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|---|--|---|---------------------------------|
|  | <b>REQUEST FOR QUOTATION<br/>(RFQ)</b> | <b>ALL IN ACCORDANCE WITH<br/>CONTRACT NO.<br/>RTQ-00299(B)</b> | <b>THIS IS NOT<br/>AN ORDER</b> |
|---|--|---|---------------------------------|

**RFQ NO.:** SP05886-B

**Due Date:** TBD

**Time:** 4:00PM

**Contact Person:** DAVID WILSON

**Phone:** (305) 375-4246

**Fax:** 305-372-6378

|   |   |
|---|---|
| <b>SEALED QUOTE REQUIRED:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>When sealed quote is not required, quote may be faxed, mailed or delivered (see page 2). | All prices shall be F.O.B. Destination at point of delivery and inclusive of all costs, including freight, unless otherwise specified on this quote form. |
|---|---|

**REQUESTING DEPARTMENT:** MIAMI-DADE PUBLIC LIBRARY SYSTEM  
 Procurement Section  
 101 West Flagler Street, 3<sup>rd</sup> Floor, Miami, Florida 33130-1523  
**Fax: E-Mail Only**

| Item | Quan. | Unit | Product Description  |          | Total    |
|------|-------|------|--|----------|----------|
|      |       |      | Note: Failure to complete and sign this form will render your bid non-responsive and will not be considered for award.<br><b><u>PURCHASE OF ROOF TOP UNITS</u></b> |          |          |
| 1.   | 2     | Each | Trane Model No.<br><b>TSC120F3R0A080000000000000000D0000000000</b><br>Trane Serial No. 141611741L  | \$ _____ | \$ _____ |
| 2.   | 2     | Each | <b>5 Year Extended Warranty (Optional)</b>   | \$ _____ | \$ _____ |

Note: No Alternatives will be accepted. Please see attachment for additional equipment information. Delivery of units will be made to 101 W. Flagler Street, Miami, FL. 33130. Inside delivery required. Freight dock is under roof. Delivery truck must have lift gate. Delivery truck must not exceed 12'9" in height when empty. Semi-trailers are not allowed. All bids should take into account all labor, supervision, material and equipment, permits, and any other items or incidentals.

**Payment Terms:** In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code payment shall be 45 days from receipt of a proper invoice (30 days for small firms).

**Number of days for delivery:** \_\_\_\_\_ day after receipt of order. **INSIDE DELIVERY IS REQUIRED.**  
 Please note requirements of paragraphs regarding the County User Access Program (UAP) and Inspector General on page 3 of this solicitation.

**Addenda (changes) received:** ( ) YES ( ) NO If yes, indicate number received: \_\_\_\_\_

**Method of award:** To lowest responsive responsible bidder ☐ on the aggregate ☒ on an item-by-item basis

Bidder hereby certifies and affirms that it shall accept any awards made as a result of this quotation. Bidder further agrees that prices quoted will remain fixed and firm for a period of forty-five (45) days from date quotation is due. Bidder fully understands and agrees to the requirements of the County User Access Program (UAP) and Inspector General on page 3 of this solicitation.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Firm Name: \_\_\_\_\_ Fed. I.D. No.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**LOCAL PREFERENCE CERTIFICATION:** The responding vendor hereby attests, **by checking one of the following blocks** that it is ☐, or is not ☐, a local business. 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 Inter-local Agreement between the two counties).

**Failure to complete this certification at this time (by checking the appropriate box above) shall 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 2-8.5 of the County Code and described in the Local Preference section 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-headquarteres office**

### INSTRUCTIONS TO BIDDERS

1. Where a sealed quote is not required, the bidder may submit its written quotation by fax, mail or delivery to:

**To e-mail quote:**

[daywils@miamidade.gov](mailto:daywils@miamidade.gov) and [mrodr@miamidade.gov](mailto:mrodr@miamidade.gov)

**To Mail or deliver quote:**

Miami-Dade Public Library System  
Procurement Section  
101 West Flagler Street, 3<sup>rd</sup> Floor  
Miami, FL 33130-1523

2. Where a sealed quote is indicated, no fax quotes will be accepted. The bidder must submit the quote in a sealed envelope, indicating on the lower left hand corner of the envelope: the quote number, and the opening date and time. The sealed quote must be submitted on or before the deadline for submittals to the following office address: Miami-Dade Public Library System, Business Office/Procurement Section, 101 West Flagler Street, 3<sup>rd</sup> Floor, Miami, Florida 33130-1523.
3. Quotes received after the time and date specified for submittal will not be considered. Miami-Dade County is not responsible for delays caused by any mail, package or courier service, including the U.S. Mail, or caused by any other occurrence.

Requests for additional information or clarification must be made in writing to the contact person identified on page 1 of this solicitation and in accordance with the Cone of Silence (see page 3). When necessary, the County will issue additional information by written addenda prior to the scheduled opening date. It is the bidder's responsibility to assure receipt of all addenda on page 1 of this solicitation.

**THIS QUOTATION IS REQUESTED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF CONTRACT NO. RTQ-00299(B); HVAC AND CONTROLS - RTQ (BRIDGE)**

**Legal Requirements**

Bidders are advised that this contract is subject to all legal requirements contained in the County's Implementing Order 3-38 and all other applicable County Ordinances and/or State and Federal Statutes. Where conflicts exist between this bid solicitation and these legal requirements, the higher authority shall prevail.

**Cone of Silence:**

**Request for Additional Information**

Pursuant to Section 2-11.1(t) of the County Code, this RFQ is subject to the "Cone of Silence" until an award recommendation has been made. Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the contact person identified on the front page of the solicitation. Such inquiries or requests for information shall be submitted to the departmental contact person in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

**Office of the Inspector General**

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts.

For additional details regarding the requirements above, please visit the Procurement Management web site at <http://www.miamidade.gov/procurement/legislative-policies.asp>

**County User Access Program (UAP)- User Access Fee**

This quote and any resulting order is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). The vendor providing goods and/or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Vendor participation in this invoice reduction for the UAP is mandatory.

**First Source Hiring Referral Program (“FSHRP”)**

Pursuant to Section 2-2113 of the Code of Miami-Dade County, for all contracts for goods and services, the successful Bidder, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify the South Florida Workforce Investment Board (“SFWIB”), the designated Referral Agency, of the vacancy and list the vacancy with SFWIB according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the SFWIB. If no suitable candidates can be employed after a Referral Period of three to five days, the successful Bidder is free to fill its vacancies from other sources. Successful Bidders will be required to provide quarterly reports to the SFWIB indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of contract until Contractor performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the FSHRP are available at <https://iapps.southfloridaworkforce.com/firstsource/> or by contacting the SFWIB at (305) 594-7615, Extension 407.

**Additional Information on Ordinances**

For additional details on the ordinances mentioned above, please visit our web site at:  
<http://www.miamidade.gov/procurement/procedures-legislation.asp>