City of Miami

CONTRACT AWARD

Procurement Department

MIAMI-DADE COUNTY NO.: RTQ-00033
DESCRIPTION: PURCHASE AND/OR RENTAL AND INSTALLATION OF OFFICE TRAILERS
TERM OF CONTRACT: SUBJECT TO ANY FURTHER EXTENSIONS OR REPLACEMENT CONTRACTS
BY MIAMI-DADE COUNTY.

CONTRACT PERIOD: JUNE 1, 2019 THROUGH MAY 31, 2024
COMMODITY CODES: 975

SECTION #1 – VENDOR AWARD

ADVANCED MODULAR STRUCTURES, INC.
MODULAR MANAGEMENT CORP.

SECTION #2 – AWARD/BACKGROUND INFORMATION/APPLICABLE ORDINANCES/NOTES

C.C. AWARD DATE: OCTOBER 20, 2008
RESOLUTION NO: 08-0572
ANNUAL CONTRACT AMOUNT: N/A
AMENDED AMOUNT: N/A
INSURANCE REQUIREMENTS: YES
PERFORMANCE BOND: N/A
APPLICABLE ORDINANCES: N/A

Note: CONTRACT PERIOD: JUNE 1, 2019 THROUGH MAY 31, 2024

SECTION #3 – REQUESTING DEPARTMENT

CITY OF MIAMI, DEPARTMENT OF PROCUREMENT
Contract Administrator: Cris Lima
Phone: (305) 416-1904

SECTION #4 – PROCURING AGENCY

CITY OF MIAMI, DEPARTMENT OF PROCUREMENT
Buyer: Cris Lima
Phone: (305) 416-1904

Prepared By: Aimee Gandarilla, 6/5/19

A CONTRACT AWARD SHEET INSTRUCTIONAL GUIDE TO ASSIST YOU WITH THE INFORMATION CONTAINED HEREIN IS AVAILABLE IN THE SUPPLIER INFORMATION SECTION OF OUR WEBPAGE AT: www.miamigov.com/procurement
Solicitation RTQ-00933

Purchase and/or Rental and Installation of Office Trailers

Solicitation Designation: Public

MIAMI-DADE COUNTY

Miami-Dade County
Solicitation RTQ-00933
Purchase and/or Rental and Installation of Office Trailers

Solicitation Number RTQ-00933
Solicitation Title Purchase and/or Rental and Installation of Office Trailers

Solicitation Start Date Jun 13, 2018 1:52:34 PM EDT
Solicitation End Date Jun 28, 2018 6:00:00 PM EDT
Question & Answer End Date Jun 20, 2018 12:00:00 PM EDT

Solicitation Contact Adriana Antolinez
Procurement Contracting Officer 1
ISD - Procurement Management Services
305-375-4884
Adriana.Antolinez@miamidade.gov

Solicitation Contact Jessica Tyrrell
Procurement Contracting Manager
ISD
305-375-4029
tyrell@miamidade.gov

Contract Duration See Bid Documents
Contract Renewal See Bid Documents
Prices Good for See Bid Documents

Solicitation Comments This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit for the purchase and/or rental and installation of office trailers for Miami-Dade County (County).

Item Response Form

Item RTQ-00933-01-01 - PURCHASE AND/OR RENTAL AND INSTALLATION OF OFFICE TRAILERS
Quantity 1 each
Prices are not requested for this item.
Delivery Location Miami-Dade County
No Location Specified
Qty 1

Description
This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit for the purchase and/or rental and installation of office trailers for Miami-Dade County (County).
SOLICITATION NO.: RTQ-00933

MIAMI-DADE COUNTY, FLORIDA

REQUEST TO QUALIFY

TITLE:
Purchase and/or Rental and Installation of Office Trailers

FOR INFORMATION CONTACT:
Adriana Antolínez, 305-375-4884, Adriana.Antolínez@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.

- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.

- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.
GENERAL TERMS AND CONDITIONS:

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:


NOTICE TO ALL BIDDERS/PROPOSERS:

Electronic bids are to be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at www.bidsync.com within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

PLEASE NOTE THE FOLLOWING:

No part of your proposal can be submitted via HARDCOPY, EMAIL, OR FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance with all specifications contained in the solicitation electronically.
SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE
This Request to Qualify (RTQ) will establish a List of Prequalified Vendors (List) that will be used to solicit for the purchase and/or rental and installation of office trailers for Miami-Dade County (County). Placement on the List is not a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement on such List.

2.2 DEFINITIONS
Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the List of Prequalified Vendors for specific goods and/or service; and awarded based on lowest price, or other quantifiable criteria.

List of Prequalified Vendors (List) – Shall refer to business entities/individuals determined by the County’s Internal Services Department, Procurement Management Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement on the List of Prequalified Vendors, and who may submit quotes/proposals, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal - Shall refer to the forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – Shall refer to the solicitation of offers from the List of Prequalified Vendors for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM
This List shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The List shall expire on the last day of the eight (8) year term.

2.4 QUALIFICATION CRITERIA
Vendors shall meet the following criteria to be considered for placement on the List; and for participation in future competitions for the following groups:

Group A: Purchase and Installation of Office Trailers
Group B: Rental and Installation of Office Trailers

Qualifications for all Groups:

1. Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. (local time) for quotations. Vendor(s) are required to provide their representative’s name, phone number, and e-mail address.

2. Vendor(s), their staff, or approved subcontractor(s) shall hold one of the following licenses:

   a. General Contractor License issued by the State of Florida Construction Industry Licensing Board or by the Miami-Dade County Construction Trades Qualifying Board.

   Or
SECTION 2

SPECIAL TERMS AND CONDITIONS

b. Building Contractor License issued by the State of Florida Construction Industry Licensing Board or by the Miami-Dade County Construction Trades Qualifying Board.

Additional Qualification for Group A:

3. Vendor(s) shall demonstrate experience pertaining to the relevant sale of office trailers including installation as required in this RTQ. As evidence, Vendor(s) are required to provide three (3) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in selling and installing office trailers.

Additional Qualification for Group B:

4. Vendor(s) shall demonstrate experience pertaining to the relevant rental of office trailers including installation as required in this RTQ. As evidence, Vendor(s) are required to provide three (3) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in renting and installing office trailers.

Vendors shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors who will be included in the List. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary and in its best interest.

2.5 INSURANCE

Insurance is not required in order to be prequalified under this RTQ. Insurance requirements may be detailed in the subsequent ITQ or WOPR.

2.6 SPOT MARKET QUOTES

Vendors on the List will be invited to participate in spot market competitions, as needed. The spot market competitions will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR:

- Local Preferences
- User Access Program (UAP) Fee
- Small Business Enterprises (SBE) Measure
- Local Certified Service-Disabled Veteran's Business Enterprise Preference
- First Source Hiring Referral Program
- Prompt Payment Terms
- Office of Inspector General Fee
SECTION 3
SCOPE OF WORK

3.1 SCOPE OF WORK
It is the intent of this solicitation to identify and make available to the County office trailers for purchase or rent and installation services.

3.2 DESCRIPTION
The office trailers may vary in size and shall be provided with air conditioned and fully equipped for use as office facilities. Office trailers shall meet all applicable requirements of Florida Building Code inclusive of mechanical and electrical systems. Any electrical, plumbing, mechanical, or similar work to be provided to make the office trailers functional shall be provided by appropriately licensed contractors. In addition, all office trailers must be installed to meet Americans with Disabilities Act (ADA) requirements for accessibility.
# SECTION 4

## SUBMITTAL FORM

**VENDOR:**

<table>
<thead>
<tr>
<th>Groups</th>
<th>Requirement</th>
<th>Copy Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A: Purchase and Installation of Office Trailers</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Group B: Rental and Installation of Office Trailers</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**QUALIFICATION CRITERIA**

**TO BE COMPLETED BY ALL VENDORS**

Refer to Section 2.4, Qualification Criteria to ensure that Submittal complies with solicitation requirements.

<table>
<thead>
<tr>
<th>Reference Section</th>
<th>Requirements All Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 (1)</td>
<td>Vendor(s) shall assign a competent company representative who can be contacted Monday through Friday from 8:00 a.m. to 5:00 p.m. (local time) for quotations. Vendor(s) are required to provide their representative(s) name, phone number, and e-mail address.</td>
</tr>
<tr>
<td></td>
<td>Name: __________________</td>
</tr>
<tr>
<td></td>
<td>Phone No.: _______________</td>
</tr>
<tr>
<td></td>
<td>E-mail Address: __________</td>
</tr>
</tbody>
</table>

| 2.4 (2)           | Vendor(s), their staff, or approved subcontractor(s) shall hold one of the following licenses: |
|                   | a. General Contractor license issued by the State of Florida Construction Industry Licensing Board or by the Miami-Dade County Construction Trades Qualifying Board. |
|                   | b. Building Contractor License issued by the State of Florida Construction Industry Licensing Board or by the Miami-Dade County Construction Trades Qualifying Board. |
|                   | ☐            | ☐            |
VENDOR: ________________________________________________________________

<table>
<thead>
<tr>
<th>Additional Qualification for Group A</th>
<th>Copy Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 (3) Vendor(s) shall demonstrate experience pertaining to the relevant sale of office trailers including installation as required in this RTQ. As evidence, Vendor(s) are required to provide three (3) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in selling and installing office trailers.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Qualification for Group B</th>
<th>Copy Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 (4) Vendor(s) shall demonstrate experience pertaining to the relevant rental of office trailers including installation as required in this RTQ. As evidence, Vendor(s) are required to provide three (3) signed letters on company letterhead from their clients. The references shall ascertain to the County's satisfaction that the Vendor has sufficient expertise in renting and installing office trailers.</td>
<td></td>
</tr>
</tbody>
</table>
# Submittal Form

<table>
<thead>
<tr>
<th>Solicitation No: RTQ-00933</th>
<th>Solicitation Title: Purchase and/or Rental and Installation of Office Trailers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Company Name (include dba if applicable):</strong></td>
<td><strong>Federal Tax Identification Number:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If Corporation - Date Incorporated/Organized:</strong></td>
<td><strong>State incorporated/Organized:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Company Operating Address:</strong></td>
<td><strong>City</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Miami-Dade County Address (if applicable):</strong></td>
<td><strong>City</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Company Contact Person:</strong></td>
<td><strong>Email Address:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number (include area code):</strong></td>
<td></td>
</tr>
</tbody>
</table>

Pursuant to Miami-Dade County Ordinance 94-34, any Individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

- [ ] Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

- [ ] Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.

- [ ] Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.

The address of the Locally-Headquartered office is:

- [ ] Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

**LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Sections 285.187 of the Florida Statutes.

**SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (If Applicable)**

A Small Business Enterprise (SBE) must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for the Solicitation. For certification information contact Small Business Development at (305) 375-3111 or access http://www.miamidade.gov/smallbusiness/certification-programs.asp. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

12/19/2018 12:29 PM   p. 10
Is Bidder's firm a Miami-Dade County Certified Small Business Enterprise? Yes ☐ No ☐

If yes, please provide Certification Number: ____________________________

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: _____________________________. In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a Bid pursuant to this Solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any Information in response to this Solicitation which the Bidder considers to be a trade secret, proprietary or confidential.

In the event that the Bid contains a claim that all or a portion of the Bid submitted contains confidential, proprietary or trade secret information, the Bidder, by signing below, knowingly and expressly waives all claims made that the Bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: ____________________________

Date ____________________________

Type or Print Name ____________________________

Type or Print Title ____________________________

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY Binds the BIDDER TO THE TERMS OF ITS OFFER.

Bidder’s Authorized Representative’s Signature: ____________________________

Date ____________________________

Type or Print Name ____________________________

Type or Print Title ____________________________
In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

_________________________  _________________________
Signature                   Date
SUBCONTRACTOR/SUPPLIER LISTING
(Miami-Dade County Code Sections 2.6.1, 2.6.3 and 10-34)

Name of Bidder/Proposer: 

In accordance with Sections 2.6.1, 2.6.3 and 10-34 of the Miami-Dade County Code, the form shall be submitted as a condition of award by all Bidders/Proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of $100,000 or more, and all Proposals on County or Public Health Trust construction contracts which involve expenditures of $150,000 or more. The Bidders/Proposers who have marked this form shall submit a complete/valid list of subcontractors or suppliers on the portions of the contract work to be performed or materials to be supplied from their identified, except those wherein awarded of the County. The Bidders/Proposers shall enter the word "NONE" under the appropriate heading of this form if no subcontractors or suppliers are to be used in the contract and sign the form below.

In accordance with Ordinance No. 98-09, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all firms subcontractor/suppliers. In the event that the recommended Bidders/Proposers rectangles to the County,long to report the race, gender, and ethnic information is not reasonably available at that time, the Bidders/Proposers shall be obligated to exercise diligent efforts to obtain the information and provide the same to the County not later than ten (10) days after it becomes available and, if not so, shall provide their best estimate

<table>
<thead>
<tr>
<th>Business Name and Address of First Tier Direct Supplier</th>
<th>Principal Owner</th>
<th>Principal Officer</th>
<th>Services to be Provided by Supplier</th>
<th>Employees</th>
<th>(Enter the number of male and female employees by race/ethnicity)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These data may be submitted to contracting department or on due to the Small Business Development of the Internal Services Department at Miami-Dade County do not have development controls. As a condition of final payment, the Bidders/Proposers shall provide subcontractor information on the Subcontractor Payment Report Sub 309 form which can be found at http://www.miamidade.gov/sobd/suppliersubcontractorspayment.pdf.

I certify that the recommendations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and correct.

Signature of Bidder/Proposer: 

Print Name: 

Print Title: 

Date: 

12/19/2018 12:29 PM
Miami-Dade County

Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-83-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars ($1,000,000) or that otherwise must be presented to the Board for approval:

(1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;

(2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;

(3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No.: ___________________________________________

Federal Employer Identification Number (FEIN): ____________________________

Contract Title: ____________________________________________

Printed Name of Affiant ____________________________________________

Printed Title of Affiant ____________________________________________

Signature of Affiant ____________________________________________

Name of Firm ____________________________________________

Address of Firm ____________________________________________

State ____________________________________________

Zip Code __________

Notary Public Information

Notary Public – State of ____________________________________________ County of ____________________________________________

Subscribed and sworn to (or affirmed) before me this _______________ day of, ___________________________ 20__

by ____________________________________________

He or she is personally known to me or has produced identification

Type of Identification produced ____________________________________________

____________________
Signature of Notary Public

Serial Number ____________________________________________

____________________
Print or Stamp of Notary Public Expiration Date ____________________________

Notary Public Seal

12/19/2018 12:29 PM
Question and Answers for Solicitation #RTQ-00933 - Purchase and/or Rental and Installation of Office Trailers

<table>
<thead>
<tr>
<th>Overall Solicitation Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question 1</strong></td>
</tr>
<tr>
<td>is there a budget or cost estimate available for this? (Submitted: Jun 15, 2018 10:19:50 AM EDT)</td>
</tr>
<tr>
<td><strong>Answer</strong></td>
</tr>
<tr>
<td>- No. (Answered: Jun 18, 2018 3:35:43 PM EDT)</td>
</tr>
</tbody>
</table>
ROADMAP
RTQ-00933
Purchase and/or Rental and Installation of Office Trailers - Prequalification

CONTRACT OVERVIEW:
This contract was established for the purchase, rental and installation of office trailers.

CONTRACT TERM: 
COMMODITY: 975-84

PROCUREMENT CONTRACTING OFFICER: Brandon Nealey
Phone: (305) 375-4884
Email: brandon.nealey@miamidade.gov

EVENT LOG

<table>
<thead>
<tr>
<th>ADD NO. ↓</th>
<th>DATE ISSUED ↓</th>
<th>EVENT ↓</th>
<th>AGENT ↓</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GROUPS

Group A: Purchase and Installation of Office Trailers.
Group B: Rental and Installation of Office Trailers.

PREQUALIFIED VENDOR(S)

The following are the prequalified vendors by group:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Fein / Suffix</th>
<th>Representative Contact Info.</th>
<th>Groups Prequalified For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Modular Structures, Inc.</td>
<td>651092574/01</td>
<td>Patti Willis 954-960-1550 <a href="mailto:buildings@advancedmodular.com">buildings@advancedmodular.com</a></td>
<td>A &amp; B</td>
</tr>
<tr>
<td>McGrath Rent Corp dba Modular Management Corp.</td>
<td>942579843/01</td>
<td>Alex de Urbizu 305-807-3465 <a href="mailto:Alex.deurbizu@mobilemodular.com">Alex.deurbizu@mobilemodular.com</a></td>
<td>A &amp; B</td>
</tr>
</tbody>
</table>

A. Pool Contract Award Checklist

The following is provided as a reminder of some important items that each department should check/complete/document prior to mailing an award.

- SBE Set Aside shall be applied where there are three (3) or more certified firms available in the established pre-qualified pool.
- Bid Preference shall be applied when there are less than three (3) certified firms available in the established pre-qualified pool.
- A No Measure will apply when the funding source is Federal.
- Obtain a signed Collusion Affidavit, and signed Affirmation of Vendor Affidavits from the recommended vendor.
- In your notice to all participants of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendors that the Cone of Silence is lifted. [Sample language: In accordance with the reference solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the [Dept. name] recommends award of this quote to: [Company name].]
BID NO.: RTQ-00933
BID TITLE: Purchase and/or Rental and Installation of Office Trailers

Provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.

- **Allow a three (3) business day protest period,** beginning the day after the award recommendation is posted with the Clerk, prior to completing award if applicable with your award value (over $25K).
Memorandum

Date: [Date]

To: Honorable Chairwoman Audrey M. Edmonson and Members, Board of County Commissioners

From: Carlos A. Gimenez Mayor

Subject: Recommendation for Approval to Establish a Prequalification Pool for Purchase and/or Rental and Installation of Office Trailers

Recommendation
It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, RTQ-00933 Purchase and/or Rental and Installation of Office Trailers, for multiple County Departments. The pool will be used to provide office trailers that can serve as temporary or permanent offices for personnel.

The County currently uses two pools to obtain office trailers:

- **Prequalification Pool, 8772-0/13 – Rental of Office Trailers**, was approved by the Board on March 3, 2009 for a five-year term through Resolution No. R-193-09 and was subsequently extended by the Board on November 19, 2013 for an additional five-year term through Resolution No. R-944-13; and

- **Prequalification Pool, 9013-1/19-1 – Office Trailers**, was approved under delegated authority for a five-year term with one, five-year option to renew. This pool was subsequently modified by the Board on June 18, 2013 through Resolution No. R-477-13 and December 6, 2016 through Resolution No. R-1143-16 for additional expenditure authority.

Water and Sewer and Fire Rescue utilize the current pools to provide office trailers while buildings are under construction and when needed for hurricane operations. Parks, Recreation, and Open Spaces uses the current pools for construction projects as well as during emergency operations after a hurricane or other severe weather events. To facilitate administrative efficiencies for the departments and reduce duplication of efforts by vendors, the County is consolidating the current pools listed above.

Four vendors responded to the solicitation, of which two are being recommended for inclusion in the pool; none are local. Efforts are being made to pre-qualify one of the respondents which is local. In an effort to increase vendor participation, all current pool vendors were contacted by email before and after the solicitation closed. Establishing this pool will provide opportunities for competition by allowing prequalified vendors to compete in future spot market quotations issued by County Departments. The pool will remain open during the five-year term, allowing additional vendors to be added to the pool at any time, subject to Board ratification.

Scope
The scope of this item is countywide in nature.

Fiscal Impact/Funding Source
The fiscal impact for the five-year term is $5,057,000. Pool No. 8772-0/13 is currently valued at $7,041,000 for a ten-year and two-month term and expires on May 31, 2019; and Pool No. 9013-1/19-1 is currently valued at $9,624,000 for a ten-year term and expires June 30, 2019. The allocation under the replacement pool is less than the combined allocation of the current pools on an annual basis due to estimated usage during the term.
Honorabe Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners  
Page 2

<table>
<thead>
<tr>
<th>Department</th>
<th>Allocation</th>
<th>Funding Source</th>
<th>Contract Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Services</td>
<td>$775,000</td>
<td>General Fund</td>
<td>Michael Garateix</td>
</tr>
<tr>
<td>Community Action and Human Services</td>
<td>$60,000</td>
<td>General Fund and State and Federal Funds</td>
<td>Kimberly Craig</td>
</tr>
<tr>
<td>Corrections and Rehabilitation</td>
<td>$150,000</td>
<td>General Fund</td>
<td>Zuleika Davidson</td>
</tr>
<tr>
<td>Fire Rescue</td>
<td>$920,000</td>
<td>Fire District</td>
<td>Marianela Betancourt</td>
</tr>
<tr>
<td>Internal Services</td>
<td>$200,000</td>
<td>Internal Service Funds</td>
<td>Juan Silva</td>
</tr>
<tr>
<td>Parks, Recreation, and Open Spaces</td>
<td>$730,000</td>
<td>General Fund</td>
<td>Bernie Rodriguez</td>
</tr>
<tr>
<td>Police</td>
<td>$500,000</td>
<td>General Fund</td>
<td>Laura Romano</td>
</tr>
<tr>
<td>Port Miami</td>
<td>$222,000</td>
<td>Proprietary Funds</td>
<td>Gyselle Pino</td>
</tr>
<tr>
<td>Public Housing and Community Development</td>
<td>$200,000</td>
<td>Federal Funds</td>
<td>Indira Rajkumar-Futch</td>
</tr>
<tr>
<td>Solid Waste Management</td>
<td>$277,000</td>
<td>General Fund and Proprietary Funds</td>
<td>Olga Espinosa-Anderson</td>
</tr>
<tr>
<td>Water and Sewer</td>
<td>$1,023,000</td>
<td>Proprietary Funds</td>
<td>Susan Pascul</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$5,057,000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Track Record/Monitor**  
Jessica Tyrrell of the Internal Services Department is the Procurement Contracting Manager.

**Delegated Authority**  
Upon approval of this item, a pool of prequalified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor’s designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor’s designee will also have the authority to (a) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38 and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

**Vendors Prequalified for Pool**  
A Request to Qualify was advertised under full and open competition. Four vendors responded to the solicitation. Two vendors are being recommended for inclusion in the pool as set forth in the table below. The pool will include two groups: Group A for Purchase and Installation of Office Trailers; and Group B for Rental and Installation of Office Trailers.

Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended are local as a small number of vendors responded to the solicitation and the firms with local addresses did not meet the vendor requirements. The sole local vendor in the current pools did not respond to this solicitation. Staff will continue its outreach efforts to identify and add vendors to the pool, including local vendors.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Principal Address</th>
<th>Local Address</th>
<th>Principal</th>
<th>Groups Prequalified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Modular Structures, Inc.</td>
<td>1911 NW 15 Street</td>
<td>None</td>
<td>Patricia A. Willis</td>
<td>A and B</td>
</tr>
<tr>
<td></td>
<td>Pompano Beach, FL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McGrath Rent Corp dba Mobile Modular Management Corp*</td>
<td>5700 Las Positas Road</td>
<td>None</td>
<td>Joseph F. Hanna</td>
<td>A and B</td>
</tr>
<tr>
<td></td>
<td>Livermore, CA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Vendor’s submittal was received after the solicitation closing date.
Vendors Not Prewaqualified for Pool

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Local Address</th>
<th>Reason for Not Recommending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Mini, Inc.</td>
<td>Yes</td>
<td>The vendor does not provide the types of trailers needed by the County.</td>
</tr>
<tr>
<td>Total Connection, Inc.</td>
<td>Yes</td>
<td>Vendor did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents the vendor may be added to the pool.</td>
</tr>
</tbody>
</table>

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

Pursuant to Resolution No. R-140-15, prior to re-procurement, a full review of the scope of services was conducted to ensure the replacement pool reflects the County's current needs. The review included conducting market research, posting a draft solicitation for industry comment, and holding meetings and drafting sessions with the client departments. The replacement pool will be a consolidation of Prequalification Pools 8772-0/13, Rental of Office Trailers and 9013-1/19-1, Office Trailers.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies and will be collected on all purchases where permitted by the funding source.
- The Small Business Enterprise (SBE) Bid Preference and Local Preference will be applied at the time of spot market competition where permitted by the funding source. An SBE set-aside applies for spot market competition up to $100,000 where permitted by the funding source when there are three or more SBE-certified firms available.
- The Living Wage applies.

Jack Osterholt
Deputy Mayor

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF MIAMI, FLORIDA:

Section 1. The procurement of the rental of office trailers (Pre-Qualification), from McGrath Rent Corp. and Modular Space Corporation, on a Citywide, as-needed contractual basis, utilizing existing Miami-Dade County Contract No. 8720-0/09, effective through February 28, 2009, subject to any extensions and/or replacement contracts by Miami-Dade County, is authorized, with funds allocated from the various sources of funds from the user departments and agencies, subject to the availability of funds and budgetary approval at the time of need.

Section 2. This Resolution shall become effective immediately upon its adoption and signature of the Mayor. (1)