





**BID NO.: 8475**

**INITIAL OPENING: 2:00 P.M.  
Wednesday,  
, 2014**

**MIAMI-DADE COUNTY, FLORIDA  
R E Q U E S T  
T O Q U A L I F Y ( R T Q )**

**TITLE:  
Room Air Conditioners – Request to Qualify**

**FOR INFORMATION CONTACT:  
Yuly Chaux-Ramirez, 305-375-4263, ychaux@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 SERVICES DIVISION**



MIAMI-DADE COUNTY, FLORIDA

REQUEST TO QUALIFY

Bid Number:

Title: Room Air Conditioners, RTQ

Procurement Officer: Yuly Chaux-Ramirez

Submittals will be accepted until 2:00 p.m. on Wednesday, \_\_\_\_\_, 2014

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 Submitter's 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

MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT SERVICES DIVISION

**MIAMI-DADE COUNTY**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**ROOM AIR CONDITIONERS**

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/library/boilerplate/general-terms-and-conditions-r14-2.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**  
**ROOM AIR CONDITIONERS - RTQ**

**2.1 PURPOSE**

This Request to Qualify (RTQ) will establish a pool of bidders capable of providing Room Air Conditioners including but not limited to Package Terminal A/Cs, Window/Wall Mount A/Cs, Portable Air Conditioners, Dehumidifiers, Air Purifiers, Space Heaters, Humidifiers, Dehumidifiers, and Portable Fans. Entry into the Pre-qualification Pool is not a contract between Miami-Dade County and any Submitter, but an acknowledgement that the included bidders meet the qualifications as outlined throughout this RTQ. Pre-qualified bidders will be invited to participate in spot market quotations. The pool shall be open for Submitters to qualify at any time after the initial RTQ opening date.

**Definitions:**

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

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

**2.2 CONFERENCES**

Conferences may apply if so defined in the Request for Quotation (RFQ).

**2.3 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 Services Division, and contingent upon the completion and submittal of all required RTQ documents. The Pre-qualification Pool shall expire on the last day of the last month of the three year period and upon completion of the expressed and/or implied warranty periods

**2.4 QUALIFICATION CRITERIA**

This RTQ will be used by various County departments to solicit bidders capable of providing room air conditioners. Submitters who meet the following minimum qualifications will be placed on a pre-qualified bidders' list and will be invited to participate in subsequent RFQ.

**2.4.1 Group A: Purchase of Room Air Conditioners**

The County will purchase under Group A various brands and types of room air conditioners. All submitters requesting to be included in this group must comply with the following requirements

- a. Submitters shall provide a list of no less than three client references who can confirm that the Submitter has successfully provided room air conditioners. Each reference shall include the following: company name, and the customer's name, title, address, and telephone number.
- b. Submitters shall be the product manufacturer, authorized distributor and/or reseller

**SECTION 2**  
**SPECIAL CONDITIONS**  
**ROOM AIR CONDITIONERS - RTQ**

If the submitter is the **manufacturer** of the brands listed in the submittal, it must be indicated on letterhead.

If the submitter is **an authorized distributor**:

- 1) Provide a current letter (within the last 12 months from submittal) from the manufacturer(s), stating that the submitter is an authorized distributor of the brands listed in the submittal. This letter must be signed and presented on the manufacturers' letterhead with the contact person name and phone number. Otherwise, provide a copy of the manufacturers' internet website, where the manufacturer clearly lists the submitter as an authorized distributor.

If the submitter is a **reseller**:

- 1) Provide a current letter (within the last 12 months from submittal) from the submitter's distributor(s), stating that the submitter is a reseller of the brand(s) listed in the submittal. This letter must be signed and presented on the distributor(s)' letterhead with the contact person name and phone number. Otherwise, provide a copy of the distributors' internet website, where the distributor clearly lists the submitter as a reseller.
  - 2) In addition, provide a current letter (within the last 12 months from submittal) from the manufacturer(s), stating that the submitter's distributor(s) is an authorized distributor of the manufacturer. This letter must be signed and presented on the manufacturers' letterhead with the contact person name and phone number. Otherwise, a copy of the manufacturers' internet website, where the manufacturer clearly lists the submitter's distributor(s) as an authorized representative.
- c. Submitter shall maintain an office equipped with modern office equipment, including a facsimile (FAX) machine and / or an e-mail address. Either resource must be available to provide immediate support, expedite quotations and deliveries. The vendor's office address, fax, and e-mail address shall be included in their bid submittal.
- d. Submitters shall provide a list of authorized staff who can be contacted to discuss matters pertaining to the any purchased products, resolve billing and delivery inquiries, and who are cognizant of the room air conditioners industry and its standards.

**2.4.2 Group B: Purchase of Room Air Conditioners Including Installation and/ or de-manufacturing**

The County will purchase under Group B various brands and types of room air conditioners to include installation and/or de-manufacturing services. All submitters requesting to be included in this group must comply with the following requirements

- a. Submitters shall meet all the minimum requirements listed in Group A.
- b. Submitter or submitter's subcontractor must possess one of the following licenses: General or mechanical contractor, Specialty mechanical contractor,

**SECTION 2**  
**SPECIAL CONDITIONS**  
**ROOM AIR CONDITIONERS - RTQ**

Refrigeration and air conditioning contractor, Air conditioning contractor (unlimited), Air conditioning contractor (limited), Room air conditioning contractor, issued by Miami Dade County and/or the State of Florida. Copy of license shall be provided with the bid submittal

Submitters shall provide all of the specified information, documents and attachments listed above with their submittal form as proof of compliance to the requirements of this RTQ. 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 bidders who will be included under this RTQ. During the term of the RTQ, the County reserves the right to add or delete bidders as it deems necessary and in its best interest.

**2.5 INDEMNIFICATION AND INSURANCE**

Section 1.21 of the General Terms and Conditions, Indemnification and Insurance Requirements, is applicable for **Group B Only**.

**2.6 CONTACT PERSON**

For any additional information regarding the Terms and Conditions of this RTQ, contact Yuly Chauz-Ramirez at 305-375-4263 or by e-mail at [ycaux@miamidade.gov](mailto:ycaux@miamidade.gov).

**2.7 DELIVERY**

The delivery date for each project will be specified in each subsequent spot market quotation. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the bidder(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the bidder. In these cases, the bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Should the bidder(s) to whom a purchase order is awarded fail to deliver in the number of days stated in the spot market quotation, the County reserves the right to cancel the purchase order on a default basis after any back order period that is allowed has elapsed. If the order is so terminated, it is hereby understood and agreed that the County has the authority to purchase the goods elsewhere and to charge the bidder with any re-procurement costs. If the bidder fails to honor these re-procurement costs, the County may terminate the bidder from the contract for default.

The bidder shall be responsible for filing, processing, and collecting all damage claims against the shipper.

**2.8 PICK UP**

County employees may be authorized in writing to pick-up products under this contract. Bidders shall require presentation of this written authorization. The bidder shall maintain a copy of the authorization. If the bidder is in doubt about any aspect of product pick-up, bidder shall contact the appropriate user department to confirm the authorization.

**SECTION 2**  
**SPECIAL CONDITIONS**  
**ROOM AIR CONDITIONERS - RTQ**

**2.9 PACKING SLIP / DELIVERY TICKET**

The bidders shall enclose a complete **packing slip / delivery ticket** with any goods to be delivered. The **packing slip / delivery ticket** shall be attached to the goods and shall be made available to the user department during delivery. The **packing slip / delivery ticket** shall include, at a minimum, the following information: **Request for Quote / Work Order / Purchase Order** number; date of order, a complete listing of items being delivered; and quantities and estimated delivery date of any backorders when such backorders are allowed and pre-authorized by the User Department.

**2.10 ACCEPTANCE OF PRODUCT BY THE COUNTY**

The products to be provided shall be maintained in full compliance with industry standards and in full compliance with the specifications and requirements set forth in this contract and subsequent RFQs. If a bidder-provided product is found to be defective or determined not to meet the specifications and requirements of this contract and subsequent RFQs, either prior to acceptance or upon installation, the item will be returned, at bidders' expense, to the bidder. At the County's own option, the bidder shall either provide a direct replacement for the item, or provide a full credit for the returned item. The bidder shall not assess any additional charges for any conforming action taken by the County under this paragraph.

**2.11 CATALOGS**

Upon request, vendors shall provide a copy of the current manufacturer's catalog(s) at no additional cost to the County.

**2.12 REPAIRS AND PARTS MANUALS**

Bidder(s) shall supply the County with a minimum of two (2) comprehensive repair and parts manuals which identify the component parts, and which describe the appropriate process for repairing the equipment purchased by the County in conjunction with this solicitation. The manuals shall be supplied prior to, or upon, delivery of the equipment. Final payment may be withheld until such time as these manuals are received.

**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 completion of work, the bidder shall thoroughly clean up all areas affected by the work performed.

**2.14 AIR CONDITIONER DE-MANUFACTURING**

Air conditioner de-manufacturing will apply if so defined in the spot market quotation. Bidder will need to haul away existing unit (remove from the grid) and provide the County Department with a signed de-manufacturing certificate. The de-manufacturing certificate must be signed by an authorized County representative.

**2.15 INSTALLATION**

Air conditioner installation will apply if so defined in the spot market quotation. All products shall be installed according to the standards established by the terms, specifications, drawings and meet the manufacturer's specifications and industry standard. All work

**SECTION 2**  
**SPECIAL CONDITIONS**  
**ROOM AIR CONDITIONERS - RTQ**

performed by the bidder and/or subcontractor pursuant to this contract shall be performed in a professional and workmanlike manner by staff with the necessary skills, experience and knowledge.

**2.16 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING**

Since the services and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action Requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

All items to be purchased under this contract using federal funds shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

**2.17 FEDERALLY FUNDED AGENCIES - EXEMPTION TO CERTAIN CLAUSES**

Spot market quotations issued off this request to qualify may be done by federally funded agencies, including Public Housing and Community Development Department. As federally funded agencies, certain clauses within this request to qualify will not apply to subsequent RFQs:

Section 1, Paragraph 1.10 (Local Preferences), Section 1, Paragraph 1.27 (Office of the Inspector General Fee), Section 1, Paragraph 1.35 (County User Access Program-UAP), Section 1, Paragraph 1.43 (Small Business Contract Measures), Section 1, Paragraph 1.44 (Local Certified Service-Disabled Veteran's Business Enterprise Preference).

**2.18 SECTION 3 OF THE HUD ACT OF 1968 - REQUIREMENTS FOR PUBLIC HOUSING AND COMMUNITY DEVELOPMENT PROJECTS ONLY**

Section 3 is a provision of the United States Department of Housing and Urban Development (USHUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement and individual self-sufficiency.

Section 3 is to ensure that economic opportunities generated by certain HUD funded projects shall, to the greatest extent feasible, and consistent with existing Federal and State laws, be directed to low and very low income persons (Section 3 residents), and to the businesses (Section 3 businesses) that provided economic opportunities to these persons.

Spot market quotations issued off this request to qualify by the Public Housing and Community Development Department will be governed by Section 3 guidelines. Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

All bidders are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Appendix "B", Attachment 1). An executed Plan document is the bidder's certification that he or she will

**SECTION 2**  
**SPECIAL CONDITIONS**  
**ROOM AIR CONDITIONERS - RTQ**

take all necessary affirmative marketing steps required, in connection with each PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards, and (b) meet Section subcontracting goals and ensure small, minority and women subcontractors are used (where subcontracting is permitted).

**2.19 MIAMI-DADE HOUSING MINIMUM WAGES BASED ON THE DAVIS BACON ACT - REQUIREMENT FOR PUBLIC HOUSING AND COMMUNITY DEVELOPMENT PROJECTS ONLY**

Since this Request to Qualify and subsequent spot market quotations are being processed in conjunction with federal funding, the wage rate paid to all classifications of employees of the bidder for the work under specific spot market quotations, issued by PHCD, shall not be less than the prevailing wage rates for similar classification of work in Dade County, Florida, as established in the Federal Area Wage Decision by the United States Department of Labor. Additionally, all federal regulations and statutes adopted by U.S. Department of Labor as a result of the Davis Bacon Act shall prevail during the term of this RTQ and shall be used only when federal funds are utilized for specific project not exceeding \$50,000.00 each.

Bidders(s) shall comply with the regulations of the Davis Bacon Act, pay wages in accordance with the act, submit to the County certify copies of its payroll whenever requested, allow the County to performs interviews to its work force and allow the County to inspect its payrolls as it may deem necessary.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**ROOM AIR CONDITIONERS - RTQ**

**3.1 SCOPE**

This RTQ is intended to establish a pool of pre-qualified bidders to provide room air conditioners for Miami-Dade County.

**3.2 CATEGORIES**

The following is a representative listing of the categories of room air conditioners and the brands/makes typically used by the County. These lists are neither exclusive nor complete. To facilitate the quotation process, the pre-qualified bidders in each group will be organized according to the category of products and the brands/makes they represent. Equal product can be considered upon receipt of specified data if so defined in the spot market quotation.

**3.2.1 Product Categories Include:**

- Dehumidifiers
- Package Terminal ACs
- Window/Wall Mount A/Cs.
- Portable Air Conditioners
- Dehumidifiers
- Air Purifiers
- Humidifiers
- Portable Fans
- Space Heaters

**3.2.2 Brands:**

The following is a representative listing of the brands/makes typically used by the County:

- Amana
- American Comfort
- Carrier
- Comfort-Aire
- Friedrich
- G.E.
- Honeywell
- LG
- Sharp
- Soleus Air
- SPT
- Trane
- Thermal Zone

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**ROOM AIR CONDITIONERS - RTQ**

**3.3 INDUSTRY AND PRODUCT STANDARDS**

All items to be purchased throughout subsequent RFQs shall be in accordance with all governmental standards, to include, but not limited to those issued by the Department of Energy (DOE), American National Standards Institute (ANSI), the American Society for Testing and Materials (ASTM), the Environmental Protection Agency (EPA), the Instrument Society of America (ISA), the International Standards Organization (ISO), the National Institute of Safety Hazards (NIOSH), the National Sanitation Foundation (NSF), and the Occupation Safety and Health Administration (OSHA).

It shall be the responsibility of all pre-qualified bidders to be regularly informed to conform to any changes in standards issued by any regulatory agencies that govern the products applicable to this solicitation during the contract term.

**3.4 CHANGES IN MANUFACTURER DESIGNATION DURING THE CONTRACT TERM**

Bidders will report to the County any changes in their designation as an approved product manufacturer, authorized distributor and/or reseller of the manufacturer lines listed in the bidder's submittal. Should a bidder cease to be an approved product manufacturer, authorized distributor and/or reseller of the manufacturer lines listed in the bidder's submittal, the product will be removed from the bidder's information for this RTQ. Should a bidder become an approved product manufacturer, authorized distributor and/or reseller of a manufacturer that conforms to the RTQ's specifications, the bidder may submit proof of their firm's designation, in accordance with Paragraph 2.4, for the County's evaluation and possible addition to the prequalification pool.

SECTION 4  
RTQ 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,**  
**, 2014**



**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: YC                      ISD/PM                      Date Issued: /2014                      This Submittal Consists of Pages    through   

Sealed Submittals are subject to the Terms and Conditions of this Request to Qualify and the accompanying Submittal documents. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the 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 RTQ Submittal Requirements.

**Title:**  
**Room Air Conditioners**

A Bid Deposit in the amount of **NA** the total amount of the bid shall accompany all Submittals.

A Performance Bond in the amount of **NA** the total amount of the bid will be required upon execution of the contract by the successful Submitter and Miami-Dade County.

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE:	
Procurement Contracting Officer: Yuly Chaux-Ramirez	

FIRM NAME  
\_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF SUBMITTAL PAGES AND AFFIDAVITS**

**SECTION 4  
RTQ SUBMITTAL FOR:  
ROOM AIR CONDITIONERS**

FIRM NAME: \_\_\_\_\_

**TO BE COMPLETED BY ALL SUBMITTERS**

Refer to Paragraph 2.4 to ensure that your firm's responses and attachments comply with the Solicitation's requirements.		
<b>GROUP A and B</b>		
Reference	Qualification Criteria	
<b>2.4.1.a</b>	<b>Client Reference No. 1</b>	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ Email Address: _____
	<b>Client Reference No. 2</b>	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ Email Address: _____
	<b>Client Reference No. 3</b>	Company Name: _____ Telephone No.: _____ Name: _____ Title: _____ Email Address: _____
<b>2.4.1.c</b>	<b>Submitter's information for request for quotations</b>	Office Address: _____ Telephone No.: _____ Fax No.: _____ Email Address: _____
<b>2.4.1.d</b>	<b>Authorized Staff</b>	Staff Name: _____ e-mail: _____ Staff Name: _____ e-mail: _____



SECTION 4  
RTQ SUBMITTAL FOR:  
ROOM AIR CONDITIONERS

FIRM NAME: \_\_\_\_\_

Refer to Paragraph 2.4 to ensure that your firm's responses and attachments comply with the Solicitation's requirements.

**GROUP B**

Reference	Qualification Criteria	
2.4.2.b	<b>Bidder or Bidder's Subcontractor</b>	Type of License: _____ Name: _____ License Number: _____ Expiration Date: _____

SECTION 4  
RTQ SUBMITTAL FOR:  
ROOM AIR CONDITIONERS

ACKNOWLEDGEMENT OF ADDENDA

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INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RTQ

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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FIRM NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF OFFICER: \_\_\_\_\_

**Bid Title: Room Air Conditioners**

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





# **APPENDIX**

## **AFFIDAVITS FORMAL SUBMITTALS**







**APPENDIX**  
**PUBLIC HOUSING AND COMMUNITY DEVELOPMENT (PHCD)**  
**SECTION 3 OF THE HUD ACT OF 1968**

**CONE OF SILENCE EXEMPTION. PHCD staff and bidders may communicate orally while a bid is in progress and prior to award of bid to clarify Section 3 definitions, requirements and business preference procedures, pursuant to the Miami-Dade Commission on Ethics opinion on March 10, 2004.**

**I. GENERAL REQUIREMENTS FOR PHCD ONLY**

This contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations in 24 Code of Federal Regulations (CFR) Part 135, as amended by interim rule published on June 30, 1994 (59 FR 33866). Bidders interested in receiving copy of this regulation may email their request to Public Housing and Community Development (PHCD) Resident Services Unit at section3@miamidadegov. Section 3 requires that, to the greatest extent feasible and consistent with Federal, State and local laws and regulations, job training, employment, and contracting opportunities be directed to low and very-low income persons. Contractors must familiarize themselves with Section 3 regulations and requirements.

This contract is also subject to federal affirmative marketing plan requirements, which require the contractor to take all necessary affirmative marketing steps to ensure small, minority and women-owned business enterprises are used only, if subcontracting is applicable to this contract.

**II. SECTION 3 DEFINITIONS**

The term "Section 3 business" is defined as follows:

Firms owned by Miami-Dade County (M-DC) residents who meet M-DC's low income household limits (see "Miami-Dade Income Limits") or whose firms include 30% of these persons as full-time employees.

The term "new hires" is defined as follows:

New hires means full-time employees for permanent, temporary or seasonal employment opportunities and include, but are not necessarily limited to, all management, maintenance, clerical and administrative jobs arising in connection with the development(s) stipulated in the contract award.

The term "Section 3 Resident" is defined as follows:

A **Section 3 Resident** is an individual who lives in Miami-Dade County and (a) is a resident of public housing; **or** (b) is a resident of another federally assisted housing program (Section 8, Section 202, etc.); **or** is a current recipient or participant in a public assistance program (TANF, JTPA, etc.); **or** (c) whose family household income meets the definition of a low-or very-low income family (see no. 5, below).

The current Miami-Dade Income Limits are as follows:

**MIAMI-DADE 2012 INCOME LIMITS**

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Very Low Income (50%)</b>	\$23,000	\$26,250	\$29,550	\$32,800	\$35,450	\$38,050	\$40,700	\$43,300
<b>Low-Income (80%)</b>	\$36,750	\$42,000	\$47,250	\$52,500	\$56,700	\$60,900	\$65,100	\$69,300

**III. SECTION 3 BID PREFERENCE TERMS AND REQUIREMENTS**

***Preference in the award of PHCD requests for quotes under this contract will be provided as follows:***

1. Bids are being solicited from all businesses. If no responsive bid by a PHCD pre-certified Section 3 business meets the "X" factor, as defined below, the contract may be awarded to the lowest responsive, responsible bidder.
2. Where applicable, an award will be made to the LOWEST responsive, responsible pre-certified Section 3 business, with the highest priority ranking, as stipulated under Section III, "Section 3 Business Priority Rankings", if that bid: is within the maximum total contract price established in PHCD's budget, and is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

<b>Bid Amount</b>	<b>X = Lesser of:</b>
When the lowest responsive bid is less than \$100,000	10% of that bid, up to \$9,000
When the lowest responsive bid is between:	
\$100,000, but less than \$200,000	9% of that bid, up to \$16,000
\$200,000, but less than \$300,000	8% of that bid, up to \$21,000
\$300,000, but less than \$400,000	7% of that bid, up to \$24,000
\$400,000, but less than \$500,000	6% of that bid, up to \$25,000
\$500,000, but less than \$1 million	5% of that bid, up to \$40,000
\$1 million, but less than \$2 million	4% of that bid, up to \$60,000
\$2 million, but less than \$4 million	3% of that bid, up to \$80,000
\$4 million, but less than \$7 million	2% of that bid, up to \$105,000
\$7 million or more	1 % of lowest/responsive bid, with no dollar limit

3. For information on how to become a PHCD-certified Section 3 business, download application at [www.miamidade.gov/housing/section3](http://www.miamidade.gov/housing/section3) or email, PHCD Resident Services Unit, at [section3@miamidade.gov](mailto:section3@miamidade.gov).
4. **In order for bidder to qualify for a Section 3 contracting preference**, bidder must be pre-certified by PHCD as a Section 3 business, at least two weeks prior to the bid opening date, and submit **Document 00200-B, "Section 3 Business Preference Claim"** (Attachment 2) with bid quote.
5. Section 3 businesses are required to comply with procedures listed under Section IV, "Section 3 Required Documents to Be Submitted with Each PHCD Bid (When Subcontracting is Not Applicable)", page 3, and Section VI "Section 3 Required Contractor and Subcontractor Post-Award Procedures (PHCD Projects Only)".
6. **SECTION 3 BUSINESS PRIORITY RANKINGS:** (The highest priority ranking (PR) is #1.)  
**PR#1:** 51% or more owned by PHCD public housing residents, or whose full-time, permanent work force includes 30 percent of these persons as employees (**Category 1 Businesses**);

- PR#2:** Business owners who are or were participants (within last three years) in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc., at 305- 377-9922, or Fax 305-373-9922 (**Category 2 Businesses**);
- PR#3:** 51% or more owned by residents of a federally assisted housing program, such as Section 8, Section 202, HOME, etc., or whose full-time, permanent work force includes no less than 30 percent of those persons as employees (**Category 3 Businesses**);
- PR#4:** a) 51 percent or more owned by low or very low-income persons who reside in Miami-Dade County; or whose permanent, full-time work force includes no less than 30 percent of low-income Miami-Dade County persons as employees, including persons that are not currently low or very low-income persons but were low or very- low-income persons, as long as the date of first employment with the business concern has not exceeded a period of three years (see Section II. no. 4", for current Miami-Dade low and very-low income limits); or
- b) Provide evidence of a commitment to subcontract in excess of 25 percent of the total amount of subcontracts to be awarded to business concerns identified under Priority # 1 (category 1 businesses only (PR#4 a and b above are **Category 4 Businesses**).

**IV. SECTION 3 REQUIRED DOCUMENTS TO BE SUBMITTED WITH EACH PHCD BID (WHEN SUBCONTRACTING IS NOT APPLICABLE)**

This contract is a Section 3 covered activity (PHCD only). Section 3 requires that job training, employment and contracting opportunities be directed toward low and very-low income persons and to businesses that provide economic opportunities to those persons.

**All bidders are required to execute and submit Document 00400, "Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)", with the bid (see Appendix Attachment 1).** An executed Plan document is the bidder's certification that he or she will take all necessary affirmative marketing steps required, in connection with PHCD project award, to (a) meet Section 3 training and employment goals, where feasible, when filling vacant or new positions resulting from PHCD awards, and also seek to recruit qualified minorities and women to fill vacant or new positions resulting from PHCD awards; and (b) meet Section 3 subcontract goals and ensure small minority and women subcontractors are used (where applicable is permitted).

**V. SECTION 3 OPTIONAL DOCUMENT (TO BE SUBMITTED WITH BID)**

Bidders who wish to claim a Section 3 bid preference, are required to submit *Document 00200-B, "Section 3 Business Preference Claim"* (Attachment 2), with the bid (see Section II., Section 3 Bid Preference Terms and Requirements, page 2). Only bidders who have been pre-certified by PHCD as a Section 3 business shall be eligible to claim a Section 3 business preference.

**VI. SECTION 3 POST-AWARD PROCEDURES (PHCD PROJECTS ONLY)**

1. The contractor must submit required PHCD post-award forms (presented at a PHCD post-award meeting), during the performance of the contract in the frequency and format requested by PHCD.
2. Contractor will be required to submit documentation to PHCD of efforts and results made to train and employ Section 3 residents (resulting from PHCD awards only) in

accordance with his or her Plan during the performance of the contract in the format and frequency required by PHCD.

3. Contractor, including any Section 3, small, minority or women-owned business concern awarded work through this PHCD project, must commit to train and employ qualified Section 3 residents (only where vacant or new positions exist in connection with this award) to the greatest extent feasible, not less than **30% of the total number of new hires, but no less than one, whichever is greater**, within their labor force during the term of the contract, in the priority order indicated under Section VII, "Section 3 Resident Priority Order for Training and Employment Opportunities", no.8, below.
4. Contractor is also required to undertake efforts to hire public housing, Section 8 and other Section 3 residents (only where vacant or new positions exist in connection with this award), in part-time positions, for permanent, temporary, or seasonal employment.
5. In addition to nos. 1 and 2 above, contractors must solicit to all minorities and women when filling vacant or new full-time or part-time positions generated through PHCD projects.
6. Contractor must explain to all job applicants how to claim a Section 3 preference (using PHCD forms provided at each pre-construction meeting) and show them the Miami-Dade income chart, included under Section II, page 1.
7. When there is a need for new hires, contractor must include Section 3 preference language in job news ads, flyers, and community notice. Notices must be placed at the site where work is to take place and in the surrounding community.
8. When there is a need for new hires resulting from PHCD awards, contractor must carry out recruitment in accordance with the training and employment recruitment requirements listed in Contractor's Plan (see Document 00400, Attachment 1).

**VII. SECTION 3 RESIDENT PRIORITY ORDER FOR TRAINING AND EMPLOYMENT OPPORTUNITIES**

1. PHCD public housing residents (Category 1 residents);
2. Participants in HUD Youth build programs currently operating in Miami-Dade County. For more information, contact YWCA of Greater Miami, Inc. at 305-377-9922, or Fax 305-373-9922 (Category 2 residents);
3. Recipients of federal government housing assistance programs, such as Section 8, Section 202, HOME, etc., or who are participants in a federally funded job training program, such as J.T.P.A., etc. (Category 3 residents); or
4. Other individuals who reside in Miami-Dade County, and meet the definition of a low, or very low-income person, as defined, in the current Miami-Dade Income limits (Category 4 residents).

**VIII. WELFARE-TO-WORK TAX INCENTIVE AND WORK OPPORTUNITY TAX CREDIT PROGRAM**

For information and application assistance, contact the South Florida Workforce, at 305-693-2060, 7900 NW 27 Avenue, Miami, FL 33147.

**IX. SECTION 3 CLAUSE**

The *Section 3 Clause* found at Section 3 regulation, 24 CFR Part 135, p.135.38, must be included in all Section 3 covered contracts. The awarded contractor and subcontractors (where applicable) will be bound by its provisions and the *Clause* and must be included in all subcontractor agreements.

**SECTION 3 CLAUSE**

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u

- (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
  - c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
  - d. The contractor agrees to include this Section 3 clause in every subcontract subject to be in compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
  - e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed; and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

### Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)

Firm Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

The individual above, (consultant), is responsible for planning, implementing and tracking firm's Section 3 (S-3) and affirmative marketing training, employment and contracting goals applicable to Public Housing and Community Development (PHCD) projects and must comply with United States Housing and Urban Development's (USHUD) S-3 regulation at 24 CFR Part 135.

#### **Recruitment Procedures Required to Fill Vacant or New Contractor or Consultant or Subcontractor Positions (only if subcontracting is permitted) Resulting from all PHCD Project Awards**

1. The PHCD Section 3 Coordinator may assist by providing referrals for economic opportunities from public housing, other housing program recipients and Section 3 residents.
2. Advertise at job site and surrounding neighborhood for targeted workers and use *Document 00404*, "**Section 3 Language for News Ads, Flyers and Job Notices**" in all job notices & flyers.
3. Schedule a time and place convenient for public housing, other S-3 residents (listed under no. 1 above), minorities and women to complete job applications.
4. Contact YWCA of Greater Miami, Inc. at 305-377-9922, or fax 305-373-9922, for HUD Youth build employment referrals.
5. Send notices about S-3 training and employment obligations and opportunities required for Miami-Dade Public Housing Agency projects to labor organizations, where applicable (review **Section 3 Clause**).
6. Present *Document 00401*, "**Section 3 Resident Preference Claim Form**" to all job applicants, explaining S-3 residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.
7. Ensure applicants that claim a S-3 preference provide proof as described in Document 00401, or complete *Document 00402*, "**Section 3 Resident or Employee Household Income Certification Form**" (Public housing residents must receive the highest preference points during the interview/selection process.)
8. Consultant and sub consultants are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects; (b) use Document 00403, "Training & Employment Outreach Documentation" form to document agency referral responses, and (c) produce evidence of recruitment efforts to PHCD as requested.
9. Consultant is responsible for collection of sub consultant(s) training and employment documentation outreach efforts (described under no. 8), new hire reports (required) and weekly employment forms (only when sub consultant(s) hire workers for vacant or new positions in connection with PHCD awards).

Forms described above, under nos. 2 and 6-8, are post-award forms, applicable to successful PHCD bidder only, and will be distributed at each pre-construction meeting.

Contractor's Recruitment of Section 3, Small, Minority and Women-Owned Businesses (Solicitation Requirements Applicable only on Projects which permit Subcontracting).

Consultant will follow Plan's affirmative marketing steps for each PHCD award, when he or she subcontracts work, to award a minimum goal of 10% of the overall award amount to S-3 businesses, where feasible, and ensure small, minority and women-owned businesses are used (definitions of a S-3 business and a small, minority and/or women-owned business may overlap, permitting S-3 and affirmative marketing goals in these awards to be simultaneously met). Consultants who subcontract

work are required to provide PHCD with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.

1. Refer any interested sub consultants that may meet the criteria to become a certified S-3 business to *PHCD Resident Services Unit* for S-3 business application assistance. The application to become a Section 3 pre-certified business is available at <http://www.miamidade.gov/housing/section3.asp>.
2. You may solicit Section 3 pre-certified businesses from PHCD S-3 business lists by emailing a request to the Section 3 Coordinator at [section3@miamidade.gov](mailto:section3@miamidade.gov).
3. Contact *Division of Small Business Development (SBD)*, 305-375-3111 or via email [miamidade.gov](mailto:miamidade.gov) to obtain lists of small, minority and/or women-owned businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm's own minority, and to women firms.
4. Advertise for S-3 sub consultants/subcontractors (subs) in construction trade journals, such as "The Dodge Reports", and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.
5. Fax, send or deliver "**Sub consultant Solicitation to Section 3, Small, Minority and Women Businesses**" form, to all prospective sub consultant firms solicited for each PHCD award.
6. Allow each sub consultant *a minimum of five business days* to respond to consultant's solicitation request. Include all "**Letters of Intent**" forms received from S-3, small, and minority, and women-owned sub consultants. Request sub consultants not interested or unavailable to bid to provide consultant with "**Certificate of Unavailability**" form.
7. Use the "**Outreach Documentation Form**" to document recruitment and follow-up with sub consultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses; second, if the sub consultant's bid amount would make the project infeasible.
9. Submit the following evidence to PHCD when requested (described under nos. 3-8 above and under "Contractors Recruitment of S-3, Small, Minority and Women businesses", page one, para. one). Other post-award required submittals include Document 00430, "**List of Subcontractors/Sub consultants**", and, from consultant and its sub consultants or subcontractors, Documents 00450, 00452 and 00453, "**Estimated Workforce Breakdown**", "**Employee List**" and "**Consultant/Sub consultant Certification**".
10. For each PHCD project award, retain documentation of outreach efforts and responses received from any organizations and sub consultants contacted for three years after project is completed.

Forms described above, under nos. 5-9, are post-award forms, applicable only if successful bidder will be subcontracting (where subcontracting is permitted)

(To obtain copies or additional information send request to PHCD Section 3 Coordinator at email [section3@miamidade.gov](mailto:section3@miamidade.gov)).

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**Sign and Print Firm Official's Name and Title**

Submission Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Firm Name/Address

Firm Telephone and Fax Numbers: \_\_\_\_\_

**BID NO.**

A:\00400 A 3-1 Rev. 032902.doc rev. 5/13/14

DOCUMENT REQUIRED WITH BID  
DOCUMENT 00200-B

ATTACHMENT 2

SECTION 3 BUSINESS PREFERENCE CLAIM FORM

This document applies to current PHCD certified Section 3 (S-3) businesses who wish to claim a bidder's preference. S-3 businesses must become certified at least two weeks prior to bid opening date to be eligible to claim S-3 bidder's preference. The S-3 Business application is available at <http://www.miamidade.gov/housing/section3.asp> or by request to the Section 3 Coordinator, at email [section3@miamidade.gov](mailto:section3@miamidade.gov).

**Only initial those items applicable to your firm.**

1. \_\_\_\_\_ (Initial) \_\_\_\_\_ (Firm Name) was certified by PHCD as a S-3 Business on \_\_\_\_\_ (Date). Said firm is claiming a preference for the bid, identified below.
2. \_\_\_\_\_ (Initial) Firm's original business certification was based on proof that firm owner was low or very low income. Firm owner's current family income meets the definition of a very-low or low-income household.
3. \_\_\_\_\_ (Initial) Said firm certifies, below, with the firm president's signature, that the full-time employee composition, and the ratio of S-3 full-time employees to non-S-3 employees continues to be at least 30% or higher.
4. \_\_\_\_\_ (Initial) Said firm has attached Document 00452, "Employee List". This list includes all current employees and is back-up for item no. 3 above.
5. \_\_\_\_\_ (Initial) Said firm has attached, for each new S-3 employee (hired since original business certification date shown under item one above, if this proof has not previously been provided to PHCD Office of Compliance staff), Documents 00401, "Resident or Employee Preference Claim" and 00402, "Household Income Verification", or other applicable documentation, to demonstrate whether any new employees who have been hired after date of business certification meet the definition of a low or very-low income Miami-Dade family (based on household size and family income).

**If items 4 and 5 above are initialed by bidder and/or applicable to bidder, bidder must attach the listed S-3 documentation. FAILURE TO DO SO SHALL INVALIDATE BIDDER'S S-3 BUSINESS PREFERENCE CLAIM.**

BID NUMBER \_\_\_\_\_ BID NAME \_\_\_\_\_

FIRM NAME (Please print or type) \_\_\_\_\_

PRESIDENT'S NAME (Please print or type) \_\_\_\_\_

PRESIDENT'S SIGNATURE: \_\_\_\_\_

PHONE AND FAX NUMBERS: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_