



**INVITATION TO QUOTE**  
 City of North Miami  
Purchasing Department  
 776 NE 125<sup>th</sup> Street Room 303  
 North Miami, Florida 33161

**THIS IS NOT  
AN ORDER**

**QUOTATION NO.:** 46-15-16

**TITLE:** Parade Floats

**DUE DATE:** Tuesday, October 11, 2016

**TIME:** 3:30 PM

**CONTACT PERSON:** Heylicken Espinoza  
**PHONE:** (305) 895.9886  
**E-MAIL:** [purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov)

**QUOTES SHOULD BE SUBMITTED TO:**

City of North Miami  
 Purchasing Department  
 776 NE 125 ST – 3<sup>rd</sup> Floor  
 Room 303  
 North Miami, FL 33161

Or via e-mail to: [purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov)

**NOTES:**

1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified
2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award

**Price Form:** The prices quoted below shall include all labor, materials, supplies, transportation, equipment, and supervision necessary to perform the work specified in this Invitation to Quote. All prices must be submitted on the Bid Form below.

Description	Unit Cost	Quantity	Total Cost
Thanksgiving Theme Float	\$ _____	x1	\$ _____
City's Birthday Float (1 <sup>st</sup> year)/ Children's Theme (subsequent years)	\$ _____	x1	\$ _____
Holiday Float	\$ _____	x1	\$ _____
Miscellaneous Float	\$ _____	x1	\$ _____
Tow & Driver For Each Tow	\$ _____	x4	\$ _____
<b>GRAND TOTAL:</b>			\$ _____

**Optional Services:** Please provide pricing that you will guarantee for the duration of the Contract period for up to two (2) additional floats. Floats will be required to meet the requirements detailed in Section 1 "Scope of Work". The City reserves the right to add or remove one or both of the additional floats quoted below from the contract on a year-by-year basis with reasonable prior notice to the vendor.

Description	Unit Cost	Quantity	Total Cost
Additional Float – Caribbean Flare	\$ _____	x1	\$ _____
Additional Float - Miscellaneous	\$ _____	x1	\$ _____
Tow & Driver For Each Tow	\$ _____	X2	\$ _____
<b>GRAND TOTAL:</b>			\$ _____

**Method of Award:** Award will be made to the lowest responsive and responsible bidder whose proposal is in the best interest of the City.

Local preference will be applied as applicable (*see below*)

Addenda Received:  Yes  No      If yes, please indicate the number of addenda received: \_\_\_\_

All Addenda are posted on the City’s website at:  
[http://www.northmiamifl.gov/departments/purchasing/current\\_bids\\_proposals.aspx](http://www.northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx)

It is hereby certified and affirmed that the respondent shall accept any awards made as a result of this quotation. Respondent further agrees that prices quoted will remain fixed for a period of sixty (60) days from date quotation is due.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_ F.E.I. ID No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **LOCAL PREFERENCE**

Except where federal or state law mandates to the contrary, in the purchase of supplies or services in which objective factors used to evaluate the submittals received from offerors a preference of ten (10) percent of the total price, shall be given to a local business.

- LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a “local business” is a business that has a valid local business tax receipt, issued by the City of North Miami prior to the City’s issuance of the Solicitation for supplies or services, that is appropriate for the goods, services or construction to be purchased **AND**; a business that has a physical business address located within the limits of the City of North Miami from which the vendor operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. **A copy of a current Business Tax Receipt must be included with submittal. Failure to complete this certification at this time (by checking the box above and submitting form A-3) shall render the Bidder ineligible for Local Business Preference.**

**OR**

- WORKFORCE LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms with at least ten percent (10%) of its total workforce residing within the geographical boundaries of the City prior to the City’s issuance of the Solicitation for supplies or services. Place a check mark here only if affirming bidder meets requirements for Workforce Local Preference. **Respondent must submit sufficient proof that it qualifies for this certification. Failure to complete this certification at this time (by checking the box above and submitting form A-3) shall render the Bidder ineligible for Workforce Local Preference.**

**OR**

- SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to firms that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractors who are physically located within the City of North Miami (**must complete form A-3(a) Statement of Intent**). Place a check mark here only if affirming bidder meets requirements for Subcontractor Local Preference. **Failure to complete this certification at this time (by checking the box above and submitting forms A-3 and A-3(a)) shall render the Bidder ineligible for Subcontractor Local Preference.**

**The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.**

**All referenced forms can be found on the City’s website at <http://www.northmiamifl.gov/departments/purchasing/forms.asp>**

## **DEADLINE FOR QUESTIONS:**

Any questions or clarifications regarding this Invitation to Quote shall be submitted in writing to the Purchasing Department via email at [purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov) by no later than **Friday, September 30, 2016 at 3:30 PM**. Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing. All questions and/or requests for clarification received by the City on a timely basis, shall be answered by means of addenda posted on the City’s website.

## **1. SCOPE OF WORK**

The City of North Miami is requesting quotes from qualified vendors to provide four (4) floats with tow units for the Winternational Parade held on Thanksgiving Day with the following themes:

- Thanksgiving Theme Float
- City's Birthday specific float (Celebrating the City's 90<sup>th</sup> Birthday in 2016.
  - Year 2017 – float to change to host a children's theme.
- Holiday Float – Winter Wonderland or Santa friendly float
- Miscellaneous Float – to be selected and modified every year to match Grand Marshal or main theme.

Additionally, as part of your quote, the City requests additional pricing to be guaranteed for the duration the contract period for up to two (2) additional floats. Pricing should be submitted on the table included on page 2 of this ITQ under "Optional Services".

### **1.1 Floats and Tow Units**

All floats shall be, at minimum, 15 to 18 feet in height and must have a ball hitch and/or pintel-hook for the tow unit. All floats shall hold a minimum of 10-15 people.

Each tow unit must be able to hold a minimum of five (5) people and should be coordinated with the float in style of décor or should represent a polished look for the parade.

### **1.2 Delivery Location**

Bidder shall deliver all Parade Floats to NE 125<sup>th</sup> Street (between NE 5<sup>th</sup> Avenue and NE 2<sup>nd</sup> Avenue), North Miami, FL by 6:30 AM on Thursday, November 24, 2016 and on Thanksgiving Day each subsequent year thereafter for the duration of the contract term.

### **1.3 Sound**

All floats and tow units shall be equipped with sound and flow with its theme accordingly. Sound should include a Bluetooth connection as well as the option to play a CD. The City reserves the right to select/approve the music.

### **1.4 Drivers**

Drivers are to be provided for each float and to remain with the float the entire time of the event. Floats are required to be in the staging area by 7 AM due to street closures. Parade kickoff is at 10 AM until noon.

### **1.5 Communication**

Drivers shall be equipped with cell phones and/or radios to communicate with each other in the event of an emergency.

### **1.6 Signage**

Each float must provide a banner that is clearly visible to spectators along a 4 lane roadway, with a minimum of 12" lettering in clear font to be reviewed by the City. Banner should be at least 5 to 8 feet in length and a minimum of 2.5 feet in height. Signage must also be placed on both sides of each float – specific to the theme and name submitted by the City to the awarded vendor.

## **2. SPECIFICATIONS/VISUAL AID**

All Bidders must submit detailed specifications of the floats and provide two (2) copies per submittal of visual aids in the form of drawings or color photos, etc. Each visual aid shall include

one frontal view and one side view. Visual aids shall be clearly labeled in accordance with the Bid Form. Visual aids may be submitted on a CD or USB Flash Drive.

### **3. CONTRACT TERM**

The initial term of this Agreement shall be for one (1) year. The City reserves the right to extend this contract for an additional three (3) years, on a year-by-year basis, under the same terms & conditions submitted for this initial term.

### **4. REFERENCES/EXPERIENCE AND QUALIFICATIONS**

Vendor should have experience providing services of similar scope and size. At a minimum, at least three (3) references of clients to which the respondent has provided similar services must be submitted with all quotes (see attached form A-14). Current contact information must be provided. References should include full written details of services provided similar to the ones described herein. Only one reference may be used for services performed for or on behalf of the City of North Miami.

### **5. INSURANCE AND INDEMNIFICATION**

**Respondents must submit with their Responses**, either proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

#### **5.1 COMMERCIAL GENERAL LIABILITY**

With minimum limits of \$1 Million per occurrence for bodily injury and property damage. This coverage shall also include personal, advertising injury and medical expense Commercial General Liability Insurance – preferably written on an occurrence form with \$1,000,000 for each occurrence, to include contractual liability, personal & advertising injury, and products/completed operations. The City shall be named additional insured.

The general liability limits can be extended through the purchase of an Excess/Umbrella Liability insurance (occurrence form).

#### **5.2 COMMERCIAL AUTOMOBILE LIABILITY (COVERING OWNED, NON-OWNED & HIRED VEHICLES)**

Comprehensive Automobile Liability Insurance with not less than One Million Dollars (\$1,000,000) for each occurrence / combined single limit for bodily injury and property damage including coverage, applicable to owned, hired and non-owned vehicles. The Contractor and any of its approved sub-contractors shall take out and maintain this insurance coverage against claims for damages resulting from bodily injury, including wrongful death and property damage which may arise from the operations of any owned, hired or non-owned automobiles and/or equipment used in any capacity in connection with the carrying out of this Agreement. The City shall be named as an additional insured.

#### **5.3 WORKER'S COMPENSATION**

Workers' Compensation Insurance as required by the State of Florida with statutory limits, including coverage for employer's liability with a minimum limit of One Million Dollars (\$1,000,000) per accident for bodily injury and disease.

**Liability insurance shall name the City of North Miami as an additional insured. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.**

All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of A rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City's Risk Manager prior to signing of Contract. Contractor may produce any insurance under a "blanket" or "umbrella" insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other Projects undertaken by Contractor.

The Contractor must submit, prior to signing of Contract, a Certificate of Insurance naming the City as additional insured for Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances remain current and in effect throughout the term of Contract.

Contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Contractor expressly understand and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided. Neither shall it limit or diminish the immunities derived by the City under the F.S. 768.28.

**The Contractor must submit, no later than five (5) days after award and prior to execution of Contract, the requisite insurance certificates referenced above with the City of North Miami listed as "additional insured".**

#### **6. ADDITIONAL INFORMATION:**

Award of this bid will be made to the lowest responsive and responsible bidder, whose quote is in the best interest of the City. All vendors must be registered with the Florida Department of State Division of Corporations (Sunbiz).

#### **ATTACHMENTS:**

Form A-3 – Local Preference Affidavit  
Form A-3(a) – Statement of Intent  
Form A-14 - References



## LOCAL PREFERENCE AFFIDAVIT

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

**Failure to fully complete this affidavit may render the vendor ineligible for Local Preference.**

### SECTION 1: GENERAL TERMS

#### Local Preference

The evaluation of competitive bids is subject to Section 7-151 of Ordinance 1244 which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation.

Business location means a permanent office or other site where the local business conducts, engages in, or carries on all or a portion of its business. A post office box or location at a postal service center shall not constitute a business location.

The following criteria must be met in order to qualify for local preference:

1. A business that is located in the city with a current city business tax receipt issued prior to the City's issuance of the Solicitation for supplies or services **AND/OR**;
2. A business has at least ten (10%) of its total workforce residing in the City of North Miami prior to the City's issuance of the solicitation for supplies or services **AND/OR**;
3. A business that subcontracts at least ten percent (10%) of the contractual amount of a City project with subcontractors who are physically located within the City.

**The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.**

The preference is used to evaluate the submittals received from bidders. Except where federal or state law mandates to the contrary, in the purchase of supplies or services in which objective factors used to evaluate the submittals received from offerors are assigned point totals, a preference of ten (10) percent of the total evaluation points, or ten (10) percent of the total price, shall be given to a local business.

#### Comparison of Qualifications

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the City from giving any other preference permitted by law instead of preferences granted, nor prohibit the City to select the bid or proposal which is the most responsible and in the best interests of the City.

### SECTION 2: AFFIRMATION

**Failure to complete this certification by Bidder/Proposer at this time (by checking applicable box below) shall render the vendor ineligible for Local Preference.**

**LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to businesses located within the limits of the City of North Miami. **A copy of a current Business Tax Receipt must be attached.**

Place a check mark here only if affirming bidder meets requirements for **Local Preference Certification**.

**LOCAL PREFERENCE FORM A - 3**

**WORKFORCE LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to businesses with a least ten percent (10%) of its total workforce residing within the geographical boundaries of the City.

Place a check mark here only if affirming bidder meets requirements for **Workforce Local Preference Certification**.

**SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION:** The local preference may be applied to businesses that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractor who are physically located within the City of North Miami. **(Must complete Forms A-3(a): Statement of intent)**

Place a check mark here only if affirming bidder meets requirements for **Subcontractor Local Preference Certification**.

I certify that the information and responses on this form or attached hereto are true, accurate, and complete. I understand that the submission of this form to the contracting officer for the City of North Miami is for this public entity only. I also understand that I am required to inform the City of North Miami of any change in the information contained in this this form or attached hereto.

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Offeror Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

Sworn to and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_



## STATEMENT OF INTENT

RFP/IFB NO. \_\_\_\_\_

A signed "Statement of Intent" shall be completed by both the proposer/bidder and the owner or authorized principal of each Local to provide services under this Solicitation.

\_\_\_\_\_ agrees to perform work on the above contract as (check one)  
**Name of Local Business**                       a partnership;  a corporation;  an individual;  a joint venture

**Local Business Contractor**

The Local Business will enter into a formal agreement, conditioned upon the Bidder/Proposer executing a contract with the City of North Miami for the work with \_\_\_\_\_.

Name of Bidder/Proposer

Item No.	Type of Work	Agreed Price of Work	Percentage of Work
1.		\$	%
2.		\$	%
3.		\$	%
<b>TOTAL VALUE OF WORK</b>		\$	%

\_\_\_\_\_

**Local Business Contact Name** (Please Print)                      **Title**                      **Date**

\_\_\_\_\_

**Local Business Address, City, State & Zip Code**

\_\_\_\_\_

**Local Business E-Mail address**                      **Phone Number**                      **Authorized Local Business Signature**

\_\_\_\_\_

**Authorized Bidder/Proposer Signature**                      **Title**                      **Date**

**NOTE: A copy of the Local Vendor Business Tax Receipt and signatures of Local Business and Bidder/Proposer are required.**



**REFERENCES (Form A-14)**

List a minimum of three (3)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Job Performed & Cost \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Job Performed & Cost \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Job Performed & Cost \_\_\_\_\_

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