MIAMI-DADE COUNTY, FLORIDA
REQUEST TO QUALIFY

TITLE:
Grounds Maintenance, RTQ

FOR INFORMATION CONTACT:
Lina Bonilla, 305-375-2173, lbonilla@miamidade.gov

IMPORTANT NOTICE TO SUBMITTERS:

- 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.

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION
REQUEST TO QUALIFY

Bid Number: 9743-0/23

Title: Grounds Maintenance, RTQ

Procurement Officer: Lina Bonilla, CPPB

Submittals will be accepted until 2:00 p.m. on Wednesday, March 13, 2013

Submittals 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 Submitters 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 Submittal, plus attachments if applicable.

All Submittals received will be time and date stamped by the Clerk of the Board prior to the Submittal deadline shall be accepted as timely submitted. The circumstances surrounding all Submittals received and time stamped by the Clerk of the Board after the 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 SUBMITTERS:

- THE SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY SUBMITTER RESPONDING TO THIS REQUEST TO QUALIFY.
SECTION 1  
GENERAL TERMS AND CONDITIONS  

Grounds Maintenance, RTQ  

All general terms and conditions of Miami-Dade County Procurement Contracts for this Request to Qualify 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 Request to Qualify and contracts may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:  

SECTION 2
SPECIAL CONDITIONS
Grounds Maintenance, RTQ

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a pool of Vendors capable of providing grounds maintenance, pest control services and lawn sprinkler repair services. Entry into the Pre-Qualification Pool is not a contract between Miami-Dade County and any Vendor, but an acknowledgement that included Vendors meet the qualifications as outline throughout this RTQ. Pre-qualified Vendors will be invited to participate in future competitions. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date.

2.2 SMALL BUSINESS CONTRACT MEASURES

The application of measures will be determined at the time the request is issued and may include but not be limited to, a set-aside, a goal, bid preference or other measures.

2.3 CONFERENCES

A. Request to Qualify (RTQ)

A pre-submission conference will be held on **Wednesday, March 6, 2013 at 10:00 AM at the Stephen P. Clark Center Conference Room No. 18-3** to discuss the proposed RTQ. It is recommended that a representative of the firm attend in order to become familiar with the RTQ. Submitters are requested to bring this RTQ package to the conference.

B. Request for Quotation (RFQ)

Pre-bid conferences may apply to subsequent RFQ if so defined.

2.4 TERM

The pre-qualification pool will begin on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County’s Internal Services Department, Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The Pre-Qualification Pool shall expire on the last day of the last month of the 10 year period.

2.5 QUALIFICATION CRITERIA

Submitters who meet the following minimum qualifications will be placed on a list for participation in future competitions.

**Group 1 Grounds Maintenance: Minimum Requirements**

1. Submitters or their approved subcontractor shall be an arborist, certified by the International Society of Arboriculture (ISA). The name of the arborist and a copy of the license shall be included in the Submitters’ submittal form. For more information link to: [www.floridaisa.org/](http://www.floridaisa.org/).

2. Submitters shall provide a list of no less than three client references who can confirm that the Submitter has successfully provided grounds maintenance services. The following information shall be provided: name, telephone number and/or e-mail address, dates of service and location serviced.
SECTION 2
SPECIAL CONDITIONS
Grounds Maintenance, RTQ

**Group 2 Pest Control Services: Minimum Requirements**

**a. Lawn and Ornamental**

1. Submitters or their approved subcontractor shall hold a current Pest Control license for lawn and ornamental services issued by the Florida Department of Agriculture and Consumer Services.

2. Submitters or their approved subcontractor shall employ a certified operator. A copy of their current license issued by the Florida Department of Agriculture and Consumer Services shall be provided.

Both licenses shall are required in order to pre-qualify under Group 2 Subgroup A.

**b. Right of Way**

Submitters or their approved subcontractor shall hold a current commercial applicator license for right of way and/or ornamental and turf issued by the Florida Department of Agriculture and Consumer Services. Submitters shall provide a copy of the license in order to pre-qualify under Group 2 Subgroup B.


**Group 3 Lawn Sprinkler Repair Services: Minimum Requirements**

1. Submitters or their approved subcontractor shall hold at a minimum one of the following:
   a. General Contractors (GC) license issued by the State of Florida Construction Industry Licensing Board
   b. General Contractors (GC) license issued by the Miami-Dade County Construction Trades Qualifying Board
   c. Plumbing Contractors license issued by the State of Florida Construction Industry Licensing Board
   d. Plumbing Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board
   e. Lawn Sprinkler Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board


Submitters deem pre-qualified by the County will participate in subsequent RFQ on an as needed basis. When a requirement to procure services listed under a specific group is identified, Submitters pre-qualified under that group will be invited to quote. When a requirement to procure services falls under multiple groups, Submitters pre-qualified under the combination of identified groups will be invited to quote. For example, should the County identify the need to procure grounds maintenance and lawn sprinkler services, Submitters that are pre-qualified to provide both services will be invited to quote. The County at its sole discretion and in its best interest may choose to quote services in the combination that best meets its needs.
Submitters shall submit all of the specified information, documents and attachments listed above with their submittal form as proof of compliance to the requirement of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Submitters to complete, supplement or supply the required documents.

It shall be the sole prerogative of the County as to the number of Submitters who will be included under this RTQ. During the term of this RTQ, the County reserves the right to add or delete Submitters as it deems necessary and in its best interests.

2.6 SITE VISITS

Site visits may apply if so defined in the RFQ.

2.7 LIQUIDATED DAMAGES

Liquidated damages may apply if so defined in the RFQ.

2.8 INDEMNIFICATION AND INSURANCE

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

2.9 WARRANTY REQUIREMENTS

Warranty may apply if so defined in the RFQ.

2.10 CONTACT PERSON

For any additional information regarding the terms and conditions of this RTQ contact Lina Bonilla at 305-375-2173 or lbonill@miamidade.gov.

2.11 MIAMI-DADE COUNTY LIVING WAGES

The Living Wage Ordinance may apply if so defined in the RFQ.

2.12 DAVIS-BACON ACT

The Davis-Bacon Act may apply if so defined in the RFQ.

2.13 DEFINITIONS

A. Submittal – shall refer to the form submitted in response to this Request to Qualify.

B. Submitter – shall refer to anyone responding to this Request to Qualify.
3.1 **SCOPE**

This Request to Qualify is intended to establish three Groups of Prequalified Vendors as described below. Vendors awarded a contract through this Pool shall:

A. Comply with the Miami-Dade County Pollution Control Ordinance as stated in Chapter 24 of the Miami-Dade Code. This ordinance is made a part of this Request to Qualify by reference and may be obtained, through the Regulatory and Economic Resources, 33 SW 2nd Avenue, Miami, Florida 33130, Telephone (305) 372-6789.

B. Furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications of the RFQ, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval by the County. Barricades shall be provided by the Vendor when work is performed in areas traversed by persons, or when deemed necessary by the County.

C. 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.

Group 1: **Grounds Maintenance**: includes but is not limited to the following disciplines:

A. Turf Mowing
B. Trimming (grass, hedge, shrub, trees, and palms)
C. Edging
D. Maintaining plants and flowerbeds
E. Fertilization of turf areas, ornamental shrubs, groundcovers, palms and trees
F. Weed and vine control
G. Litter Control
H. Mulching
I. Watering
J. Tree Resetting

Group 2: **Pest Control Services**: includes the treatment of plant material for pest and disease control

Group 3: **Lawn Sprinkler Repair Services**: includes but not limited to repair services and maintenance
DO NOT WRITE IN THIS SPACE

ACCEPTED _____ HIGHER THAN LOW _____
NON-RESPONSIVE _____ NON-RESPONSIBLE _____
DATE B.C.C. __________ NO BID _____ FIRM NAME __________________________
ITEM NOS. ACCEPTED __________________________

COMMODITY CODE: 988-36, 988-52, 988-72 and 934-37
Procurement Contracting Officer: Lina Bonilla

RETURN ONE ORIGINAL AND TWO COPIES OF SUBMITTAL PAGES AND AFFIDAVITS.
FIRM NAME: ______________________________________________________________

Submitters shall provide the following for informational purpose:

<table>
<thead>
<tr>
<th>Company name</th>
<th>Contact person</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office location</th>
<th>Office #</th>
<th>e-mail address</th>
<th>Fax #</th>
<th>Supervisor Name</th>
<th>Emergency contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Qualification Criteria for Group 1

<table>
<thead>
<tr>
<th>Section 2 Arborist Information</th>
<th>Arborist Name: ______________________ Certification #: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached a copy of applicable license</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Reference No. 1</th>
<th>Name: ______________________ Telephone No.: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ______________________ Telephone No.: ______________________</td>
<td></td>
</tr>
<tr>
<td>Email Address: ______________________</td>
<td></td>
</tr>
<tr>
<td>Dates of Service: From ______________________ to ______________________</td>
<td></td>
</tr>
<tr>
<td>Location(s) Serviced: ______________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Reference No. 2</th>
<th>Name: ______________________ Telephone No.: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ______________________ Telephone No.: ______________________</td>
<td></td>
</tr>
<tr>
<td>Email Address: ______________________</td>
<td></td>
</tr>
<tr>
<td>Dates of Service: From ______________________ to ______________________</td>
<td></td>
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<tr>
<td>Location(s) Serviced: ______________________</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Client Reference No. 3</th>
<th>Name: ______________________ Telephone No.: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ______________________ Telephone No.: ______________________</td>
<td></td>
</tr>
<tr>
<td>Email Address: ______________________</td>
<td></td>
</tr>
<tr>
<td>Dates of Service: From ______________________ to ______________________</td>
<td></td>
</tr>
<tr>
<td>Location(s) Serviced: ______________________</td>
<td></td>
</tr>
</tbody>
</table>
Qualification Criteria for Group 2

<table>
<thead>
<tr>
<th>Section 2 - Subgroup a</th>
<th>1. Company License #_______________ for lawn and ornamental</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Operator Name: ___________________ / License # ____________</td>
</tr>
</tbody>
</table>

*Attached a copy of applicable licenses for lawn and ornamental*

<table>
<thead>
<tr>
<th>Section 2 - Subgroup b</th>
<th>Applicator Name: ___________________ / License # ________________</th>
</tr>
</thead>
</table>

*Attached a copy of applicable license for right of way and / or ornamental and turf*

Qualification Criteria for Group 3

<table>
<thead>
<tr>
<th>Section 2 General / Lawn Sprinkler / Plumbing Contractor Information</th>
<th>Contractor Name: ___________________ License # ___________________</th>
</tr>
</thead>
</table>

*Attached a copy of applicable license*
SECTION 4
RTQ SUBMITTAL FOR:
Grounds Maintenance

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHERVER 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: Grounds Maintenance

By signing this Submittal Form the Submitter 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 Request to Qualify.

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

The Submitter 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 Submitter 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 the Submittal submission.

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

By executing this Request to Qualify through a duly authorized representative, the Submitter certifies that the Submitter 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 Submitter is unable to provide such certification but still seeks to be considered for award of this Request to Qualify, the Submitter shall execute the Submittal through a duly authorized representative and shall also initial this space: ___________. In such event, the Submitters shall furnish together with its Submittal 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 Submitter 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 Request to Qualify for default if the Submitter 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 Request to Qualify 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 Submitter 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 Request to Qualify.

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

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program
For the County’s information, the Submitter 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 Request to Qualify, if that section is present in this Request to Qualify document. Submitter participation in the Joint Purchase portion of the UAP is voluntary, and the Submitter’s expression of general interest at ‘A’ and ‘B’ below is for the County’s information only and shall not be binding on the Submitter.

A. 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 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 Submitter agrees to all Terms and Conditions of this Request to Qualify and the resulting Contract(s)."

Print Name: _____________________________________ Title: _______________________________

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

Federal Employer Identification Number (FEIN):

Contract No.:

Affidavits and Legislation / Governing Body

1. Miami-Dade County Ownership Disclosure
   Sec. 2-8.1 of the County Code

2. Miami-Dade County Employment Disclosure
   County Ordinance No. 90-133, amending Section 2-8.1(c)(2) of the County Code

3. Miami-Dade County Employment Drug-free Workplace Certification
   Section 2-8.1.2(b) of the County Code

4. Miami-Dade County Disability Non-Discrimination
   Article 1, Section 2-8.1.5 Resolution R-192-00 amending R-365-95

5. Miami-Dade County Debarment Disclosure
   Section 10.38 of the County Code

6. Miami-Dade County Vendor Obligation to County
   Section 2-8.1 of the County Code

7. Miami-Dade County Code of Business Ethics
   Article 7, Section 2-8.15 and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No. 05-1 amending Section 2-11.1(c) of the County Code

8. Miami-Dade County Family Leave
   Article V of Chapter 11 of the County Code

9. Miami-Dade County Living Wage
   Section 2-8.9 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

______________
Name of Firm

______________
Address of Firm

______________
State

______________
Zip Code

______________
Signature of Affiant

______________
Date

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

Page 1 of 3

Revised 1/12/12
FAIR SUBCONTRACTING PRACTICES
(Ordinance 97-35)

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

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

______________________________  ______________________________
Signature                        Date
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.)

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Subcontractor/Subconsultant</th>
<th>Principal Owner</th>
<th>Scope of Work to be Performed by Subcontractor/Subconsultant</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td>Gender</td>
<td>Race/Ethnicity</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Direct Supplier</th>
<th>Principal Owner</th>
<th>Supplies/Materials/Services to be Provided by Supplier</th>
<th>Principal Owner (Enter the number of male and female owners by race/ethnicity)</th>
<th>Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Race/Ethnicity</td>
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<td></td>
</tr>
<tr>
<td>M</td>
<td>F</td>
<td>White</td>
<td>Black</td>
<td>Hispanic</td>
</tr>
</tbody>
</table>

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 ___________________________