

SUBMIT BID TO:

Broward County Purchasing Division
115 S. Andrews Avenue, Room 212
Fort Lauderdale, Florida 33301-1801
954-357-6065/66

BOARD OF COUNTY COMMISSIONERS
BROWARD COUNTY, FLORIDA

INVITATION FOR BID

Bidder Acknowledgment

— GENERAL CONDITIONS —

THESE INSTRUCTIONS ARE STANDARD FOR ALL CONTRACTS FOR COMMODITIES/SERVICES ISSUED BY THE BOARD OF COUNTY COMMISSIONERS. THE BOARD OF COUNTY COMMISSIONERS MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN THE SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. BY ACCEPTANCE OF A PURCHASE ORDER ISSUED BY THE COUNTY, BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

BIDDER ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH YOUR BID

SEALED BIDS: This form must be executed and submitted with all bid sheets and should be in a sealed envelope.

(PLEASE INCLUDE ONE ORIGINAL SIGNED BID DOCUMENT IN BLUE INK AND ONE PHOTOCOPY OF SIGNED BID DOCUMENT PER ENVELOPE).

The face of the envelope should contain the above address, the date and the time of bid opening, and bid number. Bids not submitted on attached bid may be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. **EXECUTION OF BID:** A. Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. The ink should be blue ink. All corrections made by bidder to their bid must also be initialed. The bidder's name should also appear on each page of the bid sheet if required. B. No award will be made to a bidder who is delinquent in payment of any taxes, fees, fines, contractual debts, judgments, or any other debts due and owed to the County, or is in default on any contractual or regulatory obligation to the County. By signing and submitting this bid, bidder attests that it is not delinquent in payment of any taxes, fees, fines, contractual debts, judgments or any other debts due and owed to the County, nor is it in default on any contractual or regulatory obligation to the County. In the event the bidder's statement is discovered to be false, bidder will be subject to debarment and the County may terminate any contract it has with bidder. C. Bidder certifies by signing the bid that no principles or corporate officers of the firm were principles or corporate officers in any other firm which may have been suspended or debarred from doing business with Broward County within the last three years, unless so noted in the bid documents. D. By signing this bid, bidder attests that any and all statements, oral, written or otherwise, made in support of this bid, are accurate, true and correct. Bidder acknowledges that inaccurate, untruthful, or incorrect statements made in support of this bid may be used by the County as a basis for rejection of this bid, rescission of the award, or termination of the contract. Bidder acknowledges that the termination of the contract because of a determination of an inaccurate, untruthful, or incorrect statement made in support of this bid may also serve as the basis for debarment of bidder pursuant to Section 21-119 of the Broward County Administrative Code.

2. **BID WITHDRAWAL:** No bidder may withdraw their bid before the expiration of one hundred twenty (120) calendar days from the date of bid opening unless vendor so notes in the bid.

BIDS WILL BE OPENED 2:00 p.m. **July 8, 2009**

and may not be withdrawn within 120 calendar days after such date and time.

BID TITLE

**IT TEMPORARY HELP SERVICES
(TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)**

BID NO. **A0683132B2**

PURCHASING AGENT NAME & TELEPHONE NUMBER

MARIE WILLIAMS, (954) 357-5856

DELIVERY DATE

SEE SPECIAL INSTRUCTION

CASH DISCOUNT TERMS

BID GUARANTY IS ATTACHED, WHEN REQUIRED, IN THE AMOUNT OF \$

REASON FOR NO BID

FEDERAL EMPLOYER I.D. or SOCIAL SECURITY NUMBER

DUN & BRADSTREET NUMBER

BIDDER NAME

BIDDER MAILING ADDRESS/CITY/STATE/ZIP

AREA CODE

TELEPHONE NO.

CONTACT PERSON

FAX NO.

BIDDERS E-MAIL ADDRESS

***AUTHORIZED SIGNATURE**
(submit original in blue ink)

DATE

PRINT NAME

TITLE

3. **BID OPENING:** Shall be public, on date, location and time specified on the bid form. The official time is the time clock located in the Purchasing Division reception area and will be accepted by all parties without reservation. It is the bidder's responsibility to assure that their bid is delivered on date, location and time specified on the bid form. Bids, which for any reason are not so delivered, will not be considered. Bid files and any bids after they are opened may be examined during normal working hours by appointment. Bid tabulations are available for inspection upon request. Bid results will be posted on the Broward County web site at: www.broward.org/purchasing/results.
4. **ADDENDA TO BID:** Broward County reserves the right to amend this Invitation For Bid prior to the Bid opening date indicated. Only written addenda will be binding. If, upon review, material errors in specifications are found, contact the Purchasing Division immediately, prior to Bid opening date, to allow for review and subsequent clarification on the part of Broward County.
5. **PRICES, TERMS & PAYMENTS:** Firm prices shall be bid and include all handling, set up, shipping and inside delivery charges to the destination shown herein unless otherwise indicated.
 - (a) **The Bidder:** in submitting this bid certifies that the prices quoted herein are not higher than the prices at which the same commodity(ies) or service(s) is sold in approximately similar quantities under similar terms and conditions to any purchaser whomsoever.
 - (b) **F.O.B.** — as specified in Special Instructions to bidder.
 - (c) **Tie Bids:** The award on tie bids will be decided by the Director of the Purchasing Division in accordance with the provisions of the Procurement Code.
 - (d) **TAXES:** Broward County is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption numbers appear on purchase order. The Contractor shall pay all applicable sales, consumer, land use, or other similar taxes required by law. The Contractor is responsible for reviewing the pertinent State Statutes involving the sales tax and complying with all requirements.
 - (e) **DISCOUNTS:** Bidders may offer a cash discount for prompt payment. However, such discounts will not be considered in determining the lowest net cost for bid evaluation purposes. Bidders should reflect any discounts to be considered in the bid evaluation in the unit prices bid.
 - (f) **MISTAKES:** Bidders are cautioned to examine all specifications, drawings, delivery instructions, unit prices, extensions and all other special conditions pertaining to the bid. Failure of the bidder to examine all pertinent documents shall not entitle them to any relief from the conditions imposed in the contract. In case of mistakes in extension, the unit price shall govern. Multiplication or addition errors are deemed clerical errors and shall be corrected by the County.
 - (g) **ORDERING:** The Board of County Commissioners reserves the right to purchase commodities/services specified herein through contracts established by other governmental agencies or through separate procurement actions due to unique or special needs. If an urgent delivery is required, within a shorter period than the delivery time specified in the contract and if the seller is unable to comply therewith, the Board of County Commissioners reserves the right to obtain such delivery from others without penalty or prejudice to the County or to the seller.
6. **OPEN-END CONTRACT:** No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The Board of County Commissioners reserves the right to issue purchase orders as and when required, or, issue a blanket purchase order for individual agencies and release partial quantities or, issue instructions for use of Direct Purchase Orders by various County agencies, or, any combination of the preceding. No delivery shall become due or be acceptable without a written order or shipping instruction by the County, unless otherwise provided in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the seller may be given telephone notice, to be confirmed by an order in writing.
7. **CONTRACT PERIOD (OPEN-END CONTRACT):** The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is latest, and shall terminate one (1) year from that date. The contractor will complete delivery and the County will receive delivery on any orders mailed to the contractor prior to the date of expiration. The Director of Purchasing may renew this contract for a second period subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the County. Notification of Intent to Renew will be mailed sixty (60) calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period of the contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Purchasing. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the County.
8. **FIXED CONTRACT QUANTITIES:** Purchase order(s) for full quantities will be issued to successful bidder(s) after notification of award and receipt of all required documents. Fixed contract quantities up to twenty (20) percent of the originally specified quantities may be ordered prior to the expiration of one (1) year after the date of award, provided the Contractor agrees to furnish such quantities at the same prices, terms and conditions.
9. **AWARDS:** If a specific basis of award is not established in the special instructions to bidders, the award shall be to the responsible bidder with the lowest responsive bid meeting the written specifications. As the best interest of the Board of County Commissioners may require, the right is reserved to make award(s) by individual commodities/services, group of commodities/services, all or none or any combination thereof. When a group is specified, all items within the group must be bid. A bidder desiring to bid "No Charge" on an item in a group must so indicate, otherwise the bid for the group will be construed as incomplete and may be rejected. However, if bidders do not bid all items within a group, the County reserves the right to award on an item by item basis. When a group bid is indicated for variable quantities and the bid for the group shows evidence of unbalanced bid prices, such bid may be rejected. The

Director of Purchasing, or the Board of County Commissioners, whichever is applicable reserves the right to waive technicalities and irregularities and to reject any or all bids.

10. **PAYMENT:** Payment will be made by the County after commodities/services have been received, accepted and properly invoiced as indicated in contract and/or order. Invoices must bear the purchase order number.

11. **DELIVERY:** Delivery time shall be computed in calendar days from the issuance date of purchase order. Although, actual requested date or number of calendar days for delivery may be specified, state number of calendar days required to make delivery and installation after issuance of purchase order or request for services in space provided. Unless otherwise stipulated in the Contract, delivery shall be made between 9:00 a.m. and 4:00 p.m., Monday through Friday, except holidays, and at other time by special arrangements. However goods required for daily consumption, or where the delivery is an emergency, a replacement, or is overdue, the convenience of the Division shall govern. If, in calculating the number of calendar days from the order date, the delivery date falls on a Saturday, Sunday or holiday, delivery shall be made no later than next succeeding business day. Delivery time may be considered in determining award.

12. **TERMINATION:**

(a) **AVAILABILITY OF FUNDS:** If the term of this contract extends beyond a single fiscal year of the County, the continuation of this Contract beyond the end of any fiscal year shall be subject to the availability of funds from the County in accordance with Chapter 129, Florida Statutes. The Broward County Board of County Commissioners shall be the final authority as to availability of funds and how such available funds are to be allotted and expended. In the event funds for this project/purchase are not made available or otherwise allocated Broward County may terminate this contract upon thirty (30) days prior written notice to the contractor.

(b) **NON PERFORMANCE:** The Contract may be terminated for cause by the Awarding Authority for the County or by Bidder if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. Cause for termination shall include, but not be limited to, failure to suitably perform the work, failure to suitably deliver goods in accordance with the specifications and instructions in this Bid, failure to continuously perform the work in a manner calculated to meet or accomplish the objectives of the County as set forth in this Bid, or multiple breach of the provisions of this Bid notwithstanding whether any such breach was previously waived or cured.

(c) **TERMINATION FOR CONVENIENCE:** The Awarding Authority may terminate the Contract for convenience upon no less than thirty (30) days written notice. In the event the Contract is terminated for convenience, Bidder shall be paid for any goods properly delivered and services properly performed to the date the Contract is terminated; however, upon being notified of County's election to terminate, Bidder shall cease any deliveries, shipment or carriage of goods, and refrain from performing further services or incurring additional expenses under the terms of the Contract. In no event will payment be made for lost or future profits. Bidder acknowledges and agrees that ten dollars (\$10.00) of the compensation to be paid by County, the adequacy of

which is hereby acknowledged by Bidder, is given as specific consideration to Bidder for the County's right to terminate this Contract.

13. **CONDITIONS AND PACKAGING:** Unless otherwise stated in the special instructions to bidders or the bid sheets, or specifically ordered from an accepted price list, deliveries must consist only of new and unused goods and shall be the current standards production model available at the time of the bid. The goods must be suitably packaged for shipment by common carrier. Each container or multiple units or items otherwise packaged shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier, purchase order number and any other markings required by specifications, or other acceptable means of identifying vendor and purchase order number.

14. **SAFETY STANDARDS:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards thereunder. In compliance with Chapter 442, Florida Statutes, any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered from a contract resulting from this bid must be accompanied by a Material Safety Data Sheet (MSDS). A Material Safety Data Sheet (MSDS) should also be submitted to the Broward County Risk Management Division, 115 South Andrews Avenue, Room 210, Fort Lauderdale, Florida 33301-1803. The MSDS must include the following information.

- (a) The chemical name and the common name of the toxic substance.
- (b) The hazards or other risks in the use of the toxic substance, including:
 1. The potential for fire, explosion, corrosivity, and reactivity;
 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
 3. The primary routes of entry and symptoms of overexposure.
- (c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- (d) The emergency procedure for spills, fire, disposal, and first aid.
- (e) A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- (f) The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

15. **MANUFACTURERS NAME AND APPROVED EQUIVALENTS:** Manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and establishment of quality level desired and are not intended to limit competition unless otherwise specified in the bid. The bidder may offer any brand which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder

shall submit with the bid complete descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. Broward County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that the bidder will furnish goods identical to bid standard.

16. **INTERPRETATIONS:** Any questions concerning conditions and specifications of this bid shall be directed in writing to the Purchasing Division a minimum of 24 hours prior to bid opening. No interpretation(s) shall be considered binding unless provided to all Bidders in writing by the Director of Purchasing.
17. **NON-CONFORMANCE TO CONTRACT CONDITIONS:** The County may withhold acceptance of, or reject any items which are found, upon examination, not to meet the specification requirements. Upon written notification of rejection, items shall be removed within five (5) calendar days by the Vendor at their expense and redelivered at their expense. Rejected goods left longer than thirty (30) days will be regarded as abandoned and the Board shall have the right to dispose of them as its own property. On foodstuffs and drugs, no written notice or rejection need be given. Upon verbal notice to do so, the Vendor shall immediately remove and replace such rejected merchandise at their expense. Rejection for non-conformance, failure to provide services conforming to specifications, or failure to meet delivery schedules may result in contractor being found in default.
18. **INSPECTION, ACCEPTANCE AND TITLE:** Inspection and acceptance will be at destination. Title and risk of loss or damage to all items shall be the responsibility of the contractor until accepted by the County.
19. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the successful bidder to notify the County at once, indicating in their letter the specific regulation which required an alteration. The Board of County Commissioners reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the County.
20. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State of Florida, County and local laws, and of all ordinances, rules and regulations including the Procurement Code of Broward County shall govern development, submittal and evaluation of bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid in response hereto and Broward County by and through its officers, employees and authorized representative, or any other person natural or otherwise. Lack of knowledge by any bidder shall not constitute a recognizable defense against the legal effect thereof.
21. **INDEMNIFICATION:** Bidder shall at all times hereafter indemnify, hold harmless and, at County Attorney's option, defend or pay for an attorney selected by County Attorney to defend County, its officers, agents, servants, and employees against any and all claims, losses, liabilities, and expenditures of any kind, including attorney fees, court costs, and expenses, caused by negligent act or omission of Bidder, its employees, agents, servants, or officers, or accruing,

resulting from, or related to the subject matter of this Contract including, without limitation, any and all claims, demands, or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. The provisions of this section shall survive the expiration or earlier termination of this Contract. To the extent considered necessary by the Director of Purchasing and the County Attorney, any sums due Bidder under this Contract may be retained by County until all of County's claims for indemnification pursuant to this Contract have been settled or otherwise resolved; and any amount withheld shall not be subject to payment of interest by the County.

22. **NOTICE:** Written notice provided pursuant to this Contract shall be sent by certified United States Mail, postage prepaid, return receipt requested, or by hand-delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the County designates:

Director, Broward County Purchasing Division
115 S. Andrews Avenue, Room 212
Fort Lauderdale, FL 33301-1801

Bidder shall identify in the Bid a designated person and address to whom notice shall be sent when required by the Contract.

23. **JURISDICTION, VENUE, WAIVER OF JURY TRIAL:** The Contract shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. Any controversies or legal problems arising out of the Contract and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida, the venue situs, and shall be governed by the laws of the state of Florida. By entering into this Contract, Bidder and County hereby expressly waive any rights either party may have to a trial by jury of any civil litigation related to this Contract.
24. **PATENTS AND ROYALTIES:** The bidder, without exception, shall indemnify and save harmless and defend the County, its officers, agents and employees from liability of any nature or kind, including but not limited to attorney's fees, costs and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the County. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work. This provision shall survive the expiration or earlier termination of the contract.
25. **ASSIGNMENT, SUBCONTRACT:** Contractor shall not transfer, convey, pledge, subcontract or assign the performance required by this bid without the prior written consent of the Director of Purchasing. Any Award issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable, transferrable, or otherwise disposable except with the prior written consent of the Director of Purchasing.
26. **QUALIFICATIONS OF BIDDER:** Bids will be considered only from firms normally engaged in providing the types of commodities/services specified herein. The Director of Purchasing or the Board of County Commissioners, reserves

the right to inspect the facilities, equipment, personnel and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions. The Director of Purchasing or the Board of County Commissioners will determine whether the evidence of ability to perform is satisfactory and reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform. The Director of Purchasing or the Board of County Commissioners reserves the right to consider a bidder's history of citations and/or violations of Environmental regulations in determining responsibility. Bidder should submit with his proposal a complete history of all citations and/or violations notices and dispositions thereof. Failure of a Bidder to submit such information may be grounds for termination of any contract awarded to successful Bidder. Bidder shall notify the County immediately of notice of any citations or violations which they may receive after the Bid or Proposal opening date and during the time of performance under any Contract awarded to them.

27. **EQUAL EMPLOYMENT OPPORTUNITY:** No Contractor shall discriminate against any employee or applicant for employment because of race, religion, age, color, sex or national origin, sexual orientation (including but not limited to Broward County Code, Chapter 16½), marital status, political affiliation, disability, or physical or mental handicap if qualified. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, age, color, sex or national origin, sexual orientation, marital status, political affiliation, disability, or physical or mental handicap. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The contractor selected to perform work on a County project must include the foregoing or similar language in its contracts with any subcontractors or sub consultants, except that any project assisted by U.S. Department of Transportation funds shall comply with the non-discrimination requirements in Title 49 C.F.R. Parts 23 and 26, as amended. The Subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause. Failure to comply with above requirements is a material breach of the contract, and may result in the termination of this contract or such other remedy as the County deems appropriate.

28. **MODIFICATIONS:** All changes to purchase orders shall be by issuance of a change order. Any modifications or changes to any contract entered into as a result of this bid must be by written amendment with the same formality and of equal dignity prior to the initiation of any such change.
29. **RESOLUTION OF PROTESTED SOLICITATIONS AND PROPOSED AWARDS:** In accordance with Sections 21.118 and 21.119 of the Broward County Procurement Code, if a vendor intends to protest a solicitation or proposed award of a contract the following apply:

- (a) Any protest concerning the bid or other solicitation specifications, or requirements must be made and received by the County within seven (7) business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest bid specifications or requirements is a

waiver of the ability to protest the specifications or requirements.

- (b) Any protest concerning a solicitation or proposed award above the authority of the Director of Purchasing, after the bid opening, shall be submitted in writing and received by the County within five (5) business days from the posting of the recommendation for award on the Purchasing Division's website.
- (c) Any actual or prospective bidder or offeror who has a substantial interest in and is aggrieved in connection with proposed award of a contract which does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award on the Purchasing Division's website.
- (d) For purposes of this section a business day is defined as Monday through Friday between 8:30am and 5:00pm. Failure to timely file a protest within the time prescribed for a solicitation or proposed contract award shall be a waiver of the vendor's right to protest.
- (e) As a condition of initiating any bid protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee. The filing fee shall be based upon the estimated contract amount. For purposes of the protest, the estimated contract amount shall be the contract bid amount submitted by the protestor. If no contract bid amount was submitted, the estimated contract amount shall be the County's estimated contract price for the project. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners. The filing fees are as follows:

Estimated Contract Amount	Filing Fee
\$30,000 - \$250,000	\$ 500
\$250,001 - \$500,000	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

30. **PUBLIC ENTITY CRIMES ACT:** Bidder represents that its response to this invitation for bid will not violate the Public Entity Crimes Act, Section 287.133, Florida Statutes, which essentially provides that a person or affiliate who is a contractor, consultant or other provider who has been placed on the convicted vendor list following a conviction of a Public Entity Crime may not submit a bid on a contract to provide any goods or services to the County, may not submit a bid on a contract with the County for the construction or repair of a public building or public work, may not submit bids on leases of real property to the County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact any business with the County in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Bidder represents that its response to this Invitation For Bid is not a violation of Section 287.134, Florida Statutes, which essentially states that the County, as a public entity, cannot do business with an entity that is on the "discriminatory vendor list" i.e., has been found by a court to

have discriminated as defined therein. Violation of this section shall result in cancellation of the County purchase and may result in debarment.

31. **RECYCLED CONTENT INFORMATION:** In support of the Florida Waste Management Law, bidders are encouraged to supply with their bid, any information available regarding recycled material content in the products bid. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.); and the percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.
32. **PURCHASE BY OTHER GOVERNMENTAL AGENCIES:** Each Governmental unit which avails itself of this contract will establish its own contract, place its own orders, issue its own purchase orders, be invoiced therefrom and make its own payments and issue its own exemption certificates as required by the bidder. It is understood and agreed that Broward County is not a legally bound party to any contractual agreement made between any other governmental unit and the bidder as a result of this bid.
33. **PUBLIC RECORDS:** Any material submitted in response to this Invitation For Bid will become a public document pursuant to Section 119.071, Florida Statutes. This includes material which the responding bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.071, Florida Statutes.
34. **AUDIT RIGHT AND RETENTION OF RECORDS:** County shall have the right to audit the books, records, and accounts of contractor that are related to this project. Contractor shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries to the project.

Contractor shall preserve and make available, at reasonable times for examination and audit by County, all financial records, supporting documents, statistical records, and any other documents pertinent to this agreement for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or (3) years, whichever is longer, the books, records and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by County to be applicable to contractor's records, contractor shall comply with all requirements thereof; however, no confidentiality or nondisclosure requirement of either federal or state law shall be violated by contractor. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for County's disallowance and recovery of any payment upon such entry.

The entire chapter of the Broward County Procurement Code describing the aforementioned subject matter can be obtained from the Purchasing Division's Website at:

www.broward.org/purchasing.



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6065 • FAX 954-357-8535

ATTENTION

Dear Vendor:

Thank you for your interest in doing business with Broward County. We look forward to a very successful procurement process. This solicitation will consist of federally assisted funds and federal law requires Broward County to maintain a database of all firms that are participating or attempting to participate in federally assisted contracts. To assist the County in this endeavor, vendors are requested to submit the **Bidder's Opportunity List (Attachment "C")** with their reply to this solicitation. The list should include yourself as well as any prospective sub-contractor that you contacted or who has contacted you regarding this solicitation.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. Any change(s) to this solicitation will be conveyed through the written addendum process. Notifications of addenda are sent electronically to vendors registered under the applicable commodity code(s) at the time the original solicitation was created. In addition, all addenda are posted on the Purchasing Division's website, www.broward.org/purchasing which can be accessed by selecting current solicitations. Please read carefully and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation. **It is the responsibility of all potential vendors to monitor this site for any changing information prior to submitting their reply.**

It is the intent of the Purchasing Division to provide quality services. If you have any questions, please visit our website to view the information provided on "How to Do Business with Broward County – A Vendor's Guide," or feel free to contact the agent of concern. Again, thank you for your continued interest in doing business with Broward County.

Sincerely,

A handwritten signature in blue ink that reads "Brenda J. Billingsley".

Brenda J. Billingsley, Director
Broward County Purchasing Division

Broward County Board of County Commissioners

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www.broward.org/purchasing

PREVIOUS CONTRACT NO. N/A

BID NO. A068313B2

PURCHASING **D**IVISION
BOARD OF COUNTY COMMISSIONERS
BROWARD COUNTY, FLORIDA

Bid Submittal Summary Sheet for Public Reading

The purpose of this page is to facilitate the efficient and accurate reading of your bid submittal at the Bid Opening. Your cooperation is appreciated in completing the following information and ensuring that it is placed as the first page of your bid submittal. The information on this page does not take the place of the bid documents or the bid sheet. In the event that there is a discrepancy between the information on this page and the information in the bid sheet, the information on the bid sheet will prevail.

Bid Number **A068313B2**

Bid Title: **IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID**

Name of Company: _____

GROUP 1 TOTAL (ITEMS 1 THRU 3): _____

PURCHASING **D**IVISION
BOARD OF COUNTY COMMISSIONERS
BROWARD COUNTY, FLORIDA

SPECIAL INSTRUCTIONS TO BIDDERS (IN ADDITION TO GENERAL CONDITIONS)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

SUBMISSION OF SEALED BIDS: The Invitation for Bid form must be executed and submitted with all bid sheets and should be in a sealed envelope. The original should be signed in blue ink. Both the original bid and one (1) photocopy of your bid should be included in a single envelope. The Bidder is responsible for retaining a copy of all submittals for their own records. The face of the envelope should contain the company name, address, date and time of bid opening, bid number and bid title. Bids not submitted on bid sheets may be rejected. Bidder should not submit bids on their own form or any other form other than Broward County Bid Sheet. All bids are subject to the conditions specified herein. Bids which do not comply with these conditions are subject to rejection.

1. **SCOPE:**

Bids are hereby invited on an open end contract for IT Temporary Help Services (Transit Division) for the Transportation Department.

The initial contract period shall start on date of award, and shall terminate one (1) year from that date. The Contractor will complete delivery and the County will receive delivery on any orders mailed to the contractor prior to the date of expiration.

All prices, terms and conditions shall remain fixed for the initial period of the contract. In addition, all prices, terms and conditions shall remain fixed for the renewal period of the contract.

There will be no allowable price escalations for fuel costs throughout any contract period(s), unless otherwise specified in this document.

The Director of Purchasing may renew this contract for a two (2) one-year periods subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the County. Notification of Intent to Renew will be mailed sixty (60) calendar days in advance of expiration date of this contract.

No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The Board of County Commissioners reserves the right to: issue purchase orders as and when required, or, issue a blanket purchase order for individual agencies and release partial quantities or, issue instructions for use of Direct Purchase Orders by various County agencies, make random, open market purchases for any or all of the item(s) on any open end contract or, any combination of the preceding. No delivery shall become due or be acceptable without a written order by the County, unless otherwise provided for in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the seller may be given telephone notice, to be confirmed by an order in writing.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

2. **SPECIFICATIONS AND REQUIREMENTS:**

The specifications, requirements and services to be provided are stated in Attachment "A" attached hereto and made a part hereof.

3. **CONTINGENCY FEES:**

By submission of this offer, contractor certifies that no contingency fees (sometimes known as a finder's fee) has been paid to any person or organization other than a bona-fide employee working solely for the vendor to secure a contract made pursuant to this solicitation. Violation of this policy may result in termination of any resultant contract and/or possible debarment of the contractor.

4. **FURTHER INFORMATION:**

Bidders requiring additional information regarding any of the bid terms, conditions or administrative requirements should contact Marie Williams, Purchasing Agent at (954) 357-5856.

Bidders requiring technical clarifications should contact Lorin Swirsky at (954) 357-8360. No change(s) and no interpretation(s) shall be considered binding unless provided to all bidders in writing by the Director of the Purchasing Division.

5. **SPECIAL NOTICE:** In accordance with OSHA Regulation 29 CFR 1926.1101(k) (2), bidders are notified of the presence of asbestos containing material and/or presumed asbestos containing material at some Broward County locations. For a listing of those locations, refer to www.broward.org/purchasing/bids/asbestos.pdf. You may request a copy of subject location listing by calling (954) 357-6066.

6. **SITE VISIT AND/OR PRE-BID CONFERENCE:**

Not applicable for this bid.

7. **DELIVERY AND ACCEPTANCE:**

Delivery is desired within ten (10) calendar days after receipt of a purchase order. Vendor who cannot meet delivery requirements may be considered non-responsive.

8. **SAMPLES, PRODUCT LITERATURE AND DESCRIPTIVE CATALOGUES:**

Not applicable for this bid.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

9. **INSURANCE REQUIREMENTS: (SAMPLE INSURANCE CERTIFICATE ATTACHED) (Attachment "E")**

The following Insurance Requirements for Automobile Liability are not applicable where delivery will be made by a third party carrier. All vendors that will be making deliveries in their own vehicles are required to provide proof of insurance for Automobile Liability and other pertinent coverages as indicated below prior to award. If deliveries are being made by a third party carrier, other pertinent coverages listed on the certificate are still required. The Contractor should provide proper insurance to the Purchasing Division within five (5) business days after request by the Purchasing Agent but prior to award by the Director of Purchasing or recommendation of award to the Board of County Commissioners, whichever is applicable.

The Insurance Requirements contained in this Bid represent the minimal protection necessary for the County as determined by the Risk Management Division. Further modifications of the requirements may be made at the sole discretion of the Risk Management Division upon a material change in scope at any time during the term of the contract or at time of contract renewal upon mutual agreement of the parties. No award will be recommended until a written determination is made by Risk Management Division that the County is adequately protected. The low bidder should provide proper insurance to the Purchasing Division within five (5) business days after request by the Purchasing Agent but prior to award by the Director of Purchasing or recommendation of award to the Board of County Commissioners, whichever is applicable.

Without limiting any of the other obligations or liabilities of CONTRACTOR, CONTRACTOR shall provide, pay for, and maintain in force until all of its work to be performed under this Contract has been completed and accepted by the COUNTY (or for such duration as is otherwise specified hereinafter), the insurance coverages set forth in this Section.

- 9.1 Workers' Compensation Insurance to apply for all employees in compliance with the "Workers Compensation Law" of the State of Florida and all applicable Federal laws. In addition, the policy(ies) must include:
 - 9.1.1 Employers' Liability with minimum limits of One Hundred Thousand Dollars (\$100,000.00) each accident.
 - 9.1.2 Notice of Cancellation and/or Restriction -- The policy(ies) must be endorsed to provide Broward County with thirty (30) days notice of cancellation and/or restriction.
 - 9.1.3 If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen and Harbor Workers Act and Jones Act.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

9. **INSURANCE REQUIREMENTS: (Continued)**

9.2 Comprehensive General Liability with minimum limits of Five Hundred Thousand Dollars (\$500,000.00) per occurrence and Seven Hundred Fifty Thousand Dollars (\$750,000.00) aggregate, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

9.2.1 Premises-Operations.

9.2.2 Products/Completed Operations Hazard.

9.2.3 Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification agreement.

9.2.4 Broad Form Property Damage.

9.2.5 Independent Contractors.

9.2.6 Personal Injury Coverage with Employee and Contractual Exclusions removed with minimum limits of coverage equal to those/required for Bodily Injury Liability and Property Damage Liability.

9.2.7 COUNTY is to be included as an "Additional Insured" in the name of "Broward County Board of Commissioners" with respect to liability arising out of operations performed for COUNTY in connection with general supervision of such operation.

9.2.8 Notice of Cancellation and/or Restriction -- The policy(ies) must be endorsed to provide Broward County with thirty (30) days notice of cancellation and/or restriction.

9.3 Business Automobile Liability with minimum limits of Three Hundred Thousand Dollars (\$300,000.00) per occurrence combined single limit for Bodily Injury Liability and Property policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

9.3.1 Comprehensive Form.

9.3.2 Owned Vehicles.

9.3.3 Hired Vehicles.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

9. INSURANCE REQUIREMENTS: (Continued)

9.3.4 Non-Owned Vehicles.

9.3.5 Any auto, if applicable.

9.3.6 Notice of Cancellation and/or Restriction -- The policy(ies) must be endorsed to provide Broward County with thirty (30) days notice of cancellation and/or restrictions.

9.4 Professional Liability – Maximum deductible Twenty-Five Thousand Dollars (\$25,000.00), Five Hundred Thousand Dollars (\$500,000.00) aggregate.

9.5 Property Coverage – Use of County Computers, Maximum Deductible One Hundred Thousand Dollars (\$100,000.00), Contractor responsible for Deductible Agreed Value.

9.6 The CONTRACTOR shall be required to provide to the COUNTY Certificates of Insurance evidencing the insurance coverage specified in 9.1, 9.2, 9.3 and 9.4 above. The Contractor should provide these Certificates within five (5) business days after request by the Purchasing Agent but prior to award by the Director of Purchasing or recommendation of award to the Board of County Commissioners, whichever is applicable. The required Certificates of Insurance shall not only name the types of policies provided, but also shall refer specifically to this Contract and section and the above paragraphs in accordance as required by such paragraphs of this Contract. If the initial insurance expires prior to the completion of the work, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of their expiration.

9.7 Certificates of insurance shall be provided as specified in sub-section 9.5 above unless any of these coverages are, for just cause, inapplicable, and upon specific request by the vendor are excepted by written determination of Risk Management and approved by the Director of Purchasing. If an exception is requested, the bidder should indicate in the appropriate area on the bid sheet any such request including reason(s) thereto for exemption from insurance requirements as specified in this section of this invitation for bid/quotation request.

10. LOCAL BUSINESS TAX RECEIPT REQUIREMENTS: (formerly known as OCCUPATIONAL LICENSE TAX)

All vendors maintaining a business address within Broward County must have and provide a copy of a current Broward County Local Business Tax Receipt prior to contract award. The Contractor should provide a copy of its Local Business Tax Receipt within five (5) business days after request by the Purchasing Agent but prior to award by the Director of Purchasing or recommendation of award to the Board of County Commissioners, whichever is applicable. Failure to do so may result in your bid being deemed non-responsive. For further information on obtaining or renewing your firm's Local Business Tax Receipt, contact the Revenue Collection Division, Local Business Tax Section at (954)831-4000.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

11. **NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND AMERICANS WITH DISABILITIES ACT:**

“CONTRACTOR shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. CONTRACTOR shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by COUNTY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, CONTRACTOR shall take affirmative steps to ensure nondiscrimination in employment against disabled persons.

CONTRACTOR decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation (Broward County Code, Chapter 162) in performing any services pursuant to this Agreement.”

12. **CONE OF SILENCE ORDINANCE:**

12.1 At the time of Bid opening in this solicitation process, a Cone of Silence will be imposed. Section 1-266, Broward County Code of Ordinances, provides that after Bid opening, potential vendors and their representatives are substantially restricted from communicating regarding this Bid with any county commissioner or commissioner’s staff, the county administrator, deputy and assistants to the county administrator and their respective support staff, or any person appointed by the county commission to evaluate or recommend selection in this Bid process. Communication with the Contact Person (designated in the solicitation) for purposes of providing clarification and information necessary to complete the processing of an award or to make a public record request are exceptions to the Cone of Silence requirements. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee.

12.2 This County’s Ordinance prohibits certain communications among vendors, county staff, and selection committee members. Any violations of this ordinance by any members of the responding firm or its joint venturers may be reported to the County’s Office of Professional Standards.

12.3 The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

13. **SUPPLEMENT TO PURCHASE ORDER (Federal Funding): (Attachment "B")**

13.1 The successful bidder will be required to complete this form.

13.2 This bid has the following DBE numerical goals: Race Neutral.

13.3 **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM COMPLIANCES:**

The Disadvantaged Business Enterprise (DBE) regulation (49CFR Part 26) establishes requirements for setting an overall goal for DBE participation in federally-funded contracts. This rule requires recipients of Federal funds to use a methodology based on demonstrable data of relevant market conditions and is designed to reach a goal the recipient would expect DBE's to achieve in the absence of discrimination.

Since this project is funded in part using federal funds, it is the policy of Broward County Small Business Development Division to ensure that Disadvantaged Business Enterprises (DBE's), as defined in 49 CFR Part 26, are afforded maximum opportunity to receive and participate as subcontractors and suppliers on all contracts awarded by the County. Therefore, good-faith efforts must be made to provide DBE's an opportunity to participate in the project in accordance with the DBE Program Plan.

The Small Business Development Division (SBDD) has determined that because federal funds are available for this project, DBE participation has been targeted through the use of RACE-NEUTRAL means. Race-Neutral does not mean that no efforts are made to facilitate DBE participation. Race-Neutral DBE participation occurs when a DBE wins a contract or subcontract that was not assigned numerical DBE goals, or when the DBE status was not considered in making the award. Some Race-Neutral means include but are not limited to: Making RFP or bids attractive to DBE's; simplifying or reducing bonding requirements; making DBE's aware of opportunities and distributing DBE directories to prime contractors.

Although there are no numerical goals assigned to this project, bidders are highly encouraged to utilize the services of DBE-certified firms as much as possible.

14. **DRUG-FREE WORKPLACE CERTIFICATION:**

Broward County Procurement Code Chapter 21.31.a. requires awards of competitive sealed bids and sealed proposals requiring Board Award be made only to firms certifying the establishment of a drug free workplace. The Drug Free Workplace Certification (Attachment "D") should be furnished within five (5) business days after request by the Purchasing Agent but prior to recommendation of award to the Board of County Commissioners. Failure to provide this certification will render your office unqualified and ineligible for award.

15. **BASIS OF AWARD:**

Basis of award. Award will be based on grand total bid amount or individual items, whichever the County determines to be in its best interest.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

16. **MULTIPLE AWARDS:**

Awards will be made to the three (3) lowest responsive and responsible bidders per line item. It is the intent of the County to place orders that meets specification quality and lowest priced responsive and responsible bidder. The County reserves the right to place orders with one of the other two vendors, in the event of an urgent, immediate need and/or if the delivery time and availability of service as requested cannot be met by the lowest priced vendor at the time of need and/or vendor's prior failure to perform. The County will place the order with the next lowest priced vendor, with satisfactory quality on the list and so on, until the order can be filled.

17. **NON-COLLUSION STATEMENT:**

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose below, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In the event the vendor does not indicate any names, the County shall interpret this to mean that the vendor has indicated that no such relationships exist.

SPECIAL INSTRUCTIONS TO BIDDERS
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

18. **DOCUMENT CHECKLIST:**

THE FOLLOWING ITEMS MAY BE REQUIRED TO DETERMINE BID RESPONSIVENESS. PLEASE ENSURE THAT ALL APPLICABLE ITEMS ARE COMPLETED AND SUBMITTED WITH YOUR BID. FAILURE TO MEET THE APPLICABLE REQUIREMENTS MAY RENDER YOUR BID NON-RESPONSIVE. ADDITIONAL INFORMATION FOR THESE ITEMS CAN BE FOUND THROUGHOUT THIS BID DOCUMENT.

A. **Bid/Addendum**

- ☐ The Invitation for Bid must be signed in ink.
- ☐ If an Addendum is required, it must be acknowledged on the Bid sheet or returned with your Bid.
- ☐ If a revised Bid sheet is required, it must be returned with the Addendum.

B. **Group Items**

- ☐ If a "Group" is specified, you must bid all items within each Group and indicate "No Charge" for those items that are included at no additional charge.

19. **ADDITIONAL ITEMS:**

THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED WITH YOUR BID, BUT NO LATER THAN FIVE (5) BUSINESS DAYS FROM REQUEST OF THE PURCHASING AGENT.

A. **Supplements/Attachments**

- ☐ Copy of Broward County Local Business Tax Receipt (For Broward County Vendors)
- ☐ The Non-Collusion Statement
- ☐ The Vendor Questionnaire
- ☐ Bidders Opportunity List - Attachment "C"
- ☐ Drug Free Workplace Certification – Attachment "D"
- ☐ Certificate of Insurance, per sample attached - Attachment "E"

*** All original Bids must be received in the Purchasing Division no later than 2:00 p.m. on the opening date specified. Late Bids will not be accepted. Please allow additional time for traffic and parking. This Checklist is for informational purposes only, it is not necessary to return.**

BID SHEET**IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID****(NON-SHELTERED MARKET)**

TO: BOARD OF COUNTY COMMISSIONERS
BROWARD COUNTY, FLORIDA

All blanks have been filled in, BID SHEET is attached to the completed "Invitation For Bid" and returned herewith.

In accordance with all terms, conditions, specifications and requirements, the bidder offers the following:
Group Bid - Bidder must bid on all items.

GROUP 1 (ITEMS 1 THRU 3)

ITEM NO.	ESTIMATED ANNUAL QUANTITY	COMMODITY CODE #92056 DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	3,000 Hrs	Systems Analyst for Transportation Department as per Specifications in Attachment "A".	\$_____/Per Hr.	\$_____
2.	3,000 Hrs	Communications Systems Specialist for Transportation Department as per Specifications in Attachment "A".	\$_____/Per Hr.	\$_____
3.	3,000 Hrs	Technical Helpdesk Support Analyst for Transportation Department as per Specifications in Attachment "A".	\$_____/Per Hr.	\$_____
GROUP 1 TOTAL (ITEMS 1 THRU 3)				\$_____

Broward County reserves the right to request proof thereof prior to award.

Bid results will be posted to the Broward County Purchasing website at
www.broward.org/purchasing/solicitationresults.htm.

NAME OF COMPANY: _____

AUTHORIZED SIGNATURE: _____

By signing this bid sheet your firm is agreeing to
the terms and conditions of the Invitation for Bid.

BID SHEET
(Continued)**IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID**
(NON-SHELTERED MARKET)**DELIVERY**

Qualified individuals to be available to begin work within _____ calendar days of the notification that service is required, desired within three (3) calendar days.

Vendor represents that its business is regularly engaged in and routinely sells the product(s) offered within this bid. YES ☐ NO ☐

Vendor affirms that it is an authorized dealer/seller of the product(s) offered herein on or before the opening date, and warranty offered is the manufacturer's warranty with Broward County recorded as the original purchaser. YES ☐ NO ☐

INSURANCE EXCEPTION REQUESTS:

In accordance with Paragraph 9.7 of "Special Instructions to Bidder" indicate if an exception to insurance requirements is being requested. Be specific and state reason:

ACCEPTANCE OF CREDIT CARDS:

The County is considering making faster payments to our vendor community, in doing so we would prefer to make payment using Visa credit card.

Would your company accept Visa credit card as payment from Broward County? YES ☐ NO ☐

FOR OPEN-END CONTRACT:

If vendor accepts credit card as payment, vendor agrees to provide the using agency, on no less than a quarterly basis, a transaction report documenting all order quantities for each item purchased and delivered under the contract during the reporting period. YES ☐ NO ☐

ELECTRONIC PAYMENT:

Would your company accept payment from Broward County by Electronic Funds Transfer (EFT)? YES ☐ NO ☐

OTHER GOVERNMENT ENTITIES:

THE UNDERSIGNED BIDDER WILL EXTEND THE SAME PRICE, TERMS AND CONDITIONS TO OTHER GOVERNMENTS LOCATED IN BROWARD COUNTY DURING THE PERIOD COVERED BY THIS CONTRACT, IF REQUESTED.

☐ YES☐ NO

VENDOR FAX # _____

NAME OF COMPANY: _____

BID SHEET
(Continued)

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID
(NON-SHELTERED MARKET)

WILL THIS PRICING BE EXTENDED TO OTHER GOVERNMENTS LOCATED IN DADE OR PALM BEACH COUNTIES?

☐ YES

☐ NO

OTHER GOVERNMENTS LOCATED WITHIN THE STATE OF FLORIDA?

☐ YES

☐ NO

ADDENDA:

LIST BELOW ALL ADDENDA (IDENTIFIED BY NUMBER) THAT YOUR COMPANY HAS RECEIVED AND HEREBY ACKNOWLEDGES SINCE ISSUANCE OF THIS BID:

NOTICES TO BIDDER:

1. PLEASE COMPLETE APPLICABLE INFORMATION ON THE FACE OF THE INVITATION FOR BID/BIDDER ACKNOWLEDGMENT FORM (IFB). IF THE COUNTY DOES NOT HAVE THE CORRECT INFORMATION, PAYMENTS CANNOT BE MADE TO YOUR FIRM.
2. BE SURE TO HAVE THE INVITATION FOR BID, [BIDDER ACKNOWLEDGMENT FORM] SIGNED BY AN AUTHORIZED REPRESENTATIVE OF YOUR FIRM OR YOUR BID WILL NOT BE CONSIDERED RESPONSIVE.

NAME OF COMPANY: _____

**VENDOR QUESTIONNAIRE - SUPPLEMENT TO BID SHEET**

THIS COMPLETED FORM SHOULD BE SUBMITTED WITH THE BID; HOWEVER, IT MUST BE SUBMITTED WITHIN FIVE (5) WORKING DAYS OF THE COUNTY'S REQUEST.

The undersigned authorized representative of the Bidder certifies the truth and accuracy of all statements and the answers contained herein. Respond to all questions applicable for this solicitation.

1. How many years has your organization been in business?

1A. What type of service/commodity does your company offer?

2. What is the last project of this nature that you have completed?

3. Have you ever failed to complete any work or not timely shipped commodities awarded to you?
If yes, when and why?

3A. Give owner names, addresses and telephone numbers, and surety and project names, for all projects for which you have performed work, where your surety has intervened to assist in completion of the project, whether or not a claim was made.

NAME OF COMPANY: _____

VENDOR QUESTIONNAIRE - SUPPLEMENT TO BID SHEET
(Continued)

4. Give names, addresses and telephone numbers of three individuals, corporations, agencies, or institutions for which you have performed work or sold similar commodities to:

4.1. _____
(Name) (Address) (Phone No.)

4.2. _____
(Name) (Address) (Phone No.)

4.3. _____
(Name) (Address) (Phone No.)

5. List the following information concerning all contracts in progress as of the date of submission of this bid. (In case of co-venture, list the information for all co-venturers.)

<u>NAME OF PROJECT</u>	<u>OWNER & PHONE NO.</u>	<u>TOTAL CONTRACT VALUE</u>	<u>DATE OF COMPLETION PER CONTRACT</u>	<u>% OF COMPLETION TO DATE</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Continue list on insert sheet, if necessary.)

6. Has a representative of the Bidder completely inspected the proposed project site and does the Bidder have a complete plan for its performance?

NAME OF COMPANY: _____

VENDOR QUESTIONNAIRE - SUPPLEMENT TO BID SHEET
(Continued)

7. Will you subcontract any part of this work? If so, give details including a list of each subcontractor that will perform work in excess of ten percent (10%) of the contract amount, the approximate percentage, and the work that will be performed by each such subcontractor. Include the name of each subcontractor and the approximate percentage of work.

The foregoing list of subcontractor(s) may not be amended after award of the Contract without the prior written approval of the Contract Administrator, whose approval shall not be unreasonably withheld. If the subcontractor(s) is a Community Disadvantaged Business Enterprise (CDBE), prior written approval must also be obtained from the Director, or designee, of the Small Business Development Division (SBDD).

8. State the name of your proposed project manager and superintendent and give details of his or her qualifications and experience in managing similar work.

9. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name).

9.1 The correct name of the Bidder: _____

9.2 The business is a (Sole Proprietorship) (Partnership) (Corporation)

9.3 The address of principal place of business: _____

NAME OF COMPANY: _____

VENDOR QUESTIONNAIRE - SUPPLEMENT TO BID SHEET
(Continued)

- 9.4 The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

- 9.5 List all organizations which were predecessors to Bidder or in which the principals or officers of the Bidder were principals or officers.

- 9.6 List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Bidder, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

- 9.7 List and describe all successful Performance or Payment Bond claims made to your surety(ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Bidder and its predecessor organization(s).

NAME OF COMPANY: _____

VENDOR QUESTIONNAIRE - SUPPLEMENT TO BID SHEET
(Continued)

- 9.8 List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Bidder or its predecessor organization(s) during the last three (3) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.

- 9.9 List and describe all criminal proceedings or hearings concerning business related offenses in which the Bidder, its principals or officers or predecessor organization(s) were defendants.

- 9.10 Has the Bidder, its principals, officers or predecessor organization(s) been debarred or suspended from bidding by any government during the last five (5) years? If yes, provide details.

NAME OF COMPANY: _____

ATTACHMENT "A"**SPECIFICATIONS AND REQUIREMENTS****IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID****(NON-SHELTERED MARKET)****1. GENERAL**

Personnel shall be provided on a temporary basis, onsite work hours shall be from 8:30 a.m. until 5:00 p.m., Monday through Friday, except County holidays (unpaid), to include two (2) fifteen (15) minute breaks (paid) and a 30 minute lunch break (unpaid). Services may be required at other times during the week such as, flexible start times or weekends for departmental needs or functions as necessary. Overtime will be paid at a rate of one and one-half times the standard hourly rate, for any hours in excess of forty (40) hours in a week. Qualified individual(s) are desired to begin work within three (3) days of a notification that service is required.

At the expense of the CONTRACTOR, each assigned employee must possess a cellular phone which must remain in working condition during daily assigned hours.

2. MINIMUM QUALIFICATIONS OF TEMPORARY PERSONNEL

The County reserves the sole and final right to determine the ability of any individual to meet the requirements included herein through a demonstration of proficiency, such as an interview and/or user application demonstration of transit software.

3. AT WILL EMPLOYMENT

All employees of the awarded CONTRACTOR shall be considered to be, at all times, the sole employees of the awarded CONTRACTOR, under the CONTRACTOR'S sole discretion and not an employee or agent of Broward County.

Broward County reserves the right to require the awarded CONTRACTOR to remove an employee(s) it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on County property is not in the best interest of the policies set forth by Broward County. If an event arises that requires the release of an employee, the awarded CONTRACTOR will be notified and the employee will be advised that they are being released and instructed to contact their CONTRACTOR directly for specifics. Upon notification of release, all Broward County issued ID badges (to include access control badges), parking permits, software and any other assigned equipment must be surrendered by said employee. CONTRACTOR is responsible for replacement of any item that is not returned by employee(s).

ATTACHMENT "A"
(Continued)

SPECIFICATIONS AND REQUIREMENTS

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID

(NON-SHELTERED MARKET)

4. USE OF COUNTY OWNED COMPUTERS AND NETWORK CONNECTIONS

All employees of the awarded CONTRACTOR shall be required to adhere to the policies and procedures set forth by Broward County's Office of Information Technology regarding the use of Broward County computers and its contained networks. Broward County E-mail usage is governed by these policies, which are extracted from Broward County Memorandum AA00021.

- a. Computer systems and software purchased, leased or rented by Broward County are the sole properties of Broward County and are to be used only for business purposes. The hardware and software are public property and may not be used for personal business or for non-governmental purposes.
- b. Broward County is the owner of the hardware and software, including E-mail, and reserves the right to review E-mail transactions, to inspect the contents of the software contained on any PC and to monitor systems for the purpose of audit, or review or disclosure of any or all materials stored in the system to ensure that these policies are being honored.
- c. Employees are advised that their messages are subject to monitoring or review. Privacy in the use of County E-mail is not a fundamental right.
- d. Inappropriate use of County computer equipment, including E-mail and Internet connections, to transmit messages which include racial, religious, or gender epithets, obscene material, or material for the personal benefit of individuals is prohibited. Employees are subject to serious disciplinary action for the violation of these policies, including possible termination.
- e. E-mail messages are considered public records and are open to public inspection under Florida's Public Records ACT.

ATTACHMENT "A"
(Continued)

SPECIFICATIONS AND REQUIREMENTS

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID

(NON-SHELTERED MARKET)

A. SCOPE OF WORK FOR SYSTEMS ANALYST:

The Broward County Transportation Department is seeking a Systems Analyst for the planning, integration, deployment, and support of a fleet maintenance system, automated vehicle location and communications system, wireless CCTV transit security system, and real time bus signage deployment and support. The analyst will also be responsible for the integration of the communications and maintenance systems of the Broward County Transit Division and Fleet Services Division.

This project will have several milestones for Department. These milestones include but are not limited to the following assignments:

1. Real time AVL deployment
2. Real time vehicle communications integration
3. Integrated Fleet Maintenance System
4. Integrated Fuel Maintenance System
5. Integration of Fleet Services technology systems
6. Real Time Passenger Information Signs
7. Wireless Transit Security System

The analyst is desired to have prior transit experience and knowledge of transit technologies.

It is preferred that the Analyst be proficient in the following:

1. Fuel monitoring and dispensing technologies
2. Veeder-Root Tank Gauge Systems
3. TMIS Fleet Maintenance and Inventory System
4. SQL Server Development and Administration
5. GE Mobileview Transit Security Systems
6. Windows Server 03\08
7. Crystal Reports
8. SQL, C#, .net, VB Script programming
9. Active Directory

ATTACHMENT "A"
(Continued)

SPECIFICATIONS AND REQUIREMENTS

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID

(NON-SHELTERED MARKET)

B. SCOPE OF WORK FOR COMMUNICATIONS SYSTEMS SPECIALIST:

The Broward County Transportation Department is seeking a Communications Systems Specialist for the planning, integration, deployment, and support of a fleet maintenance system, automated vehicle location and communications system, wireless CCTV transit security system, and real time bus signage deployment and support. The specialist will also be responsible for the integration of the communications and maintenance systems of the Broward County Transit Division and Fleet Services Division.

This project will have several milestones for Department. These milestones include but are not limited to the following assignments:

1. Real time AVL deployment
2. Real time vehicle communications integration
3. Integrated Fleet Maintenance System
4. Integrated Fuel Maintenance System
5. Integration of Fleet Services technology systems
6. Real Time Passenger Information Signs
7. Wireless Transit Security System

The specialist is desired to have prior transit experience and knowledge of transit technologies.

It is preferred that the Specialist be proficient in the following:

1. EVDO Wireless Data Communications Platform
2. Computer Aided Dispatch\Automatic Vehicle Locator Systems
3. RavenX modems employing Code Division Multiple Access (CDMA 2000)
4. Troubleshoot Wireless\Cellular Connectivity Issues
5. Airlink Wireless Ace, Ace View Ace Net
6. Operation of real-time remote management applications
7. Monitor and Diagnose GPS modem and signal mapping
8. Install, configure, deploy Real-Time Passenger Information (RTPI) Signs

ATTACHMENT "A"
(Continued)

SPECIFICATIONS AND REQUIREMENTS

IT TEMPORARY HELP SERVICES (TRANSIT DIVISION) RE-BID

(NON-SHELTERED MARKET)

C. SCOPE OF WORK FOR TECHNICAL HELPDESK SUPPORT ANALYST:

The Broward County Transportation Department is seeking a Technical Helpdesk Support Analyst to provide support for the planning, integration, deployment, and support of a fleet maintenance system, automated vehicle location and communications system, wireless CCTV transit security system, and real time bus signage deployment and support. This analyst will also be responsible for the handling support calls for the integration of the communications and maintenance systems of the Broward County Transit Division and Fleet Services Division.

This project will have several milestones for Department. The technical support of these milestones includes but is not limited to the following assignments:

1. Real time AVL deployment
2. Real time vehicle communications integration
3. Integrated Fleet Maintenance System
4. Integrated Fuel Maintenance System
5. Integration of Fleet Services technology systems
6. Real Time Passenger Information Signs
7. Wireless Transit Security System

The analyst is desired to have prior transit experience and knowledge of transit technologies.

It is preferred that the Technical Helpdesk Support Analyst be proficient in the understanding of the following technologies and typical problem resolution:

1. TMIS Fleet Maintenance and Inventory System
2. GE Mobileview Transit Security Systems
3. Windows Server 03\08
4. Crystal Reports
5. Computer Aided Dispatch\Automatic Vehicle Locator System
6. Troubleshoot Wireless\Cellular Connectivity Issues
7. Operation of real-time remote management applications
8. Install, configure, deploy Real-Time Passenger Information (RPTI) Signs

In addition to the above technical troubleshooting skills, the Technical Helpdesk Support Analyst should be able to monitor and analyze communications throughput, create device reports, make recommendations for improvement and efficiency, and remotely manage various communication system devices.

SUPPLEMENT TO PURCHASE ORDER**Broward County Board of County Commissioners
OFFICE OF TRANSPORTATION**

This purchase order or contract is subject to the following conditions, which are outlined in greater detail in U.S. Department of Transportation (USDOT) regular 49 CFR part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"; Federal Transit Administration (FTA) Circular 4220.1E, "Third Party Contracting Guidelines," dated June 19, 2003, as may be amended; and other laws and regulations governing procurement activities for Broward County programs and projects. Conditions imposed by the FTA are also described in Appendix A to FTA's "Best Practices Procurement Manual," available at: <http://www.fta.dot.gov/library/admin/BPPM/appA1.html>. References to the Code of Federal Regulations (CFR) website are available at: <http://www.gpoaccess.gov/cfr/index.html>.

If you are unable or unwilling to comply with these conditions, or need clarification as to applicability of an individual requirement, contact Dianne DeLyons Shuler, Compliance Manager, Broward County Office of Transportation, 3201 West Copans Road, Pompano Beach, Florida 33069; telephone (954) 357-8481, fax (954) 357-8305; or email dshuler@broward.org.

PART A**GENERAL CONDITIONS – APPLICABLE TO ALL CONTRACTS AND PURCHASE ORDERS**

1. Prohibited Interest. No employee, officer, or agent of Broward County shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent of Broward County, or any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the above, has a financial or other interest in the firm selected for award (contractor). No Broward County employee, officer, or agent shall solicit or accept gratuities, favors, or anything of monetary value from any contractor, potential contractor, or parties to subagreements.
2. Interest of Members of Congress. No member of, or delegate to, the Congress of the United States shall be admitted to a share or part of this contract or purchase order or to any benefit arising therefrom.
3. No Government Obligation to Third Parties. The contractor agrees, absent express written consent of the Federal Government, that the Federal Government shall not be subject to any obligations or liabilities to any third party contractor, or any subrecipient, or any other party pertaining to any matter resulting from this contract or purchase order. The contractor agrees to include a similar provision in each subcontract financed in whole or in part with federal assistance provided by the FTA.
4. Program Fraud and False or Fraudulent Statements. The contractor acknowledges the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC §3801, et seq., and U.S. Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its activities in connection with this project. The contractor certifies or affirms the truthfulness and accuracy of any statement it has made, makes, or may make pertaining to this contract. In addition to other penalties that may apply, the contractor further acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the contractor to the extent the Federal Government may deem appropriate. The contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government in connection with an urbanized area formula project financed with federal assistance authorized for 49 USC §5307, the Federal Government reserves the right to impose the penalties of 18 USC §1001 and 49 USC §5307(n) (1) on the contractor, to the extent the Federal Government deems appropriate.
5. Federal Changes. The contractor shall at all times comply with all applicable FTA regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA(2) dated October 1, 2004) between Broward County and the FTA, as they may be promulgated or amended from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

SUPPLEMENT TO PURCHASE ORDER

6. Incorporation of Federal Transit Administration (FTA) Terms. The provisions contained in this Supplement to Purchase Order include, in part, standard terms and conditions required by the U.S. Department of Transportation (USDOT), whether or not expressly set forth in the contract provisions. All contractual provisions required by USDOT, as set forth in FTA Circular 4220.1E, dated June 19, 2003, as amended, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA-mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any Broward County request which would cause the County to be in violation of the FTA terms and conditions.

7. Access to Records. The contractor agrees to provide Broward County, the FTA Administrator, the Comptroller General of the United States, or any of their authorized representatives, access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor also agrees, pursuant to 49 CFR 633.17, to provide the FTA Administrator or authorized representative (include a PMO contractor) access to contractor's construction sites and records pertaining to a major capital project, defined at 49 USC §5302(a)(1), which is receiving federal financial assistance through the programs described at 49 USC §§5307, 5309, or 5311. The contractor further agrees to maintain all books, records, accounts, and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case contractor agrees to maintain same until Broward County, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto. Reference 49 CFR 18.39(i) (11).

8. Civil Rights. The following requirements apply to this purchase order or contract:

- a. Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 USC §2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 USC §6102, section 202 of the Americans with Disabilities Act of 1990, 42 USC §12132, and Federal transit law at 49 USC §5332, the contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the contractor agrees to comply with applicable federal implementing regulations and other implementing requirements FTA may issue.
- b. Equal Employment Opportunity. The following equal opportunity requirements apply to this purchase order or contract:
 - (1) Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 USC §2000e, and federal transit laws at 49 USC §5332, the contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60, et seq., (which implemented Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 USC §2000e note), and with any other applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the project. The contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
 - (2) Age. In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC §623 and federal transit law at 49 USC §5332, the contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, contractor agrees to comply with any implementing requirements FTA may issue.
 - (3) Disabilities. In accordance with section 202 of the Americans with Disabilities Act, as amended, 42 USC §12112, the contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
- c. The contractor also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only to identify the affected parties.

SUPPLEMENT TO PURCHASE ORDER9. Disadvantaged Business Enterprise (DBE).

- a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation (DOT) Financial Assistance Programs.
- b. The contractor, subrecipient, or subcontractor agrees that it shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of contract, which may result in the termination of this contractor or such other remedy as Broward County may deem appropriate.
- c. The Disadvantaged Business Enterprise (DBE) regulation (49 CFR Part 26) establishes requirements for setting an overall goal for DBE participation in federally-funded contracts. This rule requires recipients of federal funds to use a methodology based on demonstrable data of relevant market conditions and is designed to reach a goal the recipient would expect DBEs to achieve in the absence of discrimination.
- d. Since this project is funded in part using federal funds, it is the policy of the Broward County Small Business Development Division to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, are afforded maximum opportunity to receive and participate as subcontractors and suppliers on all contracts awarded by COUNTY; therefore, good-faith efforts must be made to provide DBEs an opportunity to participate in the project in accordance with the DBE Program Plan.
- e. Broward County fully supports the federal government's Disadvantaged Business Enterprises Program.

The overall goal setting provisions of 49 CFR Part 26 require that the County, as a recipient of federal funds, set overall goals based on demonstrable evidence of the relative availability of ready, willing and able DBEs in the areas from which the County obtains contractors. In this regard, the County has established **DBE participation goals** and said goals have been established based primarily on the availability of certified DBE firms that are ready, willing, and able to participate in the project. To be considered responsive, each Bidder must correctly submit with the bid a completed Schedule of DBE Participation Form, executed Letters of Intent, and the DBE Unavailability Report with good faith documentation when applicable with the bid. The Small Business Development Division will review all forms to determine their responsiveness:

1. Letter of Intent to Utilize DBE Subcontractors – Exhibit 1.
2. Schedule of DBE Participation – Exhibit 2.
3. DBE Unavailability Report, only required if goals were not met – Exhibit 3.
4. DBE Utilization Report – Exhibit 4.
5. Final DBE Utilization Report – Exhibit 5.

These forms are included herein as Exhibits 1, 2, 3, 4, and 5.

Schedule of DBE Participation:

BIDDER must list the proposed subcontractors in the Schedule of DBE Participation form indicating the type of work to be performed and a projection of subcontract amount or percentage of fees to be awarded, if selected.

Letter of Intent:

Letter of Intent must be executed by the BIDDER and countersigned by all DBE subcontractors listed in the Schedule of DBE Participation form. The letter of Intent form can also be downloaded from the Small Business Development Division web site: www.broward.org/smallbusiness/compliance. The information contained in the Letter of Intent and the Schedule of DBE Participation with regard to the proposed level of DBE participation should be the same as to content.

Each DBE listed on the Schedule of DBE Participation must be certified prior to bid opening as DBE in order to be eligible for award.

For further information regarding DBE submittals, contact the Small Business Development Division at (954) 357-6400.

SUPPLEMENT TO PURCHASE ORDER**DBE Unavailability Report:**

BIDDER that submits a DBE Unavailability Report, Exhibit 3, must be able to demonstrate through proper documentation its reasonable good-faith efforts to meet the goal, if BIDDER wishes to remain eligible for award. Reasonable efforts as determined by the Small Business Development Division to meet the DBE Participation goals may include, but are not limited to:

- Attendance at any scheduled pre-bid meeting concerning DBE participation.
- Timely advertisement in general circulation media, trade association publications, and minority-focus media.
- Timely notification of minority business or contractor groups and associations of solicitation for specific sub-bids.
- Proof of written solicitations to DBE firms.
- Efforts to select portions of the work proposed to be performed by DBE in order to increase the likelihood of achieving the stated goal.
- Efforts to provide DBEs that need assistance in obtaining bonding or insurance required by the BIDDER or COUNTY.
- A report submitted by the BIDDER to the Small Business Development Division prior to award explaining the Bidder's efforts to obtain DBE participation. The report shall include the following:
 - A detailed statement of the timely efforts made to negotiate with DBEs including, at a minimum, the names, addresses and telephone numbers of DBEs who were invited to bid or otherwise contacted;
 - A description of the information provided to DBE regarding the plans and specifications for portions of the work to be performed; and a detailed statement of the reasons why additional agreements with DBE, if needed to meet the stated goal, were not reached.
 - A detailed statement of the efforts made to select portions of the work proposed to be performed by DBE in order to increase the likelihood of achieving the stated goal.
 - As to each DBE that bid on a Subcontract but declared "unqualified" by the BIDDER, a detailed statement of the reasons for the Bidder's conclusion.
 - As to each DBE invited to bid, but the BIDDER considers to be unavailable because of a lack of bid response or submission of a bid which was not the low responsive bid, an Unavailability of DBE Certificate signed by the BIDDER.

For the purposes of goal achievement, the County requires the successful Bidder to use firms certified as DBEs in accordance with Federal Guidelines. The State of Florida Department of Transportation (FDOT) and the Small Business Development Division maintain a directory of certified DBE firms which is available to bidders.

The directory mentioned above is available for use by VENDORS on-line through the Broward County Small Business Development Division at <http://www.broward.org/smallbusiness/directory.htm>. Contact the Small Business Development Division at (954) 357-6400 for more information.

A listing of certified DBEs by Florida Department of Transportation (FDOT) can be viewed at the following Unified Certification Program (UCP) Website – www.bipincwebapps.com/biznetflorida.

- f. CONTRACTOR agrees that throughout the term of this Agreement, the services as provided by the firms listed on **Exhibit 1 (Letter of Intent)** and **Exhibit 2 (Schedule of Participation)** shall remain at least at the percentage levels set forth therein.
- g. CONTRACTOR shall pay its subcontractors and suppliers within thirty (30) days following receipt of payment from the COUNTY for such subcontracted work or supplies. CONTRACTOR agrees that if it withholds an amount as retainage from its subcontractors or suppliers, that it will release such retainage and pay same within thirty (30) days following receipt of payment of retained amounts from COUNTY, or within thirty (30) days after the subcontractor has satisfactorily completed its work, whichever shall first occur.

SUPPLEMENT TO PURCHASE ORDER

- h. CONTRACTOR agrees that nonpayment of a subcontractor or supplier shall be a material breach of this Agreement and that COUNTY may, at its option, increase allowable retainage or withhold progress payments unless and until CONTRACTOR demonstrates timely payments of sums due to such subcontractors or suppliers. CONTRACTOR agrees that the presence of a "pay when paid" provision in a subcontract shall not preclude COUNTY's inquiry into allegations of nonpayment. The foregoing remedies shall not be employed when CONTRACTOR demonstrates that failure to pay results from a bona fide dispute with its subcontractor or supplier.
- i. CONTRACTOR agrees to submit a monthly report to the Small Business Development Division, with copy to the using department project manager, on DBE participation, which should contain a record of payments made to its DBE subcontractors during the current reporting period. CONTRACTOR shall utilize the form attached as **Exhibit 4 - DBE Utilization Report**.
- j. CONTRACTOR agrees to submit a Final DBE Participation Report containing the total amount paid to its DBE subcontractors. This report must be submitted with the CONTRACTOR's request for final payment and release of retainage, if applicable. CONTRACTOR shall utilize the form attached as **Exhibit 5 - Final DBE Utilization Report**.
- k. CONTRACTOR shall certify to COUNTY the amounts paid to each DBE involved in the project as either a joint venture partner or pursuant to a subcontract with the disadvantaged businesses. All such certifications shall be signed by both CONTRACTOR and DBEs. One of the main purposes of these provisions is to make sure that DBEs actually perform work committed to them at contract award.
- l. CONTRACTOR agrees that failure to provide appropriate certification as to the payment of DBEs and participants in the agreement and provide certification in a form acceptable to COUNTY that disadvantaged business participation requirements of the agreement have been met, notwithstanding any other provisions of this Agreement, shall be cause for COUNTY to withhold further payments under the Agreement until such time as such certification is received and accepted by COUNTY, and shall not entitle CONTRACTOR to terminate the agreement, to cease work to be performed, or to be entitled to any damages or extensions of time, whatsoever, due to such withholding of payment or delay in work associated thereto.

CONTRACTOR's whose performance fell short of original commitments would be subject to the compliance mechanisms the County had made applicable.
- m. CONTRACTOR agrees that it cannot terminate a DBE subcontractor for convenience and then perform the work with its own forces or its affiliate. If a situation arises that a DBE subcontractor needs to be replaced or removed from the team, CONTRACTOR must submit a written request to the Small Business Development Division with detailed explanation or justification for the submission of such request. If the request is due to a voluntary cessation of the DBE firm from the team, documentation supporting the voluntary cessation must accompany the request. Requests for substitution or termination of DBE subcontractors will only be approved on a case-by-case basis, provided that reasons cited are properly justified. When a DBE subcontractor is terminated, or fails to complete its work, CONTRACTOR must make good faith efforts to find another DBE subcontractor to substitute for the original DBE.

SUPPLEMENT TO PURCHASE ORDER10. CONTRACT COMPLIANCE MONITORING

- a. Compliance monitoring is conducted to determine if CONTRACTOR and/or subcontractors are complying with the requirements of the DBE Program. Failure of the CONTRACTOR to comply with this provision may result in the COUNTY imposing penalties or sanctions pursuant to the provisions of the DBE regulation, 49 CFR Part 26.
 - b. Contract compliance will encompass monitoring for contract dollar achievement and DBE contractor utilization. The Small Business Development Division staff will have the authority to audit and monitor all contracts and contract-related documents related to Broward County projects. The requirements of the DBE Program are applicable to all CONTRACTORS, general contractors, and subcontractors.
 - c. CONTRACTOR shall be responsible for ensuring proper documentation with regard to its utilization and payment of DBE subcontractors.
11. Energy Conservation. The contractor agrees to comply with mandatory standards and policies related to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. The contractor further agrees to include a similar provision in each subcontract financed in whole or in part with federal assistance provided by FTA.
12. Full and Open Competition. FTA Circular 4220.1E imposes a prohibition against procurement actions and situations considered restrictive of full and open competition, examples of which include: (a) unreasonable requirements placed on firms in order for them to qualify to do business; (b) unnecessary experience and excessive bonding requirements; (c) noncompetitive pricing practices between firms or between affiliated companies; (d) noncompetitive awards to any person or firms on retainer contracts; (e) organizational conflicts of interest; (f) specification of brand name product requirements, without listing its salient characteristics or allowing "an equal" product to be provided; (g) any arbitrary action in the procurement process; (h) giving or assigning preference to companies providing domestic partnership or similar benefits; and (i) the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where federal statutes expressly mandate or encourage geographic preference (geographic location may be a selection criterion in procurements for architectural and engineering services provided its application leave an appropriate number of qualified firms, given the nature and size of the project, to complete the project).

PART B

ADDITIONAL REQUIREMENTS – CONDITIONAL
(Please read each qualifying condition carefully)

13. Termination for Convenience or Default. If this purchase order or contract is valued at \$10,000 or greater (with the exception of contracts with nonprofit organizations and institutions of higher education, for which the applicable threshold is \$100,000), Broward County may terminate this contract, in whole or in part, at any time by written notice to the contractor when it is in the Government's best interest. The contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The contractor shall promptly submit its termination claim to Broward County. If the contractor has any property in its possession belonging to the County, the contractor will account for the same, and dispose of it in the manner the County directs. If the contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension, or if the contractor fails to comply with any other provisions of this contract, Broward County may terminate this contract for default. The County shall terminate this contract by default by delivering to the contractor a Notice of Termination specifying the nature of the default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in this contract. If this contract is terminated while the contractor has possession of Broward County-owned goods, the contractor shall, upon direction of the County's contract administrator, protect and preserve the goods until surrendered to Broward County or its agent. The contractor and Broward County shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause. If, after termination for failure to fulfill contract obligations, it is determined that the contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County. Similar provisions apply to purchase orders and contracts for construction and architect/engineering services. Refer to Article 21 of the Best Procurement Practices Manual, incorporated as a reference herein.

SUPPLEMENT TO PURCHASE ORDEROFFICE OF TRANSPORTATION

14. Recycled Products. If this purchase order or contract is for items designated in Subpart B, 40 CFR part 247 by the EPA, and the purchaser or contractor procures \$10,000 or more of one of these items during the fiscal year or has procured \$10,000 or more of such items in the previous fiscal year using federal funds, the contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 USC 6962), including, but not limited to, the regulatory provisions of 40 CFR Part 247, and Executive Order 12873.
15. Government-wide Debarment and Suspension. If this contract or purchase order has a value of \$25,000 or more, this procurement is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The contractor agrees to comply with, and assures compliance of each third-party contractor and subrecipient at any tier, with 49 CFR 29, Subpart C, while this offer is valid and throughout the period of any contract that may arise from this offer. The contractor further agrees to include a provision requiring such compliance in any lower tier covered transaction it enters into.
16. Buy America. If this contract or purchase order exceeds \$100,000, the contractor agrees, to the extent applicable, to comply with 49 USC §5323(j) and 49 CFR part 661, which provide that federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. Separate requirements for rolling stock are set out at 49 USC §5323(j)(2)(C) and 49 CFR 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content. A bidder or offeror must submit to Broward County the appropriate Buy America certification, model formats for which are contained as **Exhibit 6**, attached, with all bids or proposals on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.
17. Breaches and Dispute Resolution. FTA Circular 4220.1E imposes the requirements at 49 CFR part 18 upon all contracts in excess of \$100,000, which contain provision of conditions that allow for administrative, contractual, or legal remedies where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. Accordingly, should the provisions of this contract not address a particular subject or issue involving disputes, performance during disputes, claims for damages, remedies, or rights and remedies, the contractor agrees to comply with the provisions contained at 49 CFR Part 18, and further agrees to include a similar provision in all subcontracts over \$100,000.
18. Lobbying. Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by U.S. Department of Transportation regulation, "New Restrictions on Lobbying," 49 CFR Part 20, modified as necessary for 31 USC §1352. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 USC §1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-federal funds with respect to that federal contract, grant, or award covered by 31 USC §1352. Such disclosures are forwarded from tier to tier up to the recipient. A certification format is appended as **Exhibit 7**.
19. Clean Air. The Clean Air requirements apply to all contracts exceeding \$100,000, including indefinite quantities where the amount is expected to exceed \$100,000 in any year. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 USC §7401, et seq. The contractor agrees to report each violation to Broward County and agrees that Broward County will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA regional office. The contractor further agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with federal assistance provided by FTA.
20. Clean Water. If this purchase order or contract is valued at \$100,000 or more, the contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. The contractor agrees to report each violation to Broward County and agrees that Broward County will, in turn, report each violation as required to assure notification to the FTA and the appropriate EPA regional office. The contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with federal assistance provided by FTA.

SUPPLEMENT TO PURCHASE ORDER

21. Bonding Requirements. For those construction or facility improvement contracts exceeding \$100,000, the contractor agrees to provide a bid guarantee equivalent to five percent (5%) of the bid price, obtain a 100 percent performance bond, and payment bonds equal to 50 percent of the contract price if not more than \$1 million, 40 percent of the contract price if more than \$1 million but less than \$5 million, or \$2.5 million if the contract price is more than \$5 million. The contractor also agrees to comply with any other bonding requirements FTA or Broward County may issue, which may include a requirement for a cash deposit, certified check, other negotiable instrument, or irrevocable letter of credit accepted in lieu of performance and payment bonds.
22. Davis-Bacon and Copeland Anti-Kickback Acts. If this purchase order or contract involves a construction project over \$2,000, the contractor agrees to comply with Davis-Bacon and Copeland Act requirements at 40 USC 3141, et seq., and 18 USC 874. The Acts apply to construction contracts and subcontracts that "at least partly are financed by a loan or grant from the Federal Government and, for the purposes of the Acts, include "actual construction, alteration and/or repair, including painting and decorating." The requirements of both Acts are incorporated into a single clause (see 29 CFR 3.11) and are enumerated at 29 CFR 5.5a. In accepting this order or contract, the contractor further agrees to include a similar requirement in all subcontracts financed in whole or in part with federal assistance provided by FTA.
23. Contract Work Hours and Safety Standards Act Requirements. If this purchase order or contract involves a construction project in excess of \$2,000 or a non-construction project to which the Act applies over \$2,500, and is financed at least partly by loans or grants from the Federal Government, the contractor agrees to comply with the Contract Work Hours and Safety Standards Act, codified at 40 USC 3701, et seq. The contractor also agrees to include a similar requirement in all subcontracts financed in whole or in part with federal assistance provided by FTA.
24. Transit Employee Protective Agreements. If this contract or purchase order involves transit operations performed by employees of a contractor recognized by FTA to be a transit operator, the contractor agrees to comply with the applicable transit employee protective requirements, as follows, and further agrees to include the applicable requirement(s) in each subcontract involving transit operations financed in whole or in part with federal assistance provided by FTA:
- a. General Transit Employee Protective Requirements -- To the extent that FTA determines that transit operations are involved, the contractor agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees employed under this contract and to meet the employee protective requirements of 49 USC A5333(b) and U.S. Department of Labor guidelines at 29 CFR part 215, and any amendments thereto.
 - b. Transit Employee Protective Requirements for Projects for Elderly Individuals and Individuals with Disabilities -- If the contract involves transit operations financed in whole or in part with Federal assistance authorize by 49 USC §5310(a)(2), and if the U.S. Secretary of Transportation has determined or determines in the future that the employee protective requirements of 49 USC §5333(b) are necessary or appropriate for the state and the public body subrecipient for which work is performed, the contractor agrees to comply with terms and conditions determined by the U.S. Secretary of Labor to meet the requirements of 49 USC §5333(b), 29 CFR part 215, and any amendments thereto.
 - c. Nonurbanized Areas -- If the contract involves transit operations financed in whole or in part with federal assistance authorized by 49 USC §5311, the contractor agrees to comply with the terms and conditions of the Special Warranty for the Nonurbanized Area Program agreed to by the U.S. Secretaries of Labor and Transportation, dated May 31, 1979, and the procedures implemented by the U.S. Department of Labor or any revision thereto.
25. Fly America. The contractor agrees to comply with 49 USC 40118 (the "Fly America" Act) in accordance with the General Services Administration regulations at 41 CFR part 301-10, which provide that recipients and subrecipients of federal funds and their contractors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The contractor shall submit, if a foreign air carrier is used, an appropriate certification or memorandum adequately explaining why service by a U.S. Flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certification of compliance with the Fly America requirements. The contractor agrees to include this requirement in all subcontracts that may involve international air transportation.

SUPPLEMENT TO PURCHASE ORDEROFFICE OF TRANSPORTATION

26. Cargo Preference. The contractor agrees to use privately-owned U.S. Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent that such vessels are available at fair and reasonable rates for U.S. Flag commercial vessels. The contractor also agrees to furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described above to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590, and to Broward County (through the contractor in the case of subcontractor's bill-of-lading). The contractor further agrees to include these requirements in all subcontracts issued pursuant to this contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.
27. Drug and Alcohol Testing. If this purchase order or contract involves the operation of a transit service or provides transit vehicle maintenance and/or repair services for or on behalf of Broward County, the contractor agrees to participate in Broward County Office of Transportation's drug and alcohol testing program or agrees to establish and implement its own drug and alcohol testing program that complies with 49 CFR Part 655. In the event the contractor subcontracts all or part of the transit service to a third party, a similar requirement including review and approval by the County's contract administrator must be included in any subsequent agreement. The contractor further agrees to certify, prior to the commencement of services under this contract or purchase order and annually thereafter, compliance with current FTA regulations, including the submittal of the Management Information System (MIS) reports annually, to the Director, Office of Transportation (a model form for certifying compliance is appended as **Exhibit 8**, attached).
28. Patent and Rights in Data. If this purchase order or contract involves patent and rights in data requirements for federally-assisted research projects in which FTA finances in whole or in part the development of a product or information, the contractor agrees to be bound by the terms and conditions contained at 49 CFR Part 19, Appendix A, Section 5, and with any other implementing requirements FTA may issue. These patent and rights in data requirements do not apply to capital projects or operating projects, even though a small portion of the sales price may cover the cost of product development and/or in writing the user's manual.
29. Privacy Act. If this purchase order or contract involves the operation of a transit service or provides transit vehicle maintenance and/or repair services for or on behalf of Broward County, and drug and alcohol enforcement activities files are organized so that information could be retrieved by personal identifier, the contractor agrees to comply with, and assures the compliance of its employees with, information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC 552a. Among other things, the contractor agrees to obtain the express consent of the Federal Government before the contractor or its employees operate a system of records on behalf of the Federal Government. The contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violating the Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract. The contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with federal assistance provided by FTA.
30. Charter Bus. If this is an Operational Service contract, the contractor agrees to comply with 49 USC 5323(d) and 49 CFR Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally-funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 CFR 604.9. Any charter service provided under one of the exceptions must be "incidental," i.e., it must not interfere with or detract from the provision of mass transportation.
31. School Bus Requirements. If this is an Operational Service contract, pursuant to 49 USC 5323(f) and 49 CFR Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients may not use federally-funded equipment, vehicles, or facilities.

SUPPLEMENT TO PURCHASE ORDER

32. Bus Testing. If this purchase order or contract pertains to the acquisition of rolling stock/turnkey, the contractor (manufacturer) agrees to comply with 49 USC A5323(c) and FTA's implementing regulations at 49 CFR Part 665, which require: (1) a manufacturer of a new bus model or a bus produced with a major change in components or configuration shall provide a copy of the final test report to the recipient at a point in the procurement process specified by the recipient which will be prior to the recipient's final acceptance of the first vehicle; (2) a manufacturer who releases a report under subparagraph (1) above shall provide notice to the operator of the testing facility that the report is available to the public; (3) if the manufacturer represents that the vehicle was previously tested, the vehicle being sold should have the identical configuration and major components as the vehicle in the test report, which must be provided to the recipient prior to recipient's final acceptance of the first vehicle; if the configuration or components are not identical, the manufacturer shall provide a description of the change and the manufacturer's basis for concluding that it is not a major change requiring additional testing; and (4) if the manufacturer represents that the vehicle is "grandparented" (has been used in mass transit service in the United States before October 1, 1988, and is currently being produced without a major change in configuration or components), the manufacturer shall provide the name and address of the recipient of such a vehicle and the details of that vehicle's configuration and major components. The bidder or offeror must submit a certification of compliance with FTA's bus testing requirements with all bids or proposals subject to the requirements of 49 USC A5323(c) and 49 CFR Part 665. A model format for certifying compliance is attached as **Exhibit 9**.
33. Pre-Award and Post-Delivery Audit Requirements. If this purchase order or contract pertains to the acquisition of rolling stock/turnkey, the contract agrees to comply with 49 USC §5323(l) and FTA's implementing regulation at 49 CFR Part 663 and to submit the following certifications:
- Buy America Requirements. The contractor shall complete and submit a declaration certifying either compliance or noncompliance with Buy America. A sample certification is attached at **Exhibit 10**. If the bidder/offeror certifies compliance with Buy America, it shall submit documentation which lists (1) component and subcomponent parts of the rolling stock to be purchased identified by manufacturer of the parts, their country of origin and costs; and (2) the location of the final assembly point for the rolling stock, including a description of the activities that will take place at the final assembly point and the cost of final assembly.
 - Solicitation Specification Requirements. The contractor shall submit evidence that it will be capable of meeting the bid specifications.
 - Federal Motor Vehicle Safety Standards (FMVSS). The contractor shall submit (1) the manufacturer's FMVSS self-certification sticker information that the vehicle complies with relevant FMVSS requirements or (2) manufacturer's certified statement that the contracted buses will not be subject to FMVSS regulations.
34. Seismic Safety. If this purchase order or contract pertains to the construction of new buildings or additions to existing buildings, the contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with standards outlined in U.S. Department of Transportation Seismic Safety regulations at 49 CFR Part 41 and will certify compliance to the extent required. The contractor also agrees to ensure that all work performed under this contract, including work performed by a subcontractor, is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.
35. Transit Vehicle Manufacturer (TVM) Certification. If this purchase order or contract involves the procurement of transit vehicles, the contractor must obtain from each Transit Vehicle Manufacturer (TVM), distributor, or dealer, and submit with its bid, a TVM certification stating that, as a condition of being authorized to bid on transit vehicle procurements funded by FTA, the TMV certifies that it has complied with the requirements of 49 CFR 26.49, by submitting a current annual DBE Goal to the FTA. A sample certification is attached at **Exhibit 11**.

**EXHIBIT 1****LETTER OF INTENT****To Utilize a Disadvantaged Business Enterprise (DBE) Subcontractor/Subconsultant**

From: _____
(Name of Proposer/Bidder)

To: Broward County, Selection Committee

Project Description: _____

In response to Broward County's RLI/Bid No. _____, the undersigned hereby agree to utilize the minority firm listed below, if awarded the contract. The undersigned further certify that the firm has been contacted and properly apprised of the projected work assignment(s) upon execution of the contract with Broward County.

Name of Firm: _____
(Proposed DBE Subcontractor/Subconsultant)

Expiration of DBE Certification:

Projected Work Assignment: Enter description of work assignment

Projected Percentage of Prime's Contract Fees to be Awarded: (Dollar Amount or Percentage %)

(Signature of Owner or Authorized Rep.) (Date)

Subscribed and sworn to before me this _____ day of _____, 200____.

(Notary's Signature) (Notary Seal)

(Acknowledgement by the Proposed DBE Firm)

The undersigned intends to perform work in connection with the above Contract as (check one)
___ an individual ___ a partnership ___ a corporation ___ a joint venture. The undersigned agrees with the prime contractor's/consultant's proposal and further certifies that all information provided herein is true and correct.

(Signature of Owner or Authorized Rep.) (Date)

Subscribed and sworn to before me this _____ day of _____, 200____.

(Notary's Signature) (Notary Seal)

SBDD Compliance Form 2004-10



BROWARD
COUNTY
FLORIDA

EXHIBIT 2

EXHIBIT 2

DBE Subcontractor	Expiration of Certification	Address	Phone	Type of Work To Be Performed		Sub-Contract Amount (Agreed Price or Percentage (%))
					\$	
					\$	()
					\$	()
					\$	()
					\$	()
					\$	()
					\$	()
			Total DBE Participation (Total amount allocated to DBEs divided by Total Contract Amount) Total Contract Amount DBE Subcontractor Participation Percentage		\$ \$	() () %

I certify that the above information is true to the best of my knowledge:

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL

ITHS-PB06-2009
6/24/09

PREVIOUS CONTRACT NO. N/A

BID NO. A0683132B2

**DBE
UNAVAILABILITY REPORT**

EXHIBIT 3

RLI/BID NO. _____

(NAME OF PRIME CONTRACTOR) (ADDRESS) (TELEPHONE NO.)

The undersigned representative of the prime contractor, personally appeared before the undersigned officer, authorized to administer oaths who, after being duly sworn, states that the undersigned has contacted the DBEs listed below and that said DBEs are unavailable to perform or to submit a bid which was not the low acceptable bid set forth, and that the following information regarding DBE subcontractors is true and correct to the best of his/her knowledge:

1. The following DBE contractors were invited to bid subcontract work, but were not available to work. (Attach list if necessary.)

Name

2. The following DBE contractors were invited to bid subcontract work, but did not respond to the invitation. (Attach list if necessary.)

Name

3. The following DBE contractors submitted bids which were not the low acceptable bids. (Attach list if necessary.)

Name

If you did not get any responses to your solicitation of DBE contractors, please detail your efforts to recruit eligible firms, i.e., advertising, personal calls, mailing lists, etc. Information provided will be verified. Attach all supporting documents such as newspaper ads, phone lists, mailing lists, etc.

Signature: _____

Title: _____

Date: _____

SBDD Compliance Form 2004-12

PREVIOUS CONTRACT NO. N/A

BID NO. A0683132B2



DBE UTILIZATION REPORT

EXHIBIT 4

Report No. _____

CONTRACT #:	CONTRACT AMOUNT:	DATE FORM SUBMITTED:	
PROJECT DESCRIPTION:	PROJECT COMPLETION DATE:		
PRIME CONTRACTOR:	PERIOD ENDING:		
CONTACT PERSON:	TELEPHONE #: ()	FAX # ()	

SUBCONTRACTING INFORMATION

TO BE SUBMITTED MONTHLY TO BROWARD COUNTY SMALL BUSINESS DEVELOPMENT DIVISION

DBE Subcontractor	Address	Description of Work	Original Agreed Price	Revised Agreed Price	% of Work Completed To Date	Amount Paid This Period	Amount Paid To Date	Gender		Ethnic Category				
								M	F	B	H	A	NA	W

I attest that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature	Title	Date
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Note: The information provided herein is subject to verification by the Small Business Development Division. SBDD Compliance Form 2004-7

PREVIOUS CONTRACT NO. N/A

BID NO. A0683132B2



FINAL DBE UTILIZATION REPORT

(To be submitted with the final invoice)

EXHIBIT 5

CONTRACT #:		CONTRACT AMOUNT:		DATE FORM SUBMITTED:	
PROJECT DESCRIPTION:		PROJECT COMPLETION DATE:			
PRIME CONTRACTOR:		PERIOD ENDING:			
CONTACT PERSON:		TELEPHONE #: ()		FAX # ()	

SUBCONTRACTING INFORMATION

All payments made to DBE subcontractors must be reported on this form.

All payments made to DBE subcontractors must be reported on this form.											
DBE Subcontractor	Description of Work	Original Amount (Agreed to Price)	Final Subcontract Amount (Inc. Chg. Ord/Amend.)	Total Amt Paid	Gender		Ethnic Category				
					M	F	B	H	A	NA	W
	TOTALS:										

I attest that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature	Title	Date
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*Note: The information provided herein is subject to verification by the Small Business Development Division
SBDD Compliance Form 2004-5*

EXHIBIT 6
BUY AMERICA CERTIFICATION

**FOR PROCUREMENTS OF STEEL, IRON, AND MANUFACTURED PRODUCTS
(INCLUDING ROLLING STOCK) OVER \$100,000**

If this contract or purchase order is valued in excess of \$100,000 and involves the procurement of steel, iron, or manufactured products, the bidder or offeror hereby certifies that it:

- ☐ Will meet the requirements of 49 USC 5323(j)(1) and the applicable regulations in 49 CFR part 661.5.
- ☐ Cannot meet the requirements of 49 USC 5323(j)(1) and 49 CFR part 661.5, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 CFR 661.7.

If this contract or purchase order is valued in excess of \$100,000 and involves the procurement of buses, other rolling stock, and associated equipment, the bidder or offeror certifies that it:

- ☐ Will comply with the requirements of 49 USC 5323(j)(2)(C) and the regulations at 49 CFR part 661.11.
- ☐ Cannot comply with the requirements of 49 USC 5323(j)(2)(C) and 49 CFR 661.11, but may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 CFR 661.7.

(Date)

(Signature)

(Company)

(Title)

Note: This Buy America certification must be submitted to Broward County with all bids or offers on FTA-funded contracts involving construction or the acquisition of goods or rolling stock, except those subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include final assembly in the United States for 15 passenger vans and 15 passenger wagons produced by Chrysler Corporation, microcomputer equipment, software, and small purchases (currently less than \$100,000) made with capital, operating, or planning funds.

EXHIBIT 7
RESTRICTIONS ON LOBBYING CERTIFICATION

**FOR ALL PROCUREMENTS OVER \$100,000 INVOLVING CONSTRUCTION/ARCHITECTURAL AND
ENGINEERING/ACQUISITION OF ROLLING STOCK/PROFESSIONAL SERVICE
CONTRACTS/OPERATIONAL SERVICE CONTRACTS/ TURNKEY CONTRACTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government-wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph 2 herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 USC 1601, et seq.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC §1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned understands and agrees that the provisions of 31 USC A3801, et seq., apply to this certification and disclosure, if any.

(Date)

(Signature)

(Company)

(Title)

Note: This certification must accompany each bid or offer exceeding \$100,000. Pursuant to 31 USC §3801(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

EXHIBIT 8
DRUG & ALCOHOL TESTING PROGRAM COMPLIANCE CERTIFICATION

FOR TRANSIT OPERATIONAL SERVICE CONTRACTS

The undersigned certifies that the contractor, and its subcontractors as required, has established and implemented an anti-drug and alcohol prevention program in accordance with 49 CFR Part 655, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations."¹

(Date)

(Signature)

(Company)

(Title)

¹ The Federal Transit Administration (FTA) – mandated drug and alcohol testing program is separate from and in addition to the provisions of the Drug-Free Workplace Act (DFWA).

EXHIBIT 9
BUS TESTING COMPLIANCE CERTIFICATION

FOR ALL PROCUREMENTS OF BUSES/ROLLING STOCK/TURNKEY

The undersigned (contractor/manufacture) certifies that the vehicle offered in this procurement complies with 49 USC A5323(c) and FTA's implementing regulation at 49 CFR Part 665.

The undersigned understands that misrepresenting the testing status of a vehicle acquired with federal financial assistance may subject the undersigned to civil penalties as outlined in the U.S. Department of Transportation's regulation on Program Fraud Civil Remedies, 49 CFR Part 31. In addition, the undersigned understands that FTA may suspend or debar a manufacturer under the procedures in 49 CFR Part 29.

(Date)

(Signature)

(Company)

(Title)

EXHIBIT 10
PRE-AWARD & POST-DELIVERY AUDIT REQUIREMENTS CERTIFICATION

FOR BUSES/ROLLING STOCK/TURNKEY PROCUREMENTS OVER \$100,000

Check one:

- ☐ The bidder hereby certifies that it will comply with the requirements of 49 USC 5323(j)(2)(C), Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended, and the regulations of 49 CFR 661.11.
- ☐ The bidder hereby certifies that it cannot comply with the requirements at 49 USC 5323(j)(2)(C) and Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended, but may qualify for an exception to the requirements consistent with 49 USC 5323(j)(2)(B) or 5323(j)(2)(D), Sections 165(b)(2) or (b)(4) of the Surface Transportation Assistance Act of 1982, as amended, and regulations in 49 CFR 661.7.

(Date)

(Signature)

(Company)

(Title)

Note: This certification must be submitted with each bid or offer exceeding the small purchase threshold for federal assistance programs, currently set at \$100,000.

EXHIBIT 11
Transit Vehicle Manufacturer (TVM)
CERTIFICATION OF COMPLIANCE WITH SUB PART D, PART 26

FOR ALL BUSES/ROLLING STOCK PROCUREMENTS

This procurement is subject to the provisions of Section 26.49 of 49 CFR Part 26. Accordingly, as a condition of permission to bid, the following certification must be completed and submitted with the bid. A bid which does not include the certification will not be considered.

Transit Vehicle Manufacturer (TVM) CERTIFICATION

_____, a TVM, hereby certifies that it has complied with the
(Name of Firm)
requirements of Section 26.49 of 49 CFR Part 26 by submitting a current DBE Goal to the FTA. The
goals apply to fiscal year _____ and have been approved or not disapproved by the FTA.
(Date of Fiscal Year)

_____, hereby certifies that the manufacturer of the transit vehicle
(Name of Firm)
to be supplied _____ has complied with the above- referenced
(Name of Manufacturer)
requirements of Section 26.49 of 49 CFR Part 26.

(Signature)

(Date)

Title: _____

Company: _____

Telephone No.: _____

Fax No.: _____



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6065 • FAX 954-357-8535

ATTACHMENT "C"
BIDDER'S OPPORTUNITY LIST

Please complete and mail or fax to:
 Broward County Purchasing Division
 115 S. Andrews Avenue
 Fort Lauderdale, FL 33301-1801
 TELEPHONE: (954) 357-6065
 FAX: (954) 357-8535

The purpose of this form is to obtain information to develop and maintain a list of all prime Vendors and subcontractors/subconsultants participating or attempting to participate in County sponsored DOT-assisted contracts. Broward County needs this information to maintain a bidders list as required by federal law. The information is not a matter of responsiveness and thus may be included in your bid submittal package or after bid submission.

Prime Vendor Information

- | | | |
|--|--|---|
| 1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____

5. Year Firm Established: _____
6. ☐ DBE
☐ Non-DBE | 7. Type of work bid on: _____

(Please be specific in regard to the type of work). | 8. Annual Gross Receipts
☐ Less than \$200,000
☐ \$200,001 - \$500,000
☐ \$500,001 – less than \$1 million
☐ \$1 million – less than \$5 million
☐ \$5 million – less than \$10 million
☐ \$10 million – less than \$20 million
☐ \$20 million – less than \$50 million
☐ \$50 million – less than \$100 million
☐ \$100 million – less than \$500 million
☐ \$500 million – less than \$1 billion
☐ Over \$1 billion |
|--|--|---|

Subcontractor/Subconsultant Information

(Provide this information for any sub vendor(s) who provided the prime vendor with a bid or quote to perform work on the project; or any sub vendor(s) solicited by the prime vendor to provide a bid or quote.)

- | | | |
|---|--|---|
| 1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____

5. Year Firm Established: _____
6. ☐ DBE
☐ Non-DBE
7. ☐ Subcontractor
☐ Subconsultant | 8. Type of work bid on: _____

(Please be specific in regard to the type of work). | 9. Annual Gross Receipts
☐ Less than \$200,000
☐ \$200,001 - \$500,000
☐ \$500,001 – less than \$1 million
☐ \$1 million – less than \$5 million
☐ \$5 million – less than \$10 million
☐ \$10 million – less than \$20 million
☐ \$20 million – less than \$50 million
☐ \$50 million – less than \$100 million
☐ \$100 million – less than \$500 million
☐ \$500 million – less than \$1 billion
☐ Over \$1 billion |
|---|--|---|

ATTACHMENT "C"
BIDDER'S OPPORTUNITY LIST

Subcontractor/Subconsultant Information (continued)

(Provide this information for any sub vendor(s) who provided the prime vendor with a bid or quote to perform work on the project; or any sub vendor(s) solicited by the prime vendor to provide a bid or quote.)

1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		
1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		
1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		
1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		

ATTACHMENT "C"
BIDDER'S OPPORTUNITY LIST

Subcontractor/Subconsultant Information (continued)

(Provide this information for any sub vendor(s) who provided the prime vendor with a bid or quote to perform work on the project; or any sub vendor(s) solicited by the prime vendor to provide a bid or quote.)

1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		
1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		
1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		
1. Federal Tax ID Number: _____	8. Type of work bid on: _____ _____ _____ (Please be specific in regard to the type of work).	9. Annual Gross Receipts ☐ Less than \$200,000 ☐ \$200,001 - \$500,000 ☐ \$500,001 – less than \$1 million ☐ \$1 million – less than \$5 million ☐ \$5 million – less than \$10 million ☐ \$10 million – less than \$20 million ☐ \$20 million – less than \$50 million ☐ \$50 million – less than \$100 million ☐ \$100 million – less than \$500 million ☐ \$500 million – less than \$1 billion ☐ Over \$1 billion
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. ☐ DBE		
☐ Non-DBE		
7. ☐ Subcontractor		
☐ Subconsultant		

ATTACHMENT "D"
DRUG FREE WORKPLACE CERTIFICATION

The undersigned vendor hereby certifies that it will provide a drug-free workplace program by:

- (1) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establishing a continuing drug-free awareness program to inform its employees about:
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The offeror's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph (1);
- (4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
- (5) Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination; or
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
- (7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (1) through (6).

(Vendor Signature)

(Print Vendor Name)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2009

by _____
(Name of person who's signature is being notarized)

as _____ of _____
(Title) (Name of Corporation/Company)

known to me to be the person described herein, or who produced _____
(Type of Identification)

as identification, and who did/did not take an oath.

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____

ATTACHMENT "E"

Insurance Request for Installation, Implementation, Support and Maintenance of the Fleet Management System
The following coverages are deemed appropriate for minimum insurance requirements for this project and will be required of the selected firm and identified in the negotiated agreement. Any deviation or change during the contract negotiation period shall be approved by Risk Management.

TYPE OF INSURANCE	Limits on Liability in Thousands of Dollars		
		Each Occurrence	Aggregate
GENERAL LIABILITY	Bodily Injury		
☒ Commercial General Liability	Property Damage		
☒ Premises-Operations			
☐ Explosion & Collapse Hazard	Bodily Injury and Property Damage Combined	\$500K	\$750K
☐ Underground Hazard	Personal Injury		
☒ Products/Completed Operations Hazard			
☒ Contractual Insurance			
☒ Broad Form Property Damage			
☒ Independent Contractors			
☒ Personal Injury			
AUTO LIABILITY	Bodily Injury (each person)		Broward County reserves the right to review and revise any insurance requirements at the time of contract renewal, not limited to the limits, coverages and endorsements based on insurance market conditions and/or changes in the scope of services.
☒ Comprehensive Form	Bodily Injury (each accident)		
☒ Owned	Property Damage		
☒ Hired	Bodily Injury and Property Damage Combined	\$300K	
☒ Non-owned			
☒ Any Auto If applicable			
EXCESS LIABILITY	Bodily Injury and Property Damage Combined	\$	\$
☐ Umbrella Form			
☐ Other than Umbrella Form			
☒ WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY (NOTE *)	☒ STATUTORY		
		(each accident)	100K MIN
☒ PROFESSIONAL LIABILITY - E&O	Max. Ded. \$100K	CONTRACTOR RESPONSIBLE FOR DEDUCTIBLE	\$1,500K
☒ PROPERTY COVERAGE - Use of County Computers	Max. Ded. \$100k	CONTRACTOR RESPONSIBLE FOR DEDUCTIBLE	Replacement Cost
☐ If project greater than \$50k - installation floater required for replacement of materials, equipment and installation. All risk, agreed value.	Maximum Deductible	\$ 10K deductible	Agreed value
Provider / Vendor responsible for all tools, materials, equipment, machinery, etc., until completion and acceptance by County. Vendor / Provider RESPONSIBLE FOR DEDUCTIBLE			
Description of Operations/Locations/Vehicles. Certificate must show on general liability and excess liability Additional Insured: Broward County Board of County Commissioners, Broward County, Florida. Also when applicable certificate should show B.C.B.C.C as a named insured for property and builders risk and as a loss payee for installation floater when coverage's are required. Certificate Must be Signed and All applicable Deductibles shown. CONTRACTOR RESPONSIBLE FOR ALL DEDUCTIBLES UNLESS OTHERWISE STATED. Indicate bid number, RLI,RFP, and project manager.			

NOTE * - If the Company is exempt from Workers' Compensation Coverage, please provide a letter on company letterhead or a copy of the State's exemption which documents this status and attaché to the Certificate of Insurance for approval. If any operations are to be undertaken on or about navigable waters, coverage must be included for U.S. Longshoremen & Harbor Workers' Act/ & Jones Act
CANCELLATION: Thirty (30) Day written notice of cancellation required to the Certificate Holder:

Name & Address of Certificate Holder
Broward County Board of County Commissioners
Risk Management Division, RM 210
115 South Andrews Avenue
Fort Lauderdale, FL 33301
RE: (C. Romero - Office of Transportation)
Insurance/Units Form 03 Revised certificate of insurance 2005.DOC COI

Dawn Mehler
Big City signed by Dawn Mehler
D.M. on Dawn Mehler, COI
Broward County, Risk Management
Contract Manager
Dawn Mehler
Risk Management Division