

BID NO.: 8874-1/23

**OPENING: 2:00 P.M.
WEDNESDAY
DECEMBER 19, 2012**

MIAMI-DADE COUNTY, FLORIDA

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

**TITLE: LED SIGNS: INSPECTION, MAINTENANCE
AND REPAIR SERVICES**

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

FOR INFORMATION CONTACT:

JOSH BROWN, 305-375-4725, JOSH BRO@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, FLORIDA

INVITATION TO BID

Bid Number: 8874-1/23

Bid Title: LED SIGNS: INSPECTION, MAINTENANCE AND REPAIR SERVICES

Procurement Officer: Josh Brown

Bids will be accepted until 2:00 p.m. on DECEMBER 19, 2012

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.**

SECTION 1
GENERAL TERMS AND CONDITIONS

TITLE: LED SIGNS: INSPECTION, MAINTENANCE AND REPAIR 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/itb-terms-conditions.asp>

SECTION 2
SPECIAL CONDITIONS

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the inspection, maintenance, and repair services for Light Emitting Diodes (LED) Signs in conjunction with the County's needs on an as needed basis for various Miami-Dade departments.

2.2 CONSTRUCTION SMALL BUSINESS CONTRACT MEASURES (Bid Preference)

No construction small business enterprise bid preference is applied to this contract due to insufficient availability of CSBE firms certified in NAICS 238210 (electrical contractors and other wiring installation contractors).

If a work order is issued by the County's user department and the project site is located within a Designated Target Area (DTA), it is subject to a Community Workforce Program (CWP) goal. The department must submit the work order to the County's Small Business Development Division for review prior to authorizing any work to be completed.

Responsible wages and benefits apply to all construction projects over \$100,000.00 that do not utilize federal funds. For federally funded projects, unless prohibited by federal or state law or disallowed by a governmental funding source, the "Higher" wage between Davis Bacon and Responsible Wages and Benefits shall apply.

2.3 PRE BID CONFERENCE AND SITE VISIT

A "pre-bid conference and site visit" will be held on Wednesday, December 12, 2012 at the Miami International Airport at 11:00 A.M. for Group B to discuss the special conditions and specifications included within this solicitation.

Additionally, a "pre-bid conference and site visit" will be held on Wednesday, December 12, 2012 at the Port of Miami at 3:00 P.M. for Group A to discuss the special conditions and specifications included within this solicitation.

It is recommended that a representative of the firm attend this pre-bid conference and site visit as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

Vendors are requested to bring this solicitation document to the conference, as additional copies may not be available.

"Multiple members of individual community councils may be present."

Miami International Airport (MIA) – 12/12/12 @ 11:00 A.M.
MIA Terminal, Concourse A, North Terminal Auditorium (Located on the 4th Floor)

Port of Miami: -- 12/12/12 @ 3:00 P.M.
1015 N. America Way Miami, FL 33132 (Second Floor Conference Room)
Parking is located across the street. Inform the toll collector that you are participating in a pre-bid conference meeting.

SECTION 2
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2.4 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 that is distributed by the County's Department of Procurement Management, 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 sixty (60) month term.

2.5 OPTION TO RENEW: SIXTY (60) MONTHS

Miami-Dade County shall have the option to renew this contract for one additional sixty (60) month term. Continuation of the contract beyond the initial period is a County prerogative, and not a right of the vendor(s). This prerogative may be exercised only when such continuation is clearly in the best interest of the County. Should the vendor(s) decline the County's right to exercise the option period, the County will consider the vendor in default which shall affect that vendor's eligibility for future contracts.

2.6 METHOD OF AWARD: TO MULTIPLE LOWEST PRICED VENDORS BY GROUP

Award of this contract will be made to the two (2) lowest priced responsive, responsible vendors on a group-by-group basis. To be considered for award by group, the vendor must meet the minimum qualifications set forth in this solicitation and shall offer prices for all items within a given group. The County will then select the vendors 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 will be rejected.

While the method of award prescribes the method for determining the lowest responsive, responsible vendor, the County will award this contract to the designated lowest vendor as the primary vendor and will award this contract to the designated second lowest vendor as the secondary vendor respectively. If the County exercises this right, the primary vendor shall have the primary responsibility to initially perform the service or deliver the goods identified in this contract. If the primary vendor fails to perform it may be terminated for default and the County shall have the option to seek the identified goods or services from the secondary vendor. During the term of the contract, the County may also make award to the third lowest vendor as tertiary if the primary and secondary vendors do not perform.

Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor(s) being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

Award of this contract will be made to lowest priced vendor in the aggregate based on the following groups:

- Group A - Miami-Dade Seaport Department
- Group B - Miami-Dade County Aviation Department

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SPECIAL CONDITIONS

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

2.6.1 MINIMUM QUALIFICATION REQUIREMENTS (ALL GROUPS)

The minimum qualifications for all groups are as follows:

1. Vendors must possess a Master Electrical License, as per Section 2, Paragraph 2.9.
2. Vendors must be able to demonstrate that they have experience in providing Inspection, Maintenance, and Repair Services for LED Signs to at least three (3) client references. These references shall be used to ascertain to the County's satisfaction that the Vendor has sufficient experience and expertise in services.
3. Vendors shall provide contact information to include name of contact, e-mail address, phone number and fax number for Primary (required) and Secondary (optional) staff within your company who will be responsible for providing a response to Inspection, Maintenance, and Repair Service requests issued by Miami-Dade County.

2.7 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 a period of one (1) year after the commencement of the contract. Prior to the one-year anniversary of that date, and for all subsequent years, the vendor shall have the opportunity to request a price adjustment. The vendor's request for a price adjustment shall be based on the most recent annual change on the Consumer Price Index, Wage Earners and Clerical Workers, Other Goods and Services, in the Miami-Fort Lauderdale Area. The request for price adjustment shall be submitted to the County's Internal Services Department, Procurement Management for review.

If the requested increases are subsequently approved, the Internal Services Department, Procurement Management will formalize the increase through the issuance of a Memorandum of Understanding to the existing purchase order prior to the effective date of the price adjustment, and by formal contract modification.

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.

2.8 CONTACT PERSON:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Josh Brown, at (305) 375-4725 email – joshbro@miamidade.gov

SECTION 2
SPECIAL CONDITIONS

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2.9 CERTIFICATIONS:

In accordance with the Code of Miami-Dade County, Florida, Section 10-3 (B), any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency as a Miami Dade Master Electrical Contractor, or a State Certified Electrical Contractor issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period.

2.10 ADDITIONAL LED SIGNS MAY BE ADDED:

Although this solicitation and resultant contract identifies specific LED Signs to be serviced, it is hereby agreed and understood that additional signs may be added to this contract at the option of the County. When required, vendor(s) awarded under this contract shall be invited to submit price quotes for additional facilities during the term of the resultant contract. Spot market quotations will be issued as needed to the awarded vendor(s) per group.

The County may determine to obtain price quotes for the additional facilities from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the County's discretion.

2.11.1 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND MAINTENANCE CONTRACT: (GROUP A – MIAMI DADE COUNTY SEAPORT DEPARTMENT)

Provider 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 Provider or its employees, agents, servants, partners principals or subcontractors. Provider 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. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider 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.

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The vendor shall furnish to the Vendor Assistance Section, Procurement Management Services Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, 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 vendor as required by Florida Statute 440.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$300,000 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 \$300,000 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 "B" as to management, and no less than "Class V" 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 and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: MIAMI-DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.

**CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128**

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

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The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1, Paragraph 1.23 of this solicitation.

2.11.2 INDEMNIFICATION AND INSURANCE (11) – CONTRACTOR/ MAINTENANCE/REPAIR:
(GROUP B – MIAMI DADE AVIATION DEPARTMENT)

Provider 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 Provider or its employees, agents, servants, partners principals or subcontractors. Provider 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. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider 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 vendor shall furnish to the Vendor Assistance Section, Procurement Management Services Division, 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 vendor as required by Florida Statute 440.

SECTION 2
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LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

- B. Commercial General Liability Insurance 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 *\$500,000 combined single limit per occurrence for bodily injury and property damage.

****Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. Vehicles owned by individuals will not be authorized. \$1 million limit applies at all other airports.**

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 “B” as to management, and no less than “Class V” 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 and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

NOTE: MIAMI-DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION MUST APPEAR ON EACH CERTIFICATE.

**CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1ST STREET
SUITE 2340
MIAMI, FL 33128**

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

The vendor shall submit a certificate of insurance within ten (10) business days after notification of recommendation to award. If certificate does not include the coverages outlined in the terms and conditions of this solicitation, the vendor shall be given an additional five (5) business days to submit a corrected certificate to the County. Failure of the vendor to provide the required certificate of insurance within fifteen (15) business days, may result in the vendor being deemed non-responsible and the issuance of a new award recommendation.

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The vendor shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the vendor in accordance with Section 2.5 of the solicitation. If insurance certificates are scheduled to expire during the contractual period, the vendor shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the vendor in accordance with Section 1, Paragraph 1.23 of the solicitation.

2.12 ACCIDENT PREVENTION AND BARRICADES:

Precautions shall be exercised at all times for the protection of persons and property. All vendors performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible vendor. Barricades shall be provided by the vendor when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager.

2.13 CLEAN-UP:

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

2.14 DEFICIENCIES IN WORK TO BE CORRECTED BY THE VENDOR:

The vendor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within 5 calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the County's project administrator, who may confirm all such verbal reports in writing. The vendor shall bear all costs of correcting such rejected work. If the vendor fails to correct the work within the period specified, the County may, at its discretion, notify the vendor, in writing, that the vendor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within 5 calendar days of receipt of the notice. If the vendor fails to correct the work within the period specified in the notice, the County shall place the vendor in default, obtain the services of another vendor to correct the deficiencies, and charge the incumbent vendor for these costs; either through a deduction from the final payment owed to the vendor or through invoicing. If the vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

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LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

2.15 RISK OF LOSS:

The vendor assumes the risk of loss or damage to the County's property during possession of such property by the vendor, and until delivery to, and acceptance of, that property to the County. The vendor shall immediately repair, replace or make good on the loss or damage without cost to the County, whether the loss or damage results from acts or omissions (negligent or not) of the vendor or a third party. The vendor shall indemnify and save the County harmless from any and all claims, liability, losses and causes of action which may arise out of the fulfillment of this contract. The vendor shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs and judgments which may issue thereon.

2.16 WORK ACCEPTANCE:

This project will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

2.17 ESCORTS AT AIRCRAFT OPERATING AREA:

When performing work at the County's Aviation Department, the vendor shall report to the Aviation Department's Maintenance Division Building No. 3025 and be escorted to and from each area of work that traverses the aircraft operating area. The Department shall monitor the placement of the vendor's equipment at each location. Upon completion of the work, the vendor shall report to the Miami Dade Aviation Department IS/T Technical Shop, Dolphin Garage, Ground Level, Row R, at the Miami International Airport. The contact person is Stephen Podley, 305-876-8050. Any violations of this section by the vendor may result in immediate cancellation of this Contract.

2.18 ACCIDENT PREVENTION AND REGULATIONS AT THE SEAPORT DEPARTMENT:

All operations at the County's Seaport Department are under the direct control of Seaport Department personnel. Interference with vessels and vehicular traffic must be kept to a minimum. Ship berthing areas and roadways shall not be closed or opened by or for the vendor unless express permission is given to the vendor by the Seaport Engineer. The vendor shall plan the scheduling of its work in collaboration with the Engineer in order to insure safety for, and minimum hindrance to, port operations. All equipment shall be withdrawn from work areas at the end of the workday in order to eliminate immediate or potential hazard to traffic and facilities. Materials stored at the Seaport by the vendor shall be stored in a manner that minimizes any obstruction to water and ground traffic. All equipment and stored materials shall be marked by barriers with flashing lights at no additional cost to the County. The County accepts no responsibility for any damage or loss to materials stored by the vendor. The vendor shall exercise careful control during all phases of the work to prevent damage to Seaport utilities; including, but not limited to, overhead lights and buried cables. Before commencing work in any given area, the vendor, working in conjunction with the Engineer and the Dade County Seaport Department maintenance staff, shall endeavor to locate any possible utility conflicts. Should the vendor damage any Seaport utility through negligence, it shall promptly repair the damage at its own expense.

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LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

2.19 SPECIAL SECURITY REQUIREMENTS AT THE SEAPORT DEPARTMENT:

Miami-Dade County Seaport Department (Port of Miami) operates under strict security regulations. These regulations involve the issuance of special identification (ID) cards after performing complete police background checks of individuals who are employed, hired or who are required to enter the restricted areas of the Port of Miami frequently (more than 5 times within a 90-day period). These ID cards are required for access and are issued by the Seaport Department at the current cost of \$60.00 per applicant per year. Therefore, the vendor shall obtain and pay for ID cards for each of his /her employees and/or agents who will be frequently visiting or performing services at the Port of Miami restricted areas. For more information concerning ID cards, you may contact the port of Miami ID Office at (305) 347-4955.

2.20 SPECIAL SECURITY REQUIREMENTS AT THE AVIATION DEPARTMENT:

Miami-Dade Aviation Department (MDAD) operates under strict security regulations. The Vendor must follow all security procedures required of workers at MDAD. This will include security checks and passes for all employees, a special driving course for those who operate a vehicle on the aircraft operating area (AOA), additional badges to work within the US Customs service area and may include bonding for a Customs I.D. For Customs ID, call 786-265-5715 or email cbp-miami-airport-security@dhs.gov for information. For Miami Dade Aviation Department ID, call 305-876-7418 for appointment and to pick-up package. Vendors are responsible for all costs incurred in obtaining security badges. Security clearance must be obtained prior to start of contract.

SECTION 3
TECHNICAL SPECIFICATIONS

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

3.1 SCOPE OF WORK - GROUP A – MIAMI DADE SEAPORT DEPARTMENT

The successful Bidder shall furnish all labor, materials, tools, equipment and parts to provide inspection, maintenance, repair services for various LED (Light Emitting Diodes) signs located at the Port of Miami, 1015 North America Way, Miami, Florida 33132. The successful Bidder shall provide a local technician whom may qualify with the requirements of the Port of Miami to obtain ID badges per Section 2, paragraph 2.21.

3.1.1 INSPECTION AND MAINTENANCE

a. Inspection

- i. A quarterly inspection will consist of visual examination of the conditions of the LED displays, looking for defects affecting the normal operation of the pixels and the display, including but not limited to controller cooling units and remote operations from control center to display.
- ii. The inspection process will not constitute any repair or physical work performed to the signs in an attempt to bring it back to normal operating conditions.

b. Maintenance

A quarterly maintenance will consist of a diagnostic check on each system to ensure proper operation, including: sign hardware, software, computer hardware, wired and wireless data transmission devices, test equipment, other visual displays, signal to displays, controller cleaning, and software upgrades and LED Sign controller upgrades. Maintenance includes upgrade of Windows Operating System (OS) to any Microsoft supported OS requested by the Port of Miami and providing of any necessary hardware upgrades/replacements to enable execution of the Port of Miami requested OS.

c. Inspection and Maintenance Rates

Proposed rate shall include all tools, supplies, and expendables required to perform the maintenance service, including the costs to perform software upgrades.

3.1.2 REPAIR SERVICES

Repair services will be available through the resultant contract on as needed when needed basis to restore the LED displays to its normal operating condition. Repair services will include repairing broken or malfunctioning parts as well as replacement with new parts, as applicable.

a. Rates

The successful Bidder's hourly rate for repairs shall be inclusive of all tools, supplies, and expendables required for completing the repair service. For repair jobs, a written proposal is required. Unforeseen costs above original proposal will require prior approval.

**SECTION 3
TECHNICAL SPECIFICATIONS**

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

b. Parts

Vendor will provide the necessary replacement parts for completing the repair service. The County will pay cost only, no additional markup is allowed. The vendor will be required to submit a copy of their invoice for parts as proof of vendor’s cost.

c. Emergency and Non-Emergency Repair Service

- i. Emergency Service – emergency repair service(s) shall be provided 24 hours, 7 days a week. The response time for emergency repair services (defined as the time from acknowledged notification to arrival on-site) shall be no later than one and a half (1.5) hours after telephone notification by the County.
- ii. Non-Emergency Service – non-emergency repair services shall be provided within three (3) hours after the service order has been placed.

TABLE 1- LIST OF LED SIGNS TO BE INSPECTED, MAINTAINED AND REPAIRED AT THE PORT OF MIAMI

ITEM #	DESCRIPTION
1	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 32 x 192 Pixel Matrix- Single Face
2	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 32 x 192 Pixel Matrix- Single Face
3	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 16 x 128 Pixel Matrix- Single Face
4	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 16 x 128 Pixel Matrix- Single Face
5	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 16 x 192 Pixel Matrix- Single Face

3.1.3 AUTHORIZATION TO PERFORM WORK

Repairs will only be performed after a visual inspection if any malfunction noticed, or if directed by authorized Port of Miami staff. All repairs must be authorized by Port of Miami personnel.

3.1.4 REPORTS

A detailed report by sign number of each repair service shall be issued by the selected Bidder to the Miami Dade Seaport Department. This report will indicate the repair work completed the condition of the equipment, recommended repairs and it shall itemize replacement parts used. Unit prices for replacement parts shall be indicated on invoices.

SECTION 3
TECHNICAL SPECIFICATIONS

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

3.2 SCOPE OF WORK - GROUP B – MIAMI DADE AVIATION DEPARTMENT

The successful Bidder shall furnish all labor, materials, tools, equipment and parts to provide repair services and purchase of parts for various LED (Light Emitting Diodes) signs for the Miami-Dade Aviation Department (MDAD). Services shall be provided at the Miami International Airport (MIA) located at 2100 N.W. 42 Avenue, Miami, Florida 33142. The scope of work for MDAD does not include maintenance and inspection services.

3.2.1 REPAIR SERVICES ONLY

Repair services will be available through the resultant contract on an as needed when needed basis to restore the LED displays to its normal operating condition. Services include repairing broken or malfunctioning parts as well as replacement with new parts, as applicable.

a. Rates:

Hourly rates for maintenance and repair services shall be inclusive of all tools, supplies, and expendables required for completing the required job. For repair jobs, a written proposal is required prior to work commencing. MDAD will provide a notice to proceed upon their approval of the proposal. Unforeseen costs above the original proposed price will require prior approval by MDAD.

b. Parts:

Selected Bidder will be responsible to provide all necessary replacement parts for completing the required repair service(s). The County will pay for the part cost only, no additional markup is allowed. The selected Bidder will be required to submit a copy of the parts invoice as proof of vendor's cost.

c. Emergency and Non-Emergency Repair Service:

- i. Emergency Service - emergency repair service(s) shall be provided 24 hours, 7 days a week. The response time for emergency repair services (defined as the time from acknowledged notification to arrival on-site) shall be no later than one and a half (1.5) hours after telephone notification by the County.
- ii. Non-Emergency Service – non-emergency repair services shall be provided within three (3) hours after the service order has been placed.

3.2.2 AUTHORIZATION TO PERFORM WORK

The selected Bidder shall not perform work on any equipment unless authorized by an authorized representative of MDAD prior to performing the work. Notice to Proceed (NTP) will be provided by MDAD to the selected Bidder through a Purchase Order. Selected Bidder will report to MDAD before starting work.

SECTION 3
TECHNICAL SPECIFICATIONS

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

3.2.3 REPORTS

A detailed report by sign number of each repair service shall be issued by the successful Bidder to MDAD. This report will indicate the repair work completed, the condition of the equipment, recommended repairs, and it shall itemize replacement parts used. Unit prices for replacement parts shall be indicated on invoices. .

TABLE 2- LIST OF LED SIGNS TO BE REPAIRED AT MIAMI INTERNATIONAL AIRPORT

ITEM #	DESCRIPTION
1	Sunblazer, 3 LED-8/C, HiTech, 8x96mm
2	VMS Single face Tricolor, HiTech, 16x112x6mm
3	GraphixWall Amber,85134-23C, Translux, 24x244mm
4	GraphixWall Amber,86185,Translux Outdoor, 24x244mm
5	Galaxy 20mm Outdoor-RGB, AF3400, Daktronics, 32x112-20-RGB
6	Airport CE, CE-1010, Daktronics 4x12-2.1-SBRG
7	Amber Outdoor Overdoor, ST-361, Daktronics, 48x288-7.62-A
8	Amber Outdoor Overdoor, ST-362, Daktronics , 48x240-7.62-A
9	Amber Indoor Wayfinder, ST-287, Daktronics, 48x192-7.62-A
10	Amber Customs Directory, Special, Daktronics, 96x192-7.62-A

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
DECEMBER 19 , 2012



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: **Josh Brown** ISD/PM Date Issued: This Bid Submittal Consists of Pages **15** through **22**.

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:
LED SIGNS - INSPECTION, MAINTENANCE AND REPAIR SERVICES

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: 93674, 57882, 28530, 57880	
Procurement Contracting Officer	Josh Brown

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:**

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

FIRM NAME: _____

4.1 Requirements For All Groups

All Bidders must submit a copy of Electronic Sign Contractors License as stated in Section 2, Paragraph 2.12.

Reference	Summarized Requirement as stated in Section 2, Paragraph 2.6.1. Item 1.	Initial as completed
Section 2, Paragraph 2.6.1(1)	Attach a copy of the Electric Sign Contractor License	

4.2.1 Group A- Seaport Department: INSPECTION AND MAINTENANCE as described in Section 3, paragraph 3.1.1

Item #	Estimated Quantities for 1 year	Description	Unit Price per Visit
		Inspection and Maintenance included in each visit	
1	4 Visits / per Year	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 32 x 192 Pixel Matrix- Single Face	\$ _____ / Visit
2	4 Visits / per Year	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 32 x 192 Pixel Matrix- Single Face	\$ _____ / Visit
3	4 Visits / per Year	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 16 x 128 Pixel Matrix- Single Face	\$ _____ / Visit
4	4 Visits / per Year	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 16 x 128 Pixel Matrix- Single Face	\$ _____ / Visit
5	4 Visits / per Year	Optec Displays 3 x 26 –RGB (Red, Green, and Blue) LED Display – 16 x 192 Pixel Matrix- Single Face	\$ _____ / Visit

**SECTION 4
BID SUBMITTAL FOR:**

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

FIRM NAME: _____

4.2.2 Group A- Seaport Department: REPAIR SERVICE as described in Section 3, paragraph 3.1.2

Item #	Estimated Labor Hours for 1 year	<u>Description</u> Repair Service	Labor Rate Per Hour
1	120	Hourly Rate – • Monday through Friday 8:00 AM through 6:00 PM	\$_____/Hr.
2	20	Hourly Rate – • Monday through Friday <u>after</u> 6:00 PM and <u>before</u> 8:00 AM	\$_____/Hr.
3	60	Hourly Rate – • Holidays and weekends	\$_____/Hr.
4	20	Hourly Rate – • Emergency calls (1.5 hour response time)	\$_____/Hr.

4.3 Group B- Aviation Department: REPAIR SERVICE as described in Section 3, paragraph 3.2.1

Item #	Estimated Labor Hours for 1 year	<u>Description</u> Repairs Service	Labor Rate Per Hour
1	300	Hourly Rate – • Monday through Friday 8:00 AM through 6:00 PM	\$_____/Hr.
2	32	Hourly Rate – • Monday through Friday <u>after</u> 6:00 PM and <u>before</u> 8:00 AM	\$_____/Hr.
3	8	Hourly Rate – • Holidays and weekends	\$_____/Hr.
4	16	Hourly Rate – • Emergency calls (1.5 hour response time)	\$_____/Hr.

**SECTION 4
BID SUBMITTAL FOR:**

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

FIRM NAME: _____

Reference Section	Summarized Requirements: Vendors must be able to demonstrate that they have experience in providing Inspection, Maintenance, and Repair Services for LED Signs to at least three (3) client references.	Initial as completed
Section 2, Paragraph 2.6.1 (2)	Client Reference Letter #1	
	Company Name:	
	Contact Name:	
	Contact Title:	
	Contact Address:	
	Contact Telephone Number:	
	Contact E-mail address:	
Section 2, Paragraph 2.6.1 (2)	Client Reference Letter #2	
	Company Name:	
	Contact Name:	
	Contact Title:	
	Contact Address:	
	Contact Telephone Number:	
	Contact E-mail address:	

**SECTION 4
BID SUBMITTAL FOR:**

LED SIGNS – INSPECTION, MAINTENANCE, AND REPAIR SERVICES

FIRM NAME: _____

<p align="center">Section 2, Paragraph 2.6.1 (2)</p>	<p align="center">Client Reference Letter #3</p>	
	<p>Company Name:</p> <hr/> <p>Contact Name:</p> <hr/> <p>Contact Title:</p> <hr/> <p>Contact Address:</p> <hr/> <p>Contact Telephone Number:</p> <hr/> <p>Contact E-Mail Address:</p>	
<p align="center">Section 2, Paragraph 2.6.1 (3)</p>	<p align="center"><u>Bidder's Primary Contact Information:</u></p>	
<p align="center">Section 2, Paragraph 2.6.1 (3)</p>	<p>Primary Contact:</p> <hr/> <p>E-Mail Address:</p> <hr/> <p>Contact Telephone Number:</p> <hr/> <p>Cell Phone Number (if applicable)</p> <hr/> <p>Company Main Phone Number:</p> <hr/> <p align="center"><u>Bidder's Secondary Contact Information:</u></p> <p>Secondary Contact:</p> <hr/> <p>E-Mail Address:</p> <hr/> <p>Contact Telephone Number:</p> <hr/> <p>Cell Phone Number (if applicable)</p> <hr/> <p>Company Main Phone Number</p>	
<p>Note: All bidders are requested to submit with their bid submission, documents as evidence of compliance with the minimum qualification requirements; however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period.</p>		

SECTION 4
BID SUBMITTAL FOR:

LED SIGNS - INSPECTION, MAINTENANCE, AND REPAIR SERVICES

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE 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: LED SIGNS - INSPECTION, MAINTENANCE, AND REPAIR 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 2.21 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

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

Firm Name of Prime Contractor/Respondent _____ FEIN # _____
 Project/Contract Number _____

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. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the 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		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Principal Owner (Enter the number of male and female owners by race/ethnicity)							Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)							
			Gender		Race/Ethnicity					Gender		Race/Ethnicity					
			M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan	Other	M	F	White	Black	Hispanic	Asian/Pacific Islander	Native American/Native Alaskan

Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to Contracting/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 _____