

**SECTION 1.0 - OVERVIEW AND PROPOSAL PROCEDURES**

**1.1 INTRODUCTION**

Miami-Dade County is soliciting proposals from qualified financial institutions with headquarters or regional offices located within the territorial boundaries of the County, to provide non-exclusive banking services for County Departments, and for the Clerk of the Circuit and County Courts. The purpose of this Solicitation is to obtain the best banking services for the County and the Clerk at the most advantageous cost.

Proposers may propose for as many account groups as it desires. However, Proposer must follow the instructions in Section 3.0 for submitting a proposal for multiple account groups. The five account groups are as follows:

- 1. General Operating Account – Group A
- 2. Clerk's Accounts – Sub-Group B1
- 3. Clerk's Accounts – Sub-Group B2
- 4. Clerk's Accounts – Sub-Group B3
- 5. Special Accounts – Group C

**1.2 TIMETABLE**

The anticipated schedule is as follows:

- RFP available for distribution: November 30, 2007
- Pre-Proposal Conference: December 10, 2007 at 10 a.m. (local time) (See front page for location.)
- Deadline for receipt of questions: December 28, 2007
- Deadline for receipt of proposals: January 11, 2008 at 2 p.m. (local time) (See Section 1.4 for location.)
- Evaluation/Selection process: January/February 2008
- Projected award date: April 2008

**1.3 SOLICITATION AVAILABILITY**

The solicitation package is available at no cost on-line at [www.miamidade.gov/dpm](http://www.miamidade.gov/dpm) or through Department of Procurement Management - Vendor Assistance Unit, 111 NW 1st Street, Suite 1300, Miami, FL 33128-1974 at a cost of \$10.00 for each solicitation package and an additional \$5.00 fee for a request to receive the solicitation package through the United States Postal Service. To request the solicitation package through the United States Postal Service, mail your request with the following information: the solicitation number and title, the name of Proposer's contact person, Proposer's name, complete address to be mailed to, telephone number and fax number, along with a \$15.00 check or money order made payable to: Miami-Dade Board of County Commissioners.

Proposers who obtain copies of this Solicitation from sources other than the County's Department of Procurement Management website or the Vendor Assistance Unit risk the potential of not receiving addenda, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Proposers are solely responsible for those risks (see Section 1.8).

**1.4 PROPOSAL SUBMISSION**

All proposals must be submitted on 8 1/2" X 11" paper, neatly typed on one side only, with normal margins, and spacing. The original document package must not be bound and the document package copies should be

requirement and must submit, in writing, a detailed listing of their Boards of Directors, showing the race or ethnicity of each board member, to the County's Department of Business Development. Firms claiming exemption must submit, as part of their proposal/bids to be filed with the Clerk of the Board, an appropriately completed and signed Exemption Affidavit (**see attached Form A-8**) in accordance with Ordinance 98-30. These submittals shall be subject to periodic reviews to assure that the entities do not discriminate in their employment and procurement practices against minorities and women-owned businesses.

It will be the responsibility of each firm to provide verification of their gross annual revenues to determine the requirement for compliance with the Ordinance. Those firms that do not exceed \$5 million annual gross revenues must clearly state so in their bid/proposal.

**1.32 AFFIDAVIT- PAID FEES, TAXES, PARKING TICKETS AND OBLIGATIONS ARE NOT IN ARREARS**

In accordance with Section 2-8.1 (c) of the Miami-Dade County Code, and as amended by County Ordinance No. 00-30, and Section 2-8.1(h) as amended by Ordinance No. 00-67, the Proposer shall certify that all delinquent and currently due fees, taxes, parking tickets and that Proposer is not in arrears on obligations to the County. (See attached **Form A-10**.)

**1.33 CODE OF BUSINESS ETHICS**

In accordance with Section 2-8.(1) of the Code of Miami-Dade County each person or entity that seeks to do business with Miami-Dade County shall have or shall adopt a Code of Business Ethics ("Code") and shall, prior to execution of any contract between the contractor and the County, submit an affidavit stating that the contractor has adopted a Code that complies with the requirements of Section 2-8.1(i) of the Miami-Dade County Code (see attached **Form A-12**). Any person or entity that fails to submit the required affidavit shall be ineligible for contract award.

**1.34 BANKRUPTCY**

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be non-responsive.

**1.35 DOMESTIC VIOLENCE LEAVE AFFIDAVIT**

Prior to entering into any contract with the County, a firm desiring to do business with the County shall, as a condition of award, certify that it is in compliance with the Domestic Leave Ordinance, 99-5 and Section 11A-60 of the Miami-Dade County Code. This Ordinance applies to employers that have, in the regular course of business, fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks in the current or preceding calendar year. In accordance with Resolution R-185-00, the obligation to provide domestic violence leave to employees shall be a contractual obligation. The County shall not enter into a contract with any firm that has not certified its compliance with the Domestic Leave Ordinance (see attached **Form A-13**). Failure to comply with the requirements of Resolution R-185-00, as well as the Domestic Leave Ordinance may result in the contract being declared void, the contract being terminated and/or the firm being debarred.

**1.36 ORDINANCES, RESOLUTIONS AND/OR ADMINISTRATIVE ORDERS**

To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the Clerk of the Board at (305) 375-5126.

**1.37 CHARTER COUNTY TRANSIT SYSTEM SALE SURTAX**

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award of a Blanket Purchase Order (BPO) for Transit/Public Works/Office of Citizens' Independent Transportation Trust (OCITT) as part of a multi-department contract, nor an award of a contract solely for the use of Transit/Public Works/OCITT shall be effective and thereby give rise to a contractual relationship with the County for

**Form A-12**  
**CODE OF BUSINESS ETHICS**  
[Section 2-8.1(i), Code of Miami-Dade County]

I, being duly sworn, hereby state and certify that this firm has adopted a Code of Business Ethics that is fully compliant with the requirements of Section 2-8.1(1) of the Code of Miami-Dade County as amended. I further acknowledge that failure to comply with the adopted Code of Business Ethics shall render any contract with Miami-Dade County voidable, and subject this firm to debarment from County work pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County as amended. I further acknowledge that failure to submit this affidavit shall render this firm ineligible for contract award.

By: \_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_ 20 \_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Affiant

\_\_\_\_\_  
Federal Employer Identification Number

\_\_\_\_\_  
Printed Name of Firm

\_\_\_\_\_  
Address of Firm

**SUBSCRIBED AND SWORN TO** (of affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

He/She is personally known to me or has presented \_\_\_\_\_ as identification.  
Type of Identification

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Print or Stamped Name of Notary

\_\_\_\_\_  
Expiration Date

Notary Public, State of \_\_\_\_\_