 305-375-5073; Fax: 305-375-4407
E-mail: Mhevia@MiamiDade.gov
Visit our Website at <http://www.miamidade.gov/procurement>*